

**ACCEPTABLE USE OF ON-LINE & INFORMATION
RESOURCES GUIDELINES:**

Winnipeg Adult Education
Center
310 Vaughan St.
Winnipeg, Manitoba R3B 2N8



Academic Honesty Policy: The Staff at W.A.E.C. believe it is our job to teach students how to be honest researchers and users of information. **Plagiarism** is one way students can cheat on their assignments and be dishonest. Plagiarism means copying ideas, sentences, paragraphs and pictures you find on the Internet, in books or magazines, and submitting them as your own work. **Consequences** for plagiarizing will be a zero grade on the assignment and may result in further action by the teacher and school. Teachers expect students to use information honestly for all assignments.



All use of school local area networks including access to the Internet must be consistent with the educational mandate of The Winnipeg School Division. Examples of inappropriate use of the Internet include: personal e-mail, chat lines, online games, social networking, pornography, websites that depict violence, or illegal activities.



Any use of the Internet for commercial purposes, advertising or political lobbying is prohibited.



Malicious use of the network to develop programs that harass other users, infiltrate a computer or computer system and/or damage the software components of the computer or computer system is prohibited.



Hate mail, harassment, discriminatory remarks and other anti-social behaviours are prohibited. All students shall use language appropriate for school situations.



The access or downloading of inappropriate materials, text files or files dangerous to the integrity of the local area network is prohibited. This includes video or music files not assigned by teachers.



Network accounts are to be used only by the authorized owner of the account. The sharing of passwords is prohibited.



Cell phones including text-messaging and cameras are prohibited during instructional and examination times. Communication devices are not to be visible during these times.

PRINTING PRIVILEGES:

You may print assignments that will be handed in to staff at no charge. Any pages printed from the Internet, or with information copied from the Internet, or for personal use are 10¢ or more/page.

I understand and will abide by the regulations for the use of networked computers, the Internet and communication devices including cell phones and cameras. I further understand any violation of the regulations is unethical and may constitute a criminal offence. *Should I commit any violation my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.*

Student's Full Name: _____ Student Number: _____
(please print)

Student Signature: _____ Date: _____



WINNIPEG SCHOOL DIVISION
INVESTING IN THE FUTURE