



COMPUTER USE GUIDELINES 2018 - 2019

As part of our community of learners, all participants should understand and agree to a set of guidelines and standards for computer use. These guidelines are designed to verify that the computers are used for educational and appropriate purposes and the feelings and educational requirements of other students are respected.

ACCEPTABLE COMPUTER USE POLICY

All students are asked to sign an Acceptable Computer Use Policy before obtaining their login ID. Violation of any of these rules and guidelines, may result in the loss of all access to WestShore Centre computer labs.

1. ABSOLUTELY NO FOOD OR DRINK AT THE COMPUTER STATION
2. Downloading and installing software applications to any computer is prohibited. This includes music and copyrighted files.
3. Streaming applications such as online radio music and Chat slow down our Internet connection, therefore students are asked NOT to use streaming or chat. Students may use CD's and headphones for music only when approved by the teacher.
4. Please use only your personal login ID and password.
 - **Sharing of your personal login ID, or use of someone else's ID is not acceptable.**
 - It is your responsibility to log off the computer after use.
 - Failing to log off may result in your login ID being disabled. When you leave a computer without logging off, the computer will lock. This creates problems for the users who follow you. **Students who consistently do not LOG OFF may have their ID disabled.**
5. Please be sure to use the proper SHUT DOWN procedures indicated on page 2.
6. **Misuse or abuse of any computer equipment will result in expulsion from the lab.** If you have difficulties, please ask a teacher for assistance.
7. People of different genders, cultures, ages, abilities, religions, and backgrounds attend WCLT programs. Accessing sites and saving screen backgrounds that contain inappropriate and offensive, content--political, racial and sexual--or content which others may deem offensive is NOT tolerated. **Participating in such activities will result in restriction from using the computers and your login ID being disabled.**
8. **The lab administrator and instructor reserves the right to view any documents, mail or Internet sites accessed if there are indications of inappropriate use. ID's will be terminated at the end of each term unless otherwise specified.**
9. You may access e-mail only if you have an Internet e-mail account. Please do not open unknown attachments to e-mail. Attachments can contain viruses.

Name: _____

Computer User ID: _____

Student Signature: _____

Date: _____

Staff Initials: _____

GETTING STARTED

Use your assigned User Name and Password only.

Please follow the Procedures below:

To Start:

- Enter the User name in the top space **User Name: MYEDBC Student Code**
- Enter the password in the second space **Password: MYEDBC Student Code**
- **Note: the first time you log in you need to use your MYEDBC student number for both the login and the password. You will be prompted to change your password immediately.**
- If you are not logged in click options button and set the login to SD62
- Logging on to the computer allows all users access to the Microsoft software applications, some Windows functions and the Internet.

You will have access to your own H: / Home folder for saving files, go to the start menu, and choose My Documents to save or retrieve your files.

Please note: "Other Devices" including but not restricted to MAC's, iPads, iPhones, iPod Touch, Smart Phones, Android devices etc will only give you access to the internet through the Wi-Fi. You do not have the ability to save, retrieve files or print documents with these devices.

WHEN FINISHED:

If other users will be using computers, please select

- Windows START (At the bottom left corner)
- Click on the bottom part that says SHUT DOWN or LOG OFF.
- Then choose **Close All Programs and Log On as A Different User.**
- *This returns the computer to the Login Screen.*

If the end of the day please select

- Windows START (at bottom)
- Then SHUT DOWN
- Then **SHUT DOWN The Computer.**
- *This turns OFF the computer.*
- **DO NOT TURN OFF BY THE SWITCH!**

If you do not Log off of the computer:

1. Others may use your User name and access your files.
2. Files left open may be lost.
3. You will receive a warning from your teacher.
4. Continued violation will result in your Login ID being disabled.

Acceptable Computer Use Policy Form

- I have read and understand the Acceptable Computer Use Policy
- I have read and understand the Computer Lab Login Procedures.
- I agree that if I violate any of these rules, I may lose my privilege to work in the WestShore Centre and WestShore Annex computer labs, even if this means that I can no longer continue with my program.
- I understand that all course work saved on WestShore Centre computers and networks may be viewed by administration staff and will be deleted by the network administrator after my password expiry date.

Student Name: _____

Computer User ID: _____

Date: _____ Account Expires: June 30, 2018

Program: _____

Location: Langford Colwood Sooke

Student Signature: _____

Staff Signature: _____

Please sign this copy and return to the Education Assistant in the classroom or your teacher.

Office copy