

**STUDENT LIVING GUIDE**

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**Emergency Contact Information**

**Ambulance** – 911 Non-Emergency - 613.732.3675 x 8502

**Animal Control Services** – 613.735.2432

**Emergency Readiness** – 613.735.6821 x 1301

**O.P.P. 24hr Emergency** – 1.888.310.1122

**Ottawa River Power** – 613.732.3687 After Hours – 613.735.0014

**Pembroke Fire Department** – 911 Non-Emergency – 613.735.6821 x 1201

**Ontario Provincial Police Services** – 911 Non-Emergency – 613.732.3332

**Pembroke Regional Hospital** – 613.732.2811

**Ontario Poison Centre** – 1.800.268.9017 or 416.813.5900

**Algonquin House Superintendent** – 613.219.3493

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## **Student Conduct**

### **It's simple: treat others like you want to be treated**

Everyone at Algonquin House is expected to treat others with dignity and respect. Algonquin House will take disciplinary action if students don't follow this community expectation. **Students are also responsible for following all civil and criminal laws in Ontario**, violations of which are explicitly violations of the code and can also result in lease termination at from Algonquin House.

## **Residence Community**

### **Living at Algonquin-House comes with rules**

Five principles serve as the foundation for informing and guiding how we live in the Algonquin House Community:

- **COMMUNITY**
- **RESPECT**
- **ACCOUNTABILITY**
- **DIVERSITY**
- **SAFETY**

## **Bullying/Harassment**

Algonquin House is an inclusive and respectful community, and therefore **bullying and harassment of any kind is not tolerated**. Bullying behaviour may be treated as a violation of the Algonquin-House lease agreement and may result in termination.

## **Residence Noise Policy**

Reasonable peace and quiet shall prevail throughout the Residence complex, including the exterior areas surrounding the Residence buildings, at all times. Noise must be controlled to the point that it does not disturb others in the community. Residents are reminded of the disturbing effect of their noise on others and will be expected to cease making noise when requested to do so.

Residence staff, when able, will monitor the noise level in the Residence complex. Enforcement of noise standards will be heightened during the hours of 11:00pm each night until 9:00am the following morning with the exception of Saturday and Sunday mornings when the enforcement will be heightened from 1:00am – 9:00am each morning.

## **Alcohol**

### **Algonquin-House's policy on alcohol: WE ARE A DRY RESIDENCE!**

Students who have not reached their nineteenth birthday may not purchase, obtain, possess or consume alcohol. Alcohol may not be consumed indoors or outdoors surrounding the residences, in stairwells, elevators, main floor lobbies and foyers.

### **Advertising**

Advertising of events that emphasize excessive or inappropriate alcohol consumption, or which refer to the price or cost of alcohol, will not be allowed on residence.

### **Damages**

Actions causing damage or having the potential to damage facilities or equipment or which cause or have the potential to cause the need for extra cleaning are prohibited. Residents must not put anything on the walls, floors, ceiling, doors or windows that will disfigure or mark the surfaces when they are removed. Nails and tacks are damaging to the surfaces. Painting or wallpapering walls, writing on walls, doors, and other surfaces, sticking labels and bottle caps to walls, ceilings and doors and similar practices are also not permitted.

### **Cleaning & Garbage**

Students are responsible for cleaning their own rooms. Staff clean the corridors, stairwells, elevators, lounges, lobbies and laundry room floors and the communal washrooms in Algonquin House on a daily basis, Monday through Friday.

Each room and/or pod will be equipped with recycle and garbage bins. Garbage bags are to be supplied by the tenant. It is the tenant's responsibility to ensure that garbage and recyclable materials are emptied in to the appropriate outdoor bins.

### **Visitors & Guests**

Having guests in residence is a privilege that may be removed should a student or their guest violate the **Resident Guest Policy**. You assume full responsibility for any visitors you bring into the residence, including disciplinary sanctions for behaviour or damages caused by your guest(s). Poor behaviour of your guest will result in disciplinary sanctions against you and could lead to lease termination, so please be careful about whom you sign in. Algonquin-House has the right to change, modify, or revoke the guest policy at any time should instances of safety or security come to its attention.

Overnight guests may stay at your discretion; however, you must limit the stay of your guest to no more than eight days per semester and no more than two nights in the same week.

