



## St Patrick's CBC, Kimberley COMPUTER CENTRES AND RESEARCH CENTRE

### RULES OF THE COMPUTER CENTRES

#### **A: GENERAL**

1. Make sure that your hands are **clean** before you use the computers in the Computer Centre.
2. **No eating or drinking** is allowed in the Computer Centre.
3. No suitcases/schoolbags are allowed in the aisle/walkway. Place your case/bag in the designated area.
4. No rough play or littering is allowed on your way to the Computer Centres nor in the Centres themselves.
5. As per the school's Code of Conduct, no chewing of gum is allowed in the Computer Centres or anywhere else on the school property.
6. No cheating is allowed in tests (practical or theory). The discipline procedures as set out in the school's Code of Conduct will be followed if you are caught cheating.
7. **The unauthorized use of cellphones is strictly prohibited in the Centres. Cellphones and MP3 players will not be allowed for the saving of work or playing music within the Centres. Failure to adhere to this will result in the device being confiscated and/or the learner being asked to leave the Centre. Work must be saved on an USB memory stick or external hard drive.**

School pupils will be given a demerit, detention or referred to the Phase Head or Deputy Head of their respective schools, for any offences pertaining to sections B, C, D and E below. Formal or informal disciplinary measures will apply to High School pupils depending on whether the offence is classified as a Level 1, 2 or 3 infringement.

\*In what follows 'permission' means 'permission from Centre Administrator/s'.

#### **B: SET-UPS/FILE CHANGES:**

1. **No new software or games may be loaded without permission.**
2. **NO DOWNLOADS FROM THE INTERNET ARE PERMITTED** without permission. This includes downloads to your personal laptop/cellphone/iPod/MP3.
3. Pupils may not change filenames without permission or change or delete the files of other pupils.
4. You may not authorise anyone to use your password, nor may you try to find out someone else's password. Furthermore, you must report compromised passwords immediately.
5. No vulgar or offensive language is allowed when using email or any other communication method on the network. If you abuse the system you will be banned from using that facility.
6. Your work documents may only be saved to your Z drive. No x-rated / unsuitable images may be used as screensavers and wallpaper.

#### **C: SOFTWARE**

1. **No new software (application or games) may be loaded without permission.**
2. No lyrics/songs are to be downloaded or printed without permission.
3. **No pornographic or rude files/software or printouts are allowed.** If any pornographic or socially unacceptable pictures are displayed, stored, printed or in your possession on the school's premises, the matter will immediately be referred to the **Head of Discipline**.
4. No music CDs/MP3s/iPods may be used in the Centres except when authorised by the Centre Administrators.

5. **Do not print directly from websites.** Copy and paste into Microsoft Word and print from that Microsoft Word document.

**D: THEFT**

1. Do not steal CD's, mouses, mouse pads, speakers, ink cartridges, disks, exhibits or anything else belonging to the Computer Centres or Research Centre.
2. Theft is a serious criminal offence. Action will be taken in accordance with the consequences and procedures as per the school's Code of Conduct.

**E: ABUSE OF EQUIPMENT**

**You will be charged for breakages of equipment as a result of abuse. Your parents will be contacted in this regard.**

1. Do not move any equipment, such as speakers, headphones, cables, mouses, keyboards to another machine without permission.
2. Do not play jokes on each other by pulling out the keyboard/mouse cables while another pupil is busy working. A demerit will be given.
3. Do not break the speakers or earphones, especially the cables.
4. **No drawing/carving on computer equipment or furniture.**
5. No sticking paper, bottle tops or any other 'things' into the CD-ROM or computer ports.
6. Do not add / remove any stickers or emblems from the computers.
7. The control of viruses on the network is an ongoing concern. **Only with permission from the Centre Administrators may flash drives or other USB devices be used.**

**All Flash drives or any USB device must be given to the Computer Centres Administrator/s for scanning BEFORE use on every occasion.**