

Student Use of Computers and Technology Policy

Windows Logon: (Schools Domain-Students) for student Terminal Services computers in classrooms.

- Username: first letter of your first name and your complete last name. (This does not include any punctuation and is all lower case letters).
- Your username is created by your legal given name that you are registered with at school. You must use this name regardless if you prefer or decide to go by a different name socially.
- If you have a common last name or have other family members that may have the same first initial and last name and the above method does not work, please use the first and second letter of your first name and then your complete last name. Again no punctuation and all lowercase.
- Password: This is the password you have already setup if you are already on the Domain. If you are a new student the default password is set to students. This is also the default password if the Network Administrator has to reset your account for any reason.
- Account resets are done through the library and a list of names will be passed to the network administrator to be changed.
- If you need your password reset because you have forgotten your password, it will be done at the Network Administrators' convenience and priority will be given to new students that need accounts created. Therefore make your password something you will remember because if you forget or forget frequently, it will be awhile before your password is reset!
- NEVER SHARE YOUR USERNAME OR PASSWORD!
- NEVER ALLOW SOMEONE ELSE TO USE YOUR ACCOUNT; NEVER USE SOMEONE ELSE'S ACCOUNT. IF YOU DON'T HAVE AN ACCOUNT, GO TO THE LIBRARY TO GET ONE CREATED!
- Students can not logon to teacher computers with their username and passwords.
- Students should never be using a teacher computer NO EXCEPTIONS!

Windows Logon: (Labs Network) for student computers in the labs or classrooms that are running programs like Rosetta Stone or rooms that do not have student TS computers.

- If you are using computers in these classrooms, please ask your teacher for the username and password you should be using.
- You do not use your Terminal Services usernames and password to logon to these computers, it will not work!
- Save your work in the folder named "save your work here or it will be deleted" located on the desktop next to the green arrow. If you fail to save your work anywhere but here, it will be gone the next time you go to logon.

Printing:

- Go to: FILE>Print
- On the printers window go to drop down menu>chose desired printer.
- For students using TS computers, all print jobs go to the library and the printer name is 039Library.
- There is a fee for printing, please see the Librarian when you go to pick up your print jobs!
- For Labs printing you will print to either Lab 258 or Lab S-17
- VERY IMPORTANT: Printing is under a quota system and is being tracked. This means that the administration knows exactly how many, what kind and where your print jobs are coming from.
- Check and make sure that your print job has gone through to the printer, DO NOT JUST KEEP HITTING THE PRINT BUTTON; every time you do it goes against the number of copies you are allowed.
- The principal is the only person that can reinstate your printing privileges.

Internet Usage:

- All internet usage will be tracked by user name or ID. This will include sites like Facebook, other social networking sites and any other site that goes against the "WQSB Proper Use Policy" or is deemed inappropriate by school administration.
- If you allow other students to use your account and they are caught on inappropriate sites, it will be deemed as if you were the one accessing the sites and will result in loss of priveledges and/or suspension!
- If a site comes up and says it is blocked, it is blocked for a reason! That means that you do not use other methods like proxy servers to gain access around to these sites. The Network Administrator also tracks these sites and who is trying to gain access to them. YOU WILL GET CAUGHT DOING THIS AND WILL LOSE YOUR PRIVELEGES!
- The principal is the only one that can reinstate your privileges if they are lost for any reason.

Emailing Documents:

1. Send your attached document from home via your personal email account.
2. Logon at School with your username and password.
3. Open Internet Explorer>logon to your email account.
4. Locate your attached document in your email>Hit download>Hit OPEN (not save)>open the document in Word>Go to file>Save As>browse to My Documents folder>Save.

Personal Devices:

- No personal devices such as Ipods, Ipads, iPhones, PSPs, laptops ect will be permitted to attach wirelessly or otherwise on any School Networks!
- If anyone is caught trying to use any school network other than with school equipment, this will result in lose of your device for an undetermined amount of time.
- The principal is the only one who will be able to return your device to you.