

Fatima Academy



General Technology Lab Rules/ Regulations

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Technology Acceptable Use Policy

2009/2010

Fatima Technology Acceptable Use Policy

Online Conduct

1. Students shall follow and respect the schools' established rules for going online.
2. Students shall use school-provided Internet access with direct teacher supervision.
3. Students' personal information such as their pictures, addresses, telephone numbers, parents' names and home or work addresses/telephone numbers, will not be published by the students or schools unless parental permission is given.
4. Students who receive information or messages that make them uncomfortable will immediately report the occurrence to the supervising teacher.
5. Students will never agree to meet with someone they encounter through online school projects without the consent of their teacher.
6. Students may view published web pages and cite information obtained from them appropriately. Plagiarism will not be tolerated.
7. Students will not use school-provided Internet access for illegal purposes or for non-approved commercial purposes.
8. Students should not attempt to download and install computer software without the consent of the technology administrator.
9. Students will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery or language.
10. MSN Messenger and email accounts such as hotmail are not permitted to be used during class time except under direct teacher supervision.

Fatima Academy General Technology Lab Rules and Regulations

1. Students will not access, manipulate, alter or attempt to damage, disable or destroy technology or computer files.
2. The school policy dealing with damage caused by students to school property will be enforced. Any component broken due to student misuse/abuse of equipment will be the responsibility of the student; the school will demand payment for repairs or replacement.
3. Students are not permitted to play non-educational games on the computer during class time. These games have interfered with serious work being done by teachers and students in the lab.
4. Students are only permitted to print course related materials. NO personal printing (i.e. letters to friends, posters, signs, etc.).
5. Students should be under the supervision of a teacher when using the computer room. The teacher granting permission must be present to start the session and enforce supervision.
6. Food or drink is not permitted in the computer room.
7. Users must push chairs into tables after using workstation. Users must not leave any papers, pencils, books, tissues or other items around the workstations. Workstations must be cleared before students leave the room. Students are to log off from their workstations at the end of the class period.
8. Students will not attempt to access private or personal materials, information, or files of others without their prior authorization.
9. Students are personally responsible for all activity that occurs within their account.
10. Students are advised that computer systems are the school's property and may be inspected or monitored at any time if misuse is suspected.
11. Due to the emergence of viruses, students are not to use personal computer disk unless they are scanned for viruses in advance.

Penalties

Penalties may include, but are not limited to, the following:

1. Warning
2. Suspension of computer and/or Internet privileges.
3. Termination of computer and/or Internet privileges.
4. Expulsion from a computer course or computer/Internet aspect of the course.
5. Disciplinary action by the school and/or District including suspension and/or expulsion.
6. Criminal prosecutions under the Criminal Code and other Canadian or Provincial laws.
7. Civil actions where appropriate (e.g. intentional damage to the computer network, computer hardware, software, etc..)