We prohibit students from signing in guests whom you do not know as you accept full responsibility for their actions while they are in residence. You will not lend your fob to anyone, as this practice constitutes fraud and may result in disciplinary sanctions including loss of guest privileges.

### **Residence & Room Keys**

You are not permitted to lend your keys or tamper with coded locks; termination may result if you do. Furthermore, Residence Staff will confiscate fobs held by individuals to whom they do not belong. You are the only person who is permitted possession of residence fob key that have been issued to you by the Algonquin House. Anyone found in possession of an unauthorized Algonquin House key(s) will be subject to a minimum fine of \$75.00 and a letter of warning for the first offense. Misuse of keys is a serious infraction and may also result in the termination of your residence contract.

## **Prohibited Items**

The following items are prohibited in Algonquin House. Illegal items or ones considered dangerous will be confiscated immediately.

- Banners, flags, nets, holiday lighting, cable wire, and hangers installed on the ceiling in such a way as to interfere with the operation of any fire safety equipment (i.e. sprinkler heads or smoke detectors).
- Candles, even if the item is strictly decorative
- Cut trees, wreaths, and all other “live” decorations
- Deep fryers
- Electronic cigarettes
- Extension cords (only surge protectors are allowed)
- Fog Machines
- Halogen lamps
- Hookahs
- Illegal drugs and/or paraphernalia
- Incense, even if item is strictly decorative
- Immersion coils
- Lofts
- Non-flame-resistant decorations hung on room/suite doors or hallway bulletin boards.
- Signs, posters, lights, or decorations on the exterior of buildings or attached to windowpanes.
- Space heaters
- Water beds
- Weapons

Please note, the Residence assumes no responsibility for items removed from common area and/or kitchen lounges.

## **Residence Safety**

Residence is a wonderful opportunity to live with other students, many of whom will become friends. The friendly nature of living in residence can also lull you into a false sense of security and you may not pay as much attention to your personal safety as you should.

That person you just let into your residence building may, in fact, not be visiting another resident; that door you just propped open while you wait for a friend upstairs just left the entire building open to unwelcome visitors; that unknown person in your hallway may not belong there.

These safety tips may reduce your risk of being a victim of crime in residence:

- Don't prop doors open. If you find one propped open, close it
- Don't lend your keys out to friends
- Report any lost or stolen keys immediately to the residence office. Missing keys make your property vulnerable to theft
- Do not keep money, wallets, valuables or jewellery lying out. Keep them out of sight of would-be thieves
- Don't leave your room unlocked for any reason. It only takes a few seconds for someone to enter your room and steal your valuables
- Engrave or tag all valuable items, and make a record of descriptions and serial numbers

- Don't casually let people you don't know into your residence – ask who they're visiting. Lock your room when you're sleeping
- Develop a buddy system to go grocery shopping, to walk to and from class, the library, etc.
- If you see people who don't look like they belong in residence, ask them who they're looking for. Be polite but assertive
- Report any suspicious persons in your hall or building to housing staff immediately
- Don't ignore screams – even behind closed doors. Call the superintendent or police immediately
- Don't leave friends alone on dates if they're too intoxicated to use good judgment, even with that nice person from another residence
- Let your fellow residents know where you are going for the night or the weekend, even if you're only doing laundry
- Walk in well-lit areas. Don't cut through – the shortest route is not necessarily the safest route

### **Fire Safety Policy & Procedures**

#### **What should you do when you hear a fire alarm? The simple answer is Get Out!**

As soon as you hear the alarm you are to exit the building via the nearest and safest exit. Elevators will not be functional during a fire alarm. You are to convene in a calm and orderly fashion at your designated short-term fire location.

There are "In case of Fire" and "Nearest Exit" maps posted in each floor hallway near the fire hose/extinguisher and in each staircase. Please familiarize yourself with this information and take notice of what to do if you are unable to safely exit the building. An example of this information is included below.

If during evacuation you see fire, the cause of the fire, smoke or anything else important relating to the fire, please report this information to the building manager. Also, take a mental note of the whereabouts of anyone known to be unable to leave the building and report it to the building manager

#### **\*CAUTION**

Feel door for heat and check for smoke before opening. If smoke is heavy in the corridor or you cannot safely leave your suite. It may be safer to stay in your area.

