



RLC Computer Usage Contract

1. You must not allow other users to use your account (Never tell your password to another person). If you observe a person using someone else's account, you should inform RLC staff.
2. When using school computer equipment, I will only open/ save/copy/move/delete programmes that a faculty member has specifically authorized me to do. The saving of an "executable programme"(programme containing the extension "exe" to the server is not allowed.
3. I understand that a RLC teacher reserves the right to look through any RLC student directories for unauthorized files and data without notice and at any time.
4. I will never encrypt or otherwise hack/ disguise/hide files, file names or directories on the school's computers and/or network.
5. I will treat the school computer equipment with great care and respect at all times. When using school computer equipment, I will only write/edit programmes that a faculty member has authorized me to write/edit.
6. I will not adjust any hardware or software connections, settings, protections or try to fix any school computer equipment and I will immediately report any problems with computer hardware/software to an RLC staff member.
7. I will report to a faculty member anyone that I see attempting to damage school computer equipment or violate the rules of this contract.
8. I will always show environmental care and concern with respect to the number of pages being printed on school printers (you have to get special permission from the staff for large printouts)
9. I will always ask permission to use a computer while a class is in progress in the Computer Room/Library.
10. I understand that food and drink are not allowed in the Computer Room or in the Library.
11. I understand that no computer games of any kind are allowed in the Computer Room or Library during class time, tutorial period, or evening Computer Prep.



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12. INTERNET USAGE IN THE RLC COMPUTER ROOM

- A) I will not use the Internet (or email) in any way that might offend another person or the reputation of Rosseau Lake College. Examples of unacceptable use include, but are not limited to, the following:

Harassment of other users, obscene/pornographic/racial material, cheating or plagiarism.

- B) I understand that the Internet is only to be used for academic purposes and email. No downloading of games and information of a personal nature is permitted. Any printing from the Internet should be done in Text mode.
- C) I understand that I am not allowed to use any "CHAT"(ICQ,MRI or MSN) programmes or "TELNET" connections to other computers, and that I may use the Internet for a maximum of 15 minutes if there are other students wishing to use the computer (especially in the library).

Sanctions

Violations of the policies described above will be dealt with in a serious and appropriate manner. Illegal acts involving the use of Rosseau Lake College computing resources may also be subject to prosecution by authorities and/or Police.

The undersigned acknowledges that he/she has read and understands the Rosseau Lake College Computer Usage Contract.

Print Student's Name

Student's Signature

Date