

# MMS Student Computer and Technology Guidelines

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## ***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 allowing access to school computers will be provided to all students after they and their parents/guardians 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 school network account.

### **Student email**

Middle and High School students at Mount Madonna are provided with individual school emails to help support online learning and school communication. The MMS Student Digital Communication Guidelines must be reviewed and signed by students and their parents/guardians before accounts for new students are created. Returning students must sign the MMS Student Digital Communication Guidelines each year within the first two weeks of school or their school email account will be disabled.

### **Personal computer use**

When you use a personal computer or electronic device (laptop/tablet/lpad/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.

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## **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.

## **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**

When logged into school computer, 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.

## **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.

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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.***