

REFERENCE DOCUMENT # P23.1  
(pursuant to article 6.1.2 of Policy #23)

**USER AGREEMENT**  
(All Students)

In consideration of the issuance to me of an Heritage Internet account User ID, I agree that:

**1. GENERAL**

- 1.1. I am the sole person authorized to use this User ID.
- 1.2. I am solely responsible for all actions taken under my User ID while my User ID is valid.
- 1.3. I will not let others use my User ID.
- 1.4. I will not apply for a User ID under false pretences.
- 1.5. I will not use the facilities and/or services for commercial purposes.
- 1.6. I will not delete, examine, copy or modify files and/or data belonging to other users without their prior consent.
- 1.7. I will not evade or change resource quotas.
- 1.8. I will not deliberately impede other users through mass consumption of system resources.
- 1.9. I will not take any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, regardless of system location or time duration.
- 1.10. I will not copy or forge or try to copy College licensed software.
- 1.11. I will neither add nor download software unless authorized by the teacher and/or network administrator.
- 1.12. I will not download any materials to be installed as wallpapers or screensavers.
- 1.13. No Food or Drinks are permitted in the labs or near any computer equipment.

There is no Internet Chat or computer game playing of any kind. « Chatters and computer game players » will have their rights or privileges limited or revoked and could lead to disciplinary measures.

**2. ELECTRONIC MESSAGING SYSTEMS**

- 2.1. I am responsible for all electronic mail originating from my User ID.
- 2.2. I will not forge, or attempt to forge, electronic mail messages.
- 2.3. I will not attempt to read, delete, copy, or modify the electronic mail directed to other users without prior consent.
- 2.4. I will not send, or attempt to send harassing, obscene and/or other threatening E-mail to another user.
- 2.5. I will not send unsolicited «for profit» messages or chain letters.
- 2.6. I will not display or publish harassing, obscene and/or other threatening material in any electronic form, which includes websites.

**3. NETWORK SECURITY**

Network login ID are assigned to students in computer lab classes by their teachers. Sharing your network code is not allowed and will result in the immediate loss of network privileges.

- 3.1. I will not try to use College Systems or Networks in attempts to gain unauthorized access to remote systems.
- 3.2. I will not use College networks to connect to other systems in evasion of the physical limitations of the remote system.
- 3.3. I will not decrypt system or user passwords.
- 3.4. I will not copy System Files.
- 3.5. I will not intentionally attempt to « crash » network systems or programs.
- 3.6. I will not attempt to secure a higher level of privilege on Network systems than authorized.
- 3.7. I will not wilfully introduce computer « viruses » or other disruptive/destructive programs into the College network or into external networks.

*I have read and understood this User Agreement and I agree to use my account(s) in accordance with this document. I accept full legal responsibility for all of the actions that I commit using the college's network according to any and all applicable laws.*

*I understand that from time to time the college network and attached equipment may fail unexpectedly while I am using them, and I will not hold the college responsible for lost time or data.*

*I also read and understood the Policy on the Use of Electronic Networks.*

*You must sign this agreement in order to be granted a user ID code from the College.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student number

\_\_\_\_\_  
Print your name clearly, s.v.p.

\_\_\_\_\_  
Program you are registered in, s.v.p.



**IMPORTANT NOTICE**

**COMPUTER USER PRINTING FEES**

Heritage College’s computing and network facilities are made available to its students for the purpose of furthering and assisting the academic goals of learning and research.

All users of the computing facilities at Heritage College are expected to familiarize themselves with Heritage College Policy # 23 concerning the use of Electronic Networks and abide by its provisions. Further, all users **must sign and comply with the terms of “User Agreement # P23.1”**. Copies of both documents are available from Building Services (room 111E).

Students will be given an email account and will be charged a fee **per semester** for the use of the college computing facilities which includes printing paper. For each account, the number of pages printed will be monitored and when the account balance reaches **\$ 2.00 an advisory message will appear notifying the student**. If a student wishes to obtain additional printing privileges (additional pages) they may complete a request form available in Building Services (room 111E).

**FEES** as of **Winter 2008** Semester

| <b>Cost per sheet (including ink and paper)</b>        |               |
|--|---------------|
| <b><u>All labs</u></b>                                 |               |
| Laser printer - Black                                  | \$ 0.05       |
| Inkjet printer - Black or Color<br>(letter/legal size) | \$ 0.20       |
| (11 x 17)  | \$ 0.35       |
| <b><u>New Media lab only</u></b>                       |               |
| Xerox printer - Black or color                         | <b>\$0.10</b> |
| * Printing double sided is double the price            |               |

| <b>Costs per semester</b>   |          |                                       |          |
|---|----------|---------------------------------------|----------|
| <b>IMPORTANT: Each semester, these costs are subject to revision by Computer Services</b> |          |                                       |          |
| <b>Computer User Fees</b>   |          | <b>Costs for additional pages (*)</b> |          |
| All User Fees   | \$ 10.00 | 100 pages                             | \$ 5.00  |
| EXCEPT: NewMedia and Publication Design<br>&<br>Continuing Education                      | \$ 50.00 | 200 pages                             | \$ 10.00 |
|   | \$ 20.00 | 300 pages                             | \$ 15.00 |

(\*) Number of pages will vary depending on the cost per sheet (please refer to fees as mentioned above).

*(Fees revised A07)*