

MMS Student Computer Guidelines

WELCOME TO THE MOUNT MADONNA SCHOOL COMPUTER NETWORK!

Access

You are welcome and encouraged to use the computers at our school. For the present time they will only be available for your use during pre-arranged class periods (e.g. science, geometry, etc.) and during specific study periods. Only Mount Madonna School faculty, staff, and students may use Mount Madonna School computers unless approval is given by the Director of Technology¹.

To be consistent with community values and the school environment, we do not allow the following activities either on school devices or on personal devices while at school:

- Video games (unless a part of the learning environment and specifically allowed by your teacher)
- Pornography
- Gambling
- Illegal activities such as "pirating" music, software, or other copyrighted material
- Any use of technology to bully, intimidate, or slander another person or to degrade the overall learning environment
- Material, images, or digital communications in any form that disrespect any person or group

School Administration will deny access to any person who does not comply with all the guidelines described here, posted in classrooms, or contained in the handbook.

Logins and passwords

A personal login and password will be provided to all students after they and their parents sign this document and agree to the guidelines presented herein (see page 3).

Make sure to always login as yourself, ***DO NOT*** allow others to login using your account, and ***DO NOT*** share your password with others. You are responsible for all activity that occurs with your account.

Personal computer use

If you wish to use a personal computer or electronic device (laptop/tablet/Ipod/etc.) at the school, you are welcome to plug it in for power, but you are ***NOT*** allowed to plug it into a network jack to access the Internet. You will be allowed to use the MMS-Student SSID on our new wireless network at the Upper Campus, but only at the discretion of your teachers.

The wireless network is only to be used for school purposes and is not intended for personal bandwidth intensive or recreational use during breaks or lunch.

Software

Currently the Microsoft Office Suite, Google Earth, and various other school-related programs are available for your use on school network machines. You are not allowed to load software

¹ Currently Dr. Nicole Tervalon

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on any MMS computer for any reason. This includes downloading any programs from the Internet.

Logging off and leaving the computer

You must log off of your computer when you have finished your session. Please do not shut down the desktop computers when you are done, just turn off the monitor. If using the school laptops, however, please shut them down when you are finished and return them to the cart.

Storing your files

Use the *My Documents* folder to save your personal files—otherwise, if you change computers, you may not be able to access them. Only you and the network administrators will have access to this folder. You will have up to 50 MB of disk space to store your files. If you need more, please contact the Director of Technology. Please **do not store files on your desktop**, as this causes the login process to take longer.

You will also have access the *MMS Student Public* folder that can be used to share files between students and faculty. Note, however, that files in this folder may be deleted regularly – this is not meant to be a general file storage location.

Printing

Printers are located around the MS and HS campus for your use. Please remember to conserve paper when possible and only print in color when necessary.

Let your instructor know if the paper tray needs to be refilled or if a printer runs out of ink. If the printer does not print, do not attempt to print repeatedly. Let your instructor know and they will contact the appropriate person to fix it.

Computing from home

You will *not* be able to access the MMS network from home, so if you want to work on files while not at the MMS/MMC campus, we suggest you email yourself those files, copy them onto a Flash drive or put them in a shared space in the Cloud like Google Docs or DropBox.

Security

As a reminder, the security of our network and computers lies in your hands. To this end, please do your part to keep computer classrooms clean and safe. Also remember that students are generally not allowed to use MMS computers unsupervised, nor are they allowed to connect personal laptops via cable to the MMS/MMC network. If you see another student accessing MMS computers when or where they shouldn't be, please let one of your teachers or the Director of Technology know.

Things that break

If you break something (we all do, from time to time), please let your instructor know so it can be fixed as soon as possible. Be aware, however, that if the breakage was due to inappropriate behavior around the computers, then you will be held responsible.

Response to inappropriate use

If students do not treat the equipment respectfully or abide by these guidelines, not only with their privileges be revoked, but they will also be referred to the Guidance Committee.

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All of these guidelines will be reviewed each year with the students to ensure their understanding and give them an opportunity to ask questions.

Signature Page

For the student:

I, (print student name here) _____, have read the Mount Madonna School computer network guidelines and my signature below indicates that I agree to abide by them.

(sign your name here) _____

For the parent or guardian:

I, (print parent or guardian name here) _____, have read the above Mount Madonna School computer network guidelines and my signature below indicates that I understand my student's responsibilities and will support efforts to ensure compliance with these guidelines.

(sign your name here) _____

Date: _____

Please detach and return this signature page to MMS. Please keep the first two pages for your reference.

New students will not be given a login or password until this signature page is returned.

MMS Student Digital Communication Guidelines

Purpose

High School students at Mount Madonna are provided with individual school emails to help support new online resources that require Mount Madonna addresses, and to help facilitate communication between students, faculty and staff.

This document is meant to help establish a set of agreements around the use of this tool within the context of our Culture of Respect and established Computer and Technology Guidelines.

Values

Mount Madonna's Mission Statement includes the following statement.

We value:

- Our learning community, which includes students, alumni, faculty, administrators, staff, and families
- Intellectual inquiry that fosters a love of learning, self-discipline, and perseverance
- Continual exploration of how our students learn best
- The development of relationships based on self-acceptance, empathy, honesty, integrity, respectful communication and shared experiences
- The transformative power of the creative process
- Experiential outdoor learning that inspires an appreciation for nature, environmental stewardship, and a sense of well-being

Responsibilities

We understand that we have the responsibility as members of our school community, both at school and at home, to uphold and support these values. We also understand that our actions can affect others and that we are responsible for our behavior. Therefore, in an effort to support communication, privacy, honesty, safety, learning, and respect for others and ourselves, I agree to the following:

- I will use language that is pertinent and appropriate when submitting academic work, participating in online forums and working collaboratively.
- I will use thoughtful and appropriate language for social postings.
- I will be aware of the privacy settings on any website to which I subscribe.
- I will respect the privacy rights of others.
- I understand that anything I do online or electronically is not private and can be monitored.
- I will not share personal information about myself, family, friends, or faculty and staff.
- I will not share my password or security information with others.
- I will not upload or post personal information, private communications, or photos of others without permission.
- I will represent myself honestly and not send mail or communications posing as someone else.
- I will respect the guidelines appropriate to creating unique content and not plagiarize other's work.
- I will not send or share mean, teasing, threatening or other inappropriate emails, texts, or other digital communications.
- I will seek help if I feel unsafe, bullied, or witness unkind behavior.
- I will report misuse and/or inappropriate content to faculty, Guidance, or the Head of School.

The School Administration will respond and potentially deny access to school-provided email if these responsibilities are not upheld and has the right to review any communications sent using the school-provided email.

These guidelines will be reviewed each year with the students to ensure their understanding and give them an opportunity to ask questions.

MMS Student Digital Communication Guidelines

Signature Page

For the student:

I, (print student name here) _____, have read the Mount Madonna School Digital Communications guidelines and my signature below indicates that I agree to respect and abide by them.

(sign your name here) _____

For the parent or guardian:

I, (print parent or guardian name here) _____, have read the above Mount Madonna School Digital Communications guidelines and my signature below indicates that I understand my child's responsibilities and will support efforts to ensure compliance with these guidelines.

(sign your name here) _____

Date: _____

Please detach and return this signature page to MMS. Please keep the first page for your reference.