

# COMPUTER USE AND PROTOCOLS

The following is a copy of the agreement students (and their parents/guardians) will be asked to sign before students are allowed to use the computer systems at school.

## **A. NETWORK USER APPLICATION AND AGREEMENT**

*The Dufferin-Peel Catholic District School Board*

**To be completed on first registration in the Dufferin-Peel CDS Board.**

The Dufferin-Peel Catholic District School Board policy supports the use of the local and wide area networks for electronic communication; the Board believes this to be an integral part of the school curriculum.

In addition to the school's Code of Student Behaviour and Discipline and to outline in some detail the responsibilities of the school and The Dufferin-Peel Catholic District School Board, any student using the school network is required to adhere to the following *Rules of Conduct for Electronic Networks in the Dufferin-Peel CDSB schools, including Internet access.*

1. The school reserves the right to change the rules at any time without notifying users. (Changes to rules will be posted.)
2. The school reserves the right to remove network access from any user who breaks these rules.
3. The school does NOT warrant that the functions will meet any specific requirements the student may have, nor that it will be error free or uninterrupted, nor shall it be liable for any indirect, incidental or consequent damages (including lost data, information or profits) sustained or incurred in connection with the use of, operation of, or inability to use the system. The student maintains responsibility for meeting all personal deadlines regardless of network availability.
4. The student is responsible for his/her actions while using the computer.
5. The student will not assist others in breaking these rules or be a party to others breaking these rules.
6. The student must not intentionally seek information, browse, obtain copies, modify files or passwords belonging to others, whether at the school or elsewhere, unless specifically authorized to do so by those individuals.
7. Consistent with Item #6, the student will refrain from using or introducing to the school computer environment, whether network or stand-alone, files, programs or disks known to contain viruses. In this spirit, the student will also regularly check his/her files and disks for viruses and endeavour to keep computing systems virus free.
8. The student must not try to obtain system privileges to which he/she is not entitled.
9. The student will not share his/her login and password with others, nor attempt to learn or use logins and passwords that are not his/her own.
10. The student must not exploit any gaps in security and, furthermore, must report these gaps immediately to his/her teacher.
11. The student must not seek or send images, sounds or messages, which might be considered inappropriate, obscene, abusive, offensive, harassing, illegal or counsel to illegal activities.

12. A student who receives or encounters any of the material indicated in Item # 11 which makes him/her feel uncomfortable, should report it to his/her teacher immediately.
13. The student is responsible for determining the copyright status of any program(s) or data used and for respecting intellectual property rights and the laws which govern them.
14. It is the student's responsibility to back-up, save and maintain any of his/her information.
15. The student must abide by all federal, provincial and local laws.
16. The school reserves the right to review, edit or remove any material stored on Board computer/network facilities.
17. The school will be the arbiter of what constitutes a violation of this Agreement.

**NOTE:** This document is signed to acknowledge that parents and students have received and will abide by the Network User Application and Agreement and that this Agreement remains in the effect for the duration of the student's tenure in this school system. Be aware that signing this Agreement renews acceptance of the network agreement annually. Computer and network privileges can be withheld until the signed form is returned to the school.

**B. Rules and Guidelines for Student Computer System Use**  
*The Dufferin-Peel Catholic District School Board*

1. Students should not attempt to access any files that are not their own unless instructed by a teacher.
2. Students are to use only the software approved by their teachers. Students may not install additional programs on the computers without prior approval.
3. Under no circumstances are students to transfer any files from a disk onto the system without subjecting them to a virus check.
4. Students are not to violate copyright rules.
5. Students should not eat or drink over computer keyboards.

These rules are to protect students from losing their work and from losing the use of the computers. It is an offence to copy programs that are protected by copyright. Failure to follow these rules will result in disciplinary measures that may include removal from the course. Students tampering with software and hardware may face legal prosecution.

<b>Student (print):</b> _____	<b>Signature:</b> _____
<b>Parent / Guardian Signature:</b> _____	<b>Date:</b> _____