- Close all doors.
- Go to most smoke free room.
- Place wet towels at bottom of door.
- Seal door cracks and air vents.
- Keep low to floor where air is cleaner.
- Open window for fresh air.
- Hang a sheet from window to flag location.
- Call 911 and tell them where you are.

In event of a long-term evacuation, please check the Algonquin House website and your email account frequently for updates.

## **Room Entry by Residence Staff**

Algonquin House staff members have the right to enter a resident's room or apartment, whether or not the resident is present, in the following situations:

- The resident has given written or verbal permission for a specific purpose or occasion;
- After giving 24 hours' notice of intention to enter the resident's room;
- Where there exist reasonable grounds to believe that there is an emergency situation, a violation of residence policy related to safety, or evidence of criminal activity within the room, and;
- Maintenance and cleaning staff have permission to enter residents' rooms on the basis of a request for maintenance or cleaning, or in the event of a maintenance emergency.

### *Room Inspections*

Monthly, Algonquin House Staff will enter all suites and perform a room inspection. This is intended to ensure compliance with rules regarding facilities, and to ensure all residents are keeping their rooms reasonably clean. In other words, while it is not noted whether you have put away your laundry, it **is** noted whether you have not disposed of old food, for example. The concern is for unsanitary or unsafe conditions, not untidy ones.

### *Food Storage*

When not in use, food must be stored in sealed plastic or glass containers to avoid contamination, vermin, and odour. Food left in open containers in lounges may be discarded by cleaning staff.

### *Tenant Insurance*

Algonquin-House will not be liable, directly or indirectly, for loss or theft of personal property, or for damage or destruction of such property by fire, water, or other cause. All residents are encouraged to purchase tenant's insurance prior to moving into residence. Residents may be liable for damages they cause to the building and/or its contents due to negligence.

## **Furniture & Decorating**

Algonquin House does not permit any additional furniture to be brought into the residence due to space restrictions, evacuation and fire safety, as well as pest control. If Algonquin House does find additional furniture in a unit, the resident may be required to remove and/or store the item at their own cost.

### *Walls and Windows:*

- Residents may not paint walls, hang artwork with nails or other items that damage the wall. Only non-marking white sticky tack may be used to affix items to walls.
- Residents may not display or hang anything, including flags or banners, outside their windows or on the exterior surfaces of the residence buildings.
- The hanging of curtains or other materials on the inside of windows is a fire hazard and is prohibited.



**Furnishings:**

Moving or removal of furniture or other Residence property from rooms or common areas is prohibited. If you need a specific mattress for your suite, you must make an appointment with the building manager to discuss your request. It is to the discretion of Algonquin House whether such a request is approved.

**Decorations:**

This policy is meant to maintain a standard of care for the residence facilities, as well as to promote the safety of the residents, specifically with regard to fire regulations.

- White sticky tack is the only adhesive to be used when hanging decorations. The use of any other material (including masking tape or duct tape, nails or tacks) to secure items to walls is prohibited.
- Decorations must not damage walls, floors, or surfaces and must not present a fire hazard due to size or material.
- All posters, flyers, and announcements must be displayed in areas designated by the Algonquin House Office and must be approved.
- All postings in individual residence rooms must not cover more than 20% of the wall and ceiling space due to fire code restrictions.
- Posters, advertisements, flyers, etc., may not be posted on the exterior of student doors.
- Residents may not use spray can material such as “fake snow” in residence.

**Parking**

Residents must park vehicles in designated spaces only, as allotted by the Residence. The Resident shall affix to each vehicle’s rear-view mirror such decal, label or other distinguishing marker as Algonquin-House directs for identification. Residents parking cars or other motor vehicles in unauthorized areas without the payment of fees or without a formal written agreement with Algonquin-House may be charged with trespassing and, in addition, the vehicle may be removed. Bicycles must be stored or kept only in such locations that may be designated by the building manager. All vehicles and bicycles and their contents, if any, are brought onto the Residence property at the sole risk of the owner.

