

# MMS Technology and Email 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 in the classroom 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. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
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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## ***Email Policy and Agreements***

Middle and High School students at Mount Madonna School 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 other tools as well as to help facilitate communication between students, faculty and staff.

Mount Madonna's Mission Statement includes the following statement.

We value:

- Our learning community, which includes our students, faculty, administrators, staff, families, alumni and local, national, and international peer communities
- Each individual, and all of their unique qualities - including, race, culture, religion, gender identity, sexual orientation, ability status, socio-economics - which weave into the tapestry of our shared humanity
- Continual exploration of how our students learn
- Creating a responsive and equitable learning environment where diverse perspectives are explored
- Intellectual inquiry that fosters a love of learning, open-mindedness, curiosity, self-discipline, and perseverance
- The transformative power of the creative process
- Experiential outdoor learning that prioritizes an interconnectedness with nature, individual and collective well-being, and environmental stewardship
- Development of relationships based on self-acceptance, openness, empathy, honesty, and respectful communication
- Experiences that cultivate a sense of belonging and visibility
- Commitment to practices that support equity and racial, social, economic, and environmental justice.

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 the following are our community expectations.

### ***Acceptable Use and Agreements***

1. I will check my school email each day during the school week.
2. I will use language that is pertinent and appropriate when submitting academic work, participating in online forums and working collaboratively.
3. I will use thoughtful and appropriate language for social postings.
4. I will be aware of the privacy settings on any website to which I subscribe.
5. I understand that anything I do online or electronically is not private and can be monitored.
6. I will respect the privacy rights of others.
7. I will respect the guidelines appropriate to creating unique content and not plagiarize other's work.
8. I will represent myself honestly and not send mail or communications posing as someone else.
9. I will seek help if I feel unsafe, bullied, or witness unkind behavior.
10. I will report misuse and/or inappropriate content to faculty, Guidance, the Upper School Director, or the Head of School.

### ***Unacceptable Use and Agreements***

1. I will not share personal information about myself, family, friends, or faculty and staff.
2. I will not share my passwords or security information with others.
3. I will limit the use of my school email to school-related communications and content.
4. I will not upload or post personal information, private communications, or photos of others without permission.
5. I will not send or share mean, teasing, threatening or other inappropriate emails, texts, or other digital communications.

Please note the following:

1. All electronic mail activity is monitored and can be reviewed by the MMS Administration.
2. All electronic mail coming into or leaving the organization is scanned for viruses.
3. All the content of electronic mail is scanned for offensive material.

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The Mount Madonna School Administration will respond and potentially deny access to school-provided email if these agreements are not upheld and has the right to review any communications sent using the school-provided email.

## **Signature Page**

### ***User/Student Agreement (to be signed by student users above grade 5)***

I have read, understand, and will abide by the MMS Technology and Email Acceptable Use Policy when using computers, other electronic resources owned or operated by Mount Madonna School or any personal device I use while on campus or engaging in school activities and when communicating digitally for any and all school purposes. I further understand that any violation of the regulations included in the Acceptable Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

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User/Student Name (please print)

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User/Student Signature

Date

### ***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 and Email Acceptable Use Policy. I understand that this access and the school email 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 digital materials acquired while using the school network or while at school. 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 and school email, 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.***