

APPLICATION TO ADD A PERSONAL ELECTRONIC DEVICE TO THE SCHOOL'S WIRELESS NETWORK

Name: _____ Grade: _____ Number: _____ Application Date: _____
(e.g. 181099)

Declaration

I have read and agree to comply fully with the school's *OIS Technology: Acceptable Use Policy* (see reverse side of the page for a copy). In particular:

- I note the stipulation that the network is to be used in support of educational tasks, and in a manner consistent with the educational objectives of SOIS at all times.
- I realize that the school has limited bandwidth, and agree not to access any on-line game sites and to not run any peer-to-peer or file sharing programmes on my device.
- I understand that the school technicians are not responsible for servicing my computer; they will set up the device with access codes only. If my device is incompatible with the school network, I understand that the school technicians will not be able to spend time troubleshooting the problem for me.
- I take full responsibility for keeping my device secure at all times on the school premises, and understand that the school's insurance does not cover loss or damage to personal devices.
- I understand that it is a requirement to have and maintain an up-to-date antivirus programme installed and active on my device whilst I use the device on the wireless network at school.
- I understand that any breach of these terms will lead to the immediate withdrawal of my access rights to use my personal device on the school wireless networks.

Signature (student): _____

Signature (parent/guardian): _____

Submit this form to Mr. Frater in Room 324 for his signature along with your personal electronic device. It usually takes 24 hours to add a device to the network.

ADMINISTRATION USE ONLY

Device: _____ MAC address: ____:____:____:____:____:____

Approval granted by:

OIS Director of Technology: _____ Date: _____

Work completed by:

Technology Support: _____ Date: _____

OIS TECHNOLOGY: ACCEPTABLE USE POLICY

Access to the school network and use of an SOIS email account is only granted to those who have a signed copy of this document on record. These rules apply to any electronic device.

1. Respect the property of others, including the school's shared computers

- Use (i.e. touch, play with) or touch another person's device only with the permission of the owner.
- Access another person's files or other technology resources only with the other person's permission.
- Only legally obtained materials that have an instructional purpose are to be downloaded.
- Only personally created work is to be presented as one's own work.
- Exercise caution when sharing materials so as to guard against the spread of viruses, malware or spyware.
- Students may only access areas of the school network for which permission to access has been granted.
- Passwords are personal and should be closely guarded and kept private.

2. Respect the learning environment

- While at school, only appropriate websites with age-appropriate content are to be accessed.
- Only school appropriate material may be created when using a school related username or profile.
- Social networking and chatting on a computer may only be done with teacher permission.
- The school network is for instructional materials instead of personal music, movies, pictures or files.
- School technology is to be used only for educational purposes.

3. Respect for others

- Interactions with others on computers must be done in a respectful manner without any attacks, threats or intimidation of others.
- The only materials to be forwarded are those that are directly associated with school instruction.

3. Sanctions

Computer network activity is monitored and sanctions for breaches of this policy will be determined on a case-by-case basis. Such consequences *can* include:

- Withdrawal of privileges including online access
- Payment for the cost of repairs
- Suspension or expulsion from school
- Involvement of law enforcement agencies