MMS Student Computer and Technology Guidelines

WELCOME TO THE MOUNT MADONNA SCHOOL COMPUTER NETWORK!

Access
You are welcome and encouraged to use your own device while on campus, but only during class periods (e.g. English, Science, etc.) and during specific study periods with a teacher's permission and supervision. All Middle and High school students are expected to bring their own laptop to school each day. There will be a small number of computers and laptops available at school for checkout if a student forgets their own device, but these are limited.

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
When you use a personal computer or electronic device (laptop/tablet/Ipad/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. You will be allowed to use the MMS-Faculty/Student SSID on our wireless network at the Upper Campus. **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, Adobe Creative Suites, and various other school-related programs are available for your use on school network machines. You are not allowed to load software on any MMS computer for any reason. This includes downloading any programs from the Internet.

June 2020

MMS Student Computer and Technology Guidelines

Logging off and leaving the computer
You must log off of school computers when you have finished your session. Please do not shut down the desktop computers when you are done, just turn off the monitor

Storing your files
Use the *My Documents* folder to save your personal files when using school computers—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. 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 using network jacks. 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 accidentally 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 and those in the Student Handbook referencing the use of digital technology and communication, not only may their access privileges to the network and wireless be revoked, but they will also be referred to the Guidance Committee.

June 2020

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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.

Students will not be given a login or password to access school computers or the wireless network until this signature page is returned.