



Fishing Lake Metis Settlement

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GENERAL DELIVERY - FISHING LAKE, ALBERTA - T0A 3G0

Fishing Lake Metis Settlement Computer Training Lab Usage Policy Policy # FLMS006/15

Lab operating Procedures:

This policy establishes the procedures, practices, management and fee schedules for the Computer Training Lab located in the Fishing Lake Metis Settlement Administration Office as presented and adopted by the Fishing Lake Settlement Council and Administrator for the Operations and management of the Computer Training Lab.

As presented to Council for review on the 7th day of July, 2015.

Management:

The Fishing Lake Metis Settlement Computer Training Lab will be managed under the direct supervision and responsibility of the Education/Employment Services Department of the Fishing Lake Metis Settlement Administration.

Practices:

Whereas, the Fishing Lake Metis Settlement Computer Training Lab was developed to provide individual and group access to alternate training options with internet access.

- **Individual student usage** will be confined to training and research purposes only.
- **Each student will be required to sign in to the Computer Training Lab**, indicating the date, student name, sign in time, unit number and log out time. This information will be used as a method of tracking the hours of usage per student on a data-base which will be monitored on a weekly basis.
- **The Computer Training Lab will operate on a Scheduled Access Basis** which will provide designated time to Community-Based Group Training projects; Distance Education Students; Career Development; Public access to research; Administrative Staff Development and Orientation.
- **NO FOOD or BEVERAGES:** Please be mindful that computers and other electronic equipment are sensitive to liquids and the accumulation of food particles. Do not bring open containers and food into lab near workstations. **NO EXCEPTIONS!**

- **Reasonable Printing:** Free printing is a privilege provided by the Fishing Lake Metis Settlement Administration, it is not a right. Such a privilege is not made available in all labs, so please restrict your copies to only assignments and related courses. Abuse of this privilege might lead to the discontinuation of this practice.
- **Children under the age of 10 years** are not permitted in the lab without adult supervision.
- **Academic work takes precedence over all other uses of the lab,** including but not limited to non-academic games, chatting, email, or web surfing. A user engaged in non-academic activity may be asked to give up his/her computer to allow another user to carry out legitimate academic work.
- **Please do not reconfigure computers, personalize desktops, or alter another user's files.** Please do not move computers or tamper with their cables. If you have a legitimate reason for wanting to alter a computer station, please ask for assistance from the Education and Employment Services department to find out the appropriate procedure.
- **Use of Computer Lab facilities should not hamper or interfere with the ability of other students to do academic work.** Activities to be avoided include but are not limited to excessive computer volume, loud conversation or laughter, use of offensive language, viewing of offensive or explicit imagery, cell phone calls, and other disruptive behaviour.

Failure to comply will result in suspension of Computer Lab Privileges at the discretion of the Education / Employment Services Department.

This monthly access schedule is to be established by the Education/Employment Services Director.

Computer Training Lab Service Schedule: (Fee Schedule Subject to change by Policy Amendment).

Service:	Responsibility:	Fee:
S.T.I. Group Training Projects	Contract Basis-Daytime Access	\$1,200.00 per month
Administration Group Training	Contract Basis-Daytime Access	\$200.00 per week
Administration: Staff-Orientation; Meetings	Administration-As required	\$ Nil

Policy adoption:

The fishing Lake Settlement Council hereby adopt policy # FLMS006/15 through formal Settlement Council Resolution # FLMSRCM275/15, dated this 7th day of July, 2015.

Signing Authorities:


~~Ryck Chalifoux, Settlement Administrator~~
Savannah Durocher, Designate Administrator


~~Linda Isbister Settlement Chairperson~~
Arlene Calliou Acting Chairperson