

# TEMPLETON SECONDARY SCHOOL

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## 2023/2024 USER AGREEMENT AND PARENT PERMISSION FORM

Students are responsible for appropriate behaviour on school computer networks just as they are in any school setting. Communications on the network are often public in nature. General school rules for behaviour and communications apply.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school or district file servers will always be private.

As outlined in Vancouver School Board District Policy, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password or computer networks
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for non-education or commercial purposes

Violations may result in a loss of access as well as other disciplinary action.

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As a user of Templeton Secondary School computers and computer networks, I agree to comply with the Lab Rules, with Templeton School's Internet Rules, and with the Vancouver School Board's District Policy regarding use of the Internet.

\_\_\_\_\_  
Student Name (Printed)

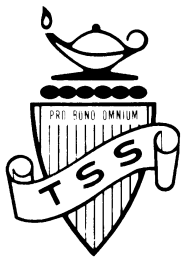
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Parent/Guardian (Printed)

\_\_\_\_\_  
Parent/Guardian (Signature)

\_\_\_\_\_  
Date



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## 2023/2024 CARE OF THE COMPUTER LABS

1. Absolutely NO food, drinks, gum, hats, multimedia players in the lab.
2. Absolutely NO outside software programs, particularly games, are to be used in the lab. This includes NO chat rooms, NO instant messaging (eg, ICQ), and NO Internet games.
3. The lab is for the use of students with VSB logins. Your ID is unique and should not be given to any other student. Students who lend out their IDs or passwords will be penalized (see below)
4. When entering the lab, check your workstation to ensure it is in complete running order. Notify the teacher if you have any concerns. This includes notifying your teacher if there are switched keys, any writing on the workstation, missing plugs, keys, or mice. This is your lab – help to keep it running smoothly and open for everyone to use.
5. Think before printing. Do not waste paper. Printing costs in the library lab are: 4 cents for black & white copies & 20 cents for colour copies. (Note: prices may vary depending on the VSB photocopying contracts.) You will have a personal Papercut account and be given a start-up amount for printing. Once you have used that amount, it is your responsibility to make sure you have enough money in your account so that you are able to print. (See Library section in your agenda book for details about Papercut vouchers.)
6. When leaving the room, complete the following steps:
  - Exit your program and log off properly. Do not shutdown the computer unless you are asked to do so.
  - Remove USB Disks, if used.
  - Tidy up your work area. Collect all your belongings (i.e. paper, pens, etc.) recycle paper and dispose of any garbage.
  - Push chairs in under the desks.

***“Please leave the place better than you found it.”***

7. Templeton Secondary School’s Internet rules are always in effect (see next page).
8. The rules are simple, and if followed, will allow the lab to be open for all to use.

**Students who choose not to follow the above rules will, depending on the situation, be restricted to class time only, be suspended from the lab for a period of time, or be prohibited from accessing any school computer.**