SCHOOL YEAR

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 While At School

1. Computers are for academic use only.
2. Installing programmes onto the school computers is NOT allowed. If a necessary programme is missing, crashing or not working, contact the IT Technician for assistance.
3. Computers are not to be used for non-educational activities nor purposes such as social networking, gaming, media streaming and downloading.
4. Under no circumstances are students allowed to tamper with system files. Do not try to bypass network security or other security systems, including the School's firewall.
5. Sending, creating, storing or displaying inappropriate emails, messages, documents, photos or videos are not allowed.
6. Students must not attempt to visit sites that are inappropriate (NO nudity, profane language, violent content, hate-related or offensive sites). Such actions are logged on the network.
7. Illegal activities, viewing of private information, copyright infringement or hacking of sites or files are not permissible.
8. Log in using your own appropriate ID. It is never acceptable to use someone else's ID or share your password with another person.
9. Keep your password secret. If you suspect that someone may know your password, see your class teacher to have it changed.
10. Do not attempt to gain another person's password or personal information.
11. Do not store important files on School's computers as they may be lost if it undergoes maintenance. Store your files on a memory stick whenever possible.
12. Do not swap around any equipment, that is, no changing of a keyboard, mouse or other equipment from one computer to another or from one room to another without teacher permission.
13. Report any damage/ faults, computer set up issues to Teacher as soon as it is observed.
14. Do not disassemble any computer, mouse or keyboard.
15. When finished with the computer, please make sure to Log Out. DO NOT TURN OFF, SHUTDOWN, OR RESET THE MACHINE WITHOUT PERMISSION.
16. Food, snacks or drinks are NOT to be taken into or consumed in any computer labs.
17. All use of personal laptops or wireless personal devices is subject to the above rules regarding computer and network usage.

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 _____