**Algonquin-House Network Usage Guidelines**

**Network Rules and Regulations**

Your network connection is provided in support of your personal use requirements and academic objectives. In order to gain access to the Algonquin-House Network. You must agree to the following conditions:

**Algonquin-House Residence Network Usage Guidelines**

- You may not manually assign an IP address to your computer. An IP number is a unique number that defines your computer on the Internet. Algonquin-House runs on a network that automatically assigns IP numbers to your computer. Manually setting this address yourself is strictly prohibited as it can disrupt network connectivity in the building. If you are unsure as to how to configure the IP configuration of your computer. Request assistance.
- You may not connect wireless (Wi-Fi) access points or routers to the network. Any use of wireless access points of routers is prohibited due to security concerns as well as due to radio frequency interference with the Algonquin-House Network.

- You may not run DNS, DHCP/BOOTP servers, SMTP/POP/IMAP, or Remote Access Servers. Running any of the above noted servers from your computer is strictly prohibited. When (re)installing your Operating System, if you are unsure of whether an installable component may violate this guideline, DO NOT install it without first finding out what it does. If you have any questions about any of the mentioned servers, please email [info@Algonquin-House.ca](mailto:info@Algonquin-House.ca)

### Violation Policy

- All of these guidelines are in effect at all times.
- Persons found in violation of any Policy of Guideline outlined above and/or on the Algonquin-House Network Appropriate Use Agreement form will have their network connections suspended pending an investigation. Depending on the severity of the infraction, sanctions from the network suspension up to a **criminal investigation** of your actions may be initiated, which may result in criminal charges where appropriate and/or expulsion from Algonquin-House

**Be aware that Algonquin-House has the right to monitor all traffic on the network, and to suspend or limit the speed of network connections on the basis of overuse and/or suspected illegal or inappropriate activity.**

**The following are issues that could be of concern which could trigger monitoring and suspension:**

- I. *The over-usage of network resources (from file-sharing applications, etc.)*  
Internet access capacity is a resource that is finite and shared between all Residences. Disproportionate usage by residents pursuing academically unrelated or lower priority activities (such as file-sharing) impairs the accessibility and speed of this service to other residents.
- II. *The illegal sharing of copyrighted material without license*  
You will be held responsible for whatever material is shared from your computer. Legal action may be taken against you by the holder of the copyright for any unlicensed material being shared from your computer. Algonquin-House will not protect individuals who illegally distribute copyrighted material. We **strongly suggest** that you do not share any material *that you do not have distribution rights to*.

### Protecting your Computer

Your Responsibilities and Liabilities

When you agree to the guidelines set out in this agreement, you acknowledge that you have read this section and thus recognize the fact that the protection of your equipment and your data is your responsibility. **Algonquin-House will not be held responsible for any loss or damage that you may suffer.** Understand, also, that you have agreed to take responsibility for making sure that your computer will not be used for illegal or inappropriate activity, whether through your own actions, or the actions of malicious hackers working through your computer.

There are two main ways computers are damaged or used to damage other computers:

- I. **Local damage:** Just as a computer virus can damage or erase your files, or even your entire hard-drive, hackers can easily accomplish this and much more if allowed to break in to your computer. A hacker could damage or modify your files, install computer viruses, steal data, and much more. Unfortunately, hackers cannot be completely stopped by AntiVirus software, as they do not block the channel they use to gain access to your computer.

- II. **Distributed Damage:** Once your machine is compromised, a hacker can easily set your computer up to attack other computers on the Internet. If your computer is caught in the act of attacking other computers on the Internet, you may be charged with criminal wrongdoing or negligence. You may have to bear some consequences of their actions! As owner of the computer, you must ensure that it does not get used to commit any illegal or inappropriate acts.

### How Your Computer Might Be Compromised

- I. **Operating System Security Rules or Weaknesses**  
Due to the complexity of your Operating System, security weaknesses can be exploited by hackers to either gain access to the system or to disrupt it altogether. Keeping up to date with all software updates for your particular Operating System is a good habit to get into as these weaknesses are periodically addressed. Some exploits even target Javascript or ActiveX deficiencies in your Internet Browser which can lead to security breaches of your computer from just going to a malicious website! If you use Microsoft Windows, the FIRST thing you should do upon connection to the network is to download and install all critical updates by running *Windows Update*.
- II. **Tricking you into compromising your own computer**  
The most common way of compromising a person's computer is via a virus. A virus is a program that, while posing as a benign program, maliciously tampers with your computer. Most, if not very nearly all, viruses are distributed as email attachments disguised as jokes or harmless applications. Never open an attachment unless you trust the sender and are sure of what it is. Viruses do things without any warning such as permanently destroying your documents, stealing passwords, and logging your activities. Some viruses reside on websites and infiltrate your computer by exploiting vulnerabilities in your browser (e.g. Internet Explorer, Firefox, Chrome) and Operating System (e.g., Windows, MacOS, Ubuntu). If a search engine or anti-virus program warns you about a website, take it seriously.

