

# MMS Technology Acceptable Use Policy

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Mount Madonna School (MMS) recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of the school. To this end, MMS encourages the responsible use of computers, computer networks, including the Internet, and other electronic resources and devices in support of the mission and goals of school.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, MMS adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on personal devices or MMS-owned equipment.

## *Mount Madonna School Rights and Responsibilities*

It is the policy of the Mount Madonna School (MMS) to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Mount Madonna School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Mount Madonna School retains the following rights and recognizes the following obligations:

1. To log network use and to monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.
2. To create and remove a user account on the school network.
3. To grant or restrict access to the wireless network available in school facilities.
4. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to MMS-owned equipment and, specifically, to exclude those who do not abide by Mount Madonna School's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. MMS reserves the right to restrict online destinations through software or other means.
6. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

## *Staff Responsibilities*

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Mount Madonna School.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

## *User Responsibilities*

1. Use of any electronic content, devices, or internet access provided by MMS is a privilege that offers a wealth of information and resources for research and learning. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

## *Acceptable Use*

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Mount Madonna School.
2. Proper codes of conduct in electronic communication must be used. Giving out personal information when using online resources for school purposes is inappropriate.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, Mount Madonna School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

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## *Unacceptable Use*

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on MMS computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by a school administrator or the technology director), or files dangerous to the integrity of the local area network is prohibited.
11. The Mount Madonna School network may not be used for downloading entertainment software or other files not related to the mission and objectives of MMS for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the MMS.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing private network or Internet connections to live communications, including voice and/or video (relay chat), or setting up private local area networks is prohibited unless specifically authorized by the Director of Technology.

## *Disclaimer*

1. Mount Madonna School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Mount Madonna School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. Mount Madonna School makes no warranties (expressed or implied) with respect to:
  - o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - o any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Mount Madonna School reserves the right to change its policies and rules at any time.

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**Parent Agreement** (to be signed by parents/guardians of all student users)

As a parent or guardian of [please print name of student] \_\_\_\_\_, I have read the MMS Technology Acceptable Use Policy. I understand that this access provided to each student is designed for educational purposes. Mount Madonna School has taken reasonable steps to control access to the Internet, but cannot guarantee that student users will not access information of a sensitive or inflammatory nature. I agree that I will not hold Mount Madonna School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use computers and network resources, including the Internet, that are available through Mount Madonna School.

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Parent Name (please print)

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Parent Signature

Date

***Please detach or print and return this signature page to MMS. Please keep the first three pages for your reference.***