

# LAKEHEAD ADULT EDUCATION CENTRE – KEEWATIN-PATRICIA REGISTRATION FORM

## OFFICE USE

DATE REGISTERED

STUDENT #

OEN #

## STUDENT INFORMATION

Have you attended LAEC or Balmoral before?  Yes  No

Gender: Male  Female

Legal Name: Surname

First:

Middle Name:

Maiden Name

Mailing Address:

Number/Street

Apt #

Box #

RR#

City/Town:

Province:

Postal Code:

Telephone #

Date of Birth: Year

Month

Day

E-mail Address:

First Language:

Last High School attended:

Last date attended:

Last Grade Completed:

Number of High School Credits:

Literacy Test completed:

Would you like an orientation? Yes  No

Number of Community hours:

Do you have any medical problems we should be aware of? Yes  No

If yes, please explain:

Whom should we call in case of emergency: Name:

Phone #:

Voluntary Aboriginal Self Identification: Are you  First Nation (Status, Non Status)  Métis  Inuit

How did you hear about L.A.E.C.?  Community Agency  Newspaper  The Key  Family/Friends  Other

I have received the handbook and understand it is my responsibility to read and follow the guidelines within. I give my authorization to Lakehead District School Board to release information regarding marks, attendance and progress to (please fill in names of family members, friends, agencies, etc. that you want to have access to your work)

for the current school year.

I give my authorization to The Lakehead District School Board to retrieve my education records from my previous schools/centre. I also authorize the Lakehead Adult Education Centre to publish my name/photo as a graduating student, if applicable. I understand that photographs may be taken by the Lakehead Adult Education Centre staff during any of the various activities (classes, graduation etc) for promotional, archival or other purposes.

STUDENT SIGNATURE

DATE

## OFFICE USE ONLY

Date of Entry: \_\_\_\_\_

Program:

Credits  ESL  M-Plar  Mature Eval.

Off-site Location: \_\_\_\_\_

Courses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Diploma Code:

SSGD  OSSD  OSSD (new)

Grade: \_\_\_\_\_

Graduate  High School \_\_\_\_\_

Admitted by: \_\_\_\_\_

Sept. to June

Summer

E.I.

Fee payer

OW

WSIB

Pot Grad

Non-Resident

KP

ODSP

Other  \_\_\_\_\_

Future Plans: Workplace  Coll.  Univ.

Site Monitor Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lakehead KP email address:

\_\_\_\_\_

## Technology Use Standards for Students

The purpose of the Internet is to support research and education by providing access to extensive resources. These Technology Use Standards along with the School's Code of Conduct provide standards to help students exercise personal discretion and responsible choice. The use of technology-based equipment, computers, network resources and the Internet is a privilege, not a right. Irresponsible use will result in cancellation of those privileges. The administrative or academic staff of Lakehead District School Board may deny, revoke or suspend specific user access.

### Code of Conduct for Users of the Network/Internet

- All individuals should be treated with common courtesy and respect, therefore:
  - I will not use abusive language of any type, including swearing and name-calling.
  - I will follow the rules of Internet etiquette, which include the use of appropriate language and polite responses.
  - I will not use Internet access to send threatening, obscene or harassing materials.
- The Internet, as with any place where large numbers of people gather, can be a potentially dangerous place; therefore:
  - I will not share my password with anyone else.
  - I will not divulge my home address, phone number or personal information.
  - I will not agree to a personal encounter with anyone I meet online.
  - Should I access information this is inappropriate, I will report it immediately to my teacher/supervisor.
  - I understand that electronic mail is not guaranteed to be private.
  - I will not engage in e-mail or "chat" discussions, or make use of other wireless technologies while at school, without permission from the classroom teacher/supervisor.
- Software and intellectual property is protected by copyright laws; therefore:
  - I will not make unauthorized copies of software found on school computers.
  - I will not give, lend or sell copies of software to others on school property.
  - I will not use another author's intellectual property without proper citation, i.e., footnote, bibliography.
- The work of all users is valuable and they need reliable access to computers; therefore:
  - I will respect the privacy of others by not using, or trying to learn their passwords.
  - I will not copy, change or use files belonging to another student.
  - I will not attempt to gain unauthorized access to system programs or computer equipment.
  - I will not create or knowingly introduce any computer virus that may destroy files or disrupt the system.
  - I will not download any resources without permission.
- There is material available on the Internet and other sources of computer software that is not appropriate in a school setting; therefore:
  - I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type.
  - I will not use computer systems to disturb or harass other computer users by any means, including sending unwanted mail.
- The Computer and Internet services provided by the Board are designed for the use of all their students and employees; therefore:
  - I will not interfere with or disrupt Internet users, services, traffic or equipment.
  - I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of computer privileges.

### **Please read and sign below.**

**The terms and conditions outlined below should be kept for future reference.**

I have read the student version of the Technology Use standards document I understand that internet access is designated for educational purposes only. I understand that all data, files and messages generated on, or handled by, Board systems and equipment are considered to be the property of the Board, and as such can be viewed or inspected by authorized Board personnel. I also recognize it is impossible for the Board to restrict access to all controversial materials and I will not hold it responsible for inappropriate materials that I acquire on the internet. The administrative or academic staff of the Board may deny, revoke or suspend user access.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date