SCHOOL YEAR YYYY - YYYY

MAPLE LEAF INTERNATIONAL SCHOOL

mapleleaf-school.com

Alyce Heights Drive, Alyce Glen, Petit Valley, Trinidad, W.I.
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COMPUTER USE AGREEMENT

GRADES 4 TO 12

The School's computer network requires co-operation among ALL users to ensure the security of information for each student. The computer facilities have been acquired for academic purposes only and, as such, should be used accordingly.

Computer Use Rules

1. Computers are for academic use only
2. Installing programmes onto the computers is NOT allowed without permission of the network administrator or the Principal. This includes games, MSN Messenger and Kazaa, Lime Wire, P2PNetworks, FTP programmes, or any other programmes deemed as inappropriate by administration
3. The computers are not to be used for non-educational activities or purposes such as emailing your friends, internet chats, playing games, Facebook, Twitter and YouTube
4. Under no Circumstances are students allowed to tamper with system files
5. Sending, creating, storing or displaying inappropriate mail, messages, documents or graphs are not allowed on any School computer
6. Do not go to sites that are inappropriate. (NO nudity, profane language, violent content, hate-related or offensive sites)
7. No illegal activities, viewing of private information or hacking of sites or files is permissible
8. Food, liquids or snacks are NOT to be taken into or consumed in any rooms with computers
9. Please make sure to store your files on a memory stick whenever possible
10. Do not store files on PC's as they may be lost if the PC is reformatted or the system becomes damaged or unstable
11. Students must NOT move any school computer or its components from its original location without teacher permission
12. Report any damage to equipment
13. Do not disassemble any computer, mouse or keyboard
14. When finished with the computer, please make sure to exit. DO NOT TURN OFF, SHUTDOWN, OR RESET THE MACHINE WITHOUT PERMISSION
15. Push your chair in neatly at your station and dispose of any scrap or unwanted paper before you leave the area

Violation of these rules may result in one or more of the following, in keeping with the student code of conduct:

* Disciplinary action from the teacher
* Loss of computer access
* Disciplinary action from the Principal or Vice-Principal
* Liability for damages
* Theft or any serious abuse of computer equipment may result in the involvement of Law Enforcement agencies

I/We accept and agree to the provisions of this Agreement, the *Maple Leaf Student Code of Conduct*, and the *Guide to Success*, to abide by its conditions when using the computer system at Maple Leaf International School.

x_____
Signature of Student Print Name Dated

x _____
Signature of Parent/Guardian Print Name Dated

Accepted by: _____for Maple Leaf International School Association Limited. Dated _____