

# **MMS Elementary Student Computer and Technology Guidelines**

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## ***WELCOME TO THE MOUNT MADONNA SCHOOL COMPUTER NETWORK!***

### **Access**

Students will use the computers and laptops available at school to support their school work, although use will be managed in such a way to ensure the health and safety of students and faculty. Computers will only be available for use during pre-arranged class periods (e.g. Computer Lab enrichment) and in your classroom with your teacher.

To be consistent with community values and the school environment, we do not allow:

- 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 students in grades 3-5. They and their parents must sign this document (see page 3) and agree to the guidelines presented herein in order for their account to be enabled.

Make sure to always login as yourself, *DO NOT* allow others to login using your account, and *DO NOT* share your password with others.

### **Personal computer use**

If you wish to use a personal computer (laptop, Ipad, etc.) at the school with your teacher's permission, you are welcome to plug it in for power, but you are *NOT* allowed to plug it into a network jack. You can use the MMS-Faculty/Student wireless network, but only for school-related work *WITH YOUR TEACHER'S PERMISSION*. If you use the network on your personal device for personal purposes (playing games, watching movies, etc.) your device may be prevented from using the network at all and/or your device may be confiscated.

### **Software**

Currently the Microsoft Office Suite, Chrome, Firefox, Google Apps for Education, BrainPop and various other school-related programs are available for your use. You are not allowed to load software on any MMS computer, laptop or Chromebook for any reason. This includes downloading programs from the Internet or bringing software from home on CD/DVDs or flash disks.

### **Logging off and leaving the computer**

You must log off of your computer, laptop, or Chromebook when you have finished your session. Do not shut down desktop computers when you are done, just turn off the monitor.

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## **Storing your files**

We have created Google Drive accounts for all upper elementary students to use for document creation and sharing of their files. Any files stored in a student's My Documents folder on our network will only be accessible when at school. Permissions and information about how to access to Google Drive will be shared with students at school and depend on how each teacher chooses to use it.

## **Printing**

Printers are located around the MS, HS, and Elementary campus for your use. Please remember to conserve paper when possible. Let your teacher 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 teacher 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 copy them onto a Flash/USB drive, or use your Google Drive account.

## **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 not allowed to use MMS computers unsupervised, nor are they allowed to physically connect (with a network cable) personal devices 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 Technology Director know.

## **Things that break**

If you accidentally break something (we all do, from time to time), please let your teacher 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.

## **Use of Social Networking sites**

We understand that some students and families use Social Networking sites (like Twitter, WhatsApp or Facebook) to engage with family and friends. It is currently the policy of MMS that students in the Elementary are *NOT* allowed to use Social Networking sites while at school. We also expect that any student that uses this type of site at home be respectful of their engagement with peers and the school faculty and staff in accordance with the school's values.

## **Response to inappropriate use**

If students do not treat the equipment respectfully or abide by these guidelines, not only may their privileges be revoked, but they will also be referred to the Director of the Lower School.

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*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.***