



## Mount Tamalpais School Technology Acