

# MMS Student Digital Communication Guidelines

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## **Purpose**

Middle and High School students at Mount Madonna are provided with individual school emails to help support online learning that require MMS email addresses like Schoology (our Learning Management System), Google Apps for Education, Khan Academy, 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, the Upper School Director, 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.*

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## 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.***