### Securing your Internet Access

Be proactive! Don't wait for it to happen before taking precautions. Never underestimate the ways in which your computer can be compromised or damaged. Think of all your work at risk, and the legal ramifications of your computer being caught attacking other computers on the Internet.

Here are some things you can do to protect yourself:

- I. **Turn OFF and SECURE your computer when you are not using it.**  
Your computer cannot be compromised if it is turned off. Since the computer will only be on when you are working on it, any odd behaviour will be noticed quicker. Secure your computer by using BIOS passwords, or by initiating password access to your Win2K/XP/Macintosh machine. Remember, also, that turning off your machine ensures that your file-sharing programs don't waste your bandwidth.
- II. **Install an Internet Firewall.**  
Firewalls block most known Internet attack methods that malicious hackers use to compromise your system. There are various personal Internet firewalls on the market, many of which will minimize damage to a system even if it's been compromised. While recent versions of Microsoft Windows contains a firewall, we have found through experience that it is insufficient at blocking many attacks. We highly recommend a third-party firewall. Two effective and free (for personal use) Internet firewall packages are:
  - I. [Sygate Personal Firewall](#)
  - II. [ZoneLabs ZoneAlarm](#)

III. **Install a virus checker and keep it UPDATED.**

It is imperative that you have an up-to-date virus checker running on your system. Also, remember that a virus checker that isn't updated is almost as bad as not having one at all. **Install a spyware checker and keep it UPDATED.**

Spyware is defined as any software that secretly harvests your computer for information while masquerading as benign or useful software. They are typically installed on your computer through the use of pop-up windows that ask the user to install software that will 'benefit' them or claim that they are necessary to access a certain website. In this way, they rely almost solely on the ignorance of the user to spread. Many spyware applications are also spread by inclusion in free software offered on the internet (e.g. games or small applications). Spyware typically harvest information such as what websites you go to (as well as when you go to them), email addresses or passwords used while surfing the web, and other private information used in the process of accessing the Internet via your browser. Many also force the user to access third-party websites as a homepage, or hijack bookmarks and search pages. To guard against spyware, you must install a spyware checker and scan your computer regularly. Don't forget to update

spyware profiles regularly! Three effective and free (for personal use) anti-spyware packages are:

- I. [Spybot Search & Destroy](#)
- II. [Lavasoft Ad-Aware SE Personal Edition](#)
- III. [Malwarebytes](#)

IV. **Use an alternate Web Browser.**

Internet Explorer is the most widely used browser on the Internet. However, it is also the one with the worst security track record. An excellent alternative browser that can be easily installed and is far more secure is the [Firefox Browser](#). We highly recommended its use to avoid spyware and virus infections, as well as to enhance security while browsing and accessing sensitive information (e.g. e-commerce, webmail etc) online.

V. **Be CAREFUL about your email attachments.**

Computer Virii and Trojan Horse programs are spread mostly by email. If you receive any unsolicited email from a friend with an attachment that you do not recognize – contact the sender about it before you open it. If a stranger sends you an email with an attachment, **NEVER** open it. It's always best to save your attachments to your computer and scan them with an **UP-TO-DATE** virus scanner before opening them.

VI. **Don't share files from your computer.**

Various exploits center around networked file-sharing on home computers. Don't share files unless you have to. If you do, unshare your files as soon as you are finished sharing them.

VII. **Don't release personal information on the Internet.**

Large online companies with **SECURE** web servers are the exception to this rule. Releasing personal information online to unscrupulous websites can lead to identity theft.

VIII. **Back up your data.**

A little effort backing up your documents will go a long way in ensuring that your work is never lost. Things like power outages, lightning strikes, virus infections, or just plain user error can damage your data. With external hard drives at such an affordable price point, consider running regular backups. However you decide to protect your data, make a habit of backing up your data regularly.