

Computer and Internet Use



Each student is given a QAA email address for her own use. With this privilege, however, comes the responsibility to use it with honesty and integrity.

The Academy has safeguards in place to monitor a student's use of websites. We reserve the right to access, view, and if necessary, remove any electronic files used or stored on school equipment.

Our ICT Department regularly blocks access to unsuitable sites. It is an offense for students to try to visit them or deliberately try to get around our blocking software.

QAA values and policies (particularly those pertaining to honesty, integrity, and harassment) are applicable to all users of computers and other related digital, recording, or posting technologies.

QAA expressly forbids surreptitious photo, video and/or audio recordings of any person or place within the school confines and the posting or circulating of any such imagery or audio to Internet websites of any kind.

Hurtful, vexing or embarrassing postings to social websites will be considered major violations of the ethical behaviour standards expected of everyone at QAA.

First Class ®

QAA's communication platform features email, personal folders, school, class and extracurricular conferences, and various calendars, all of which enables teachers to post assignments, test dates and other important information. **Students are required to check First Class daily.**

For assistance, contact moss.o@qaa.qc.ca.

Both students and parents sign an **Acceptable Use Policy** agreement at the beginning of each academic year. It focuses on responsible use of QAA's entire computer network, including the Internet, and all other hand-held digital recording/communication devices that a student has in her possession while on school property. A two-page hard copy is sent home. See the agreement in full by visiting **www.qaa.qc.ca**.

Copyright laws must be adhered to. Please see the section on Academic Honesty (page 10) to understand the meaning of plagiarism.

Students should report to the ICT Department any unsolicited or inappropriate material received in order to have it immediately eliminated or blocked.

The Computer Lab hours will be posted at the beginning of each school year. It is open daily for school work from 7:30 to 8 am, at morning recess, and from 3:30 to 5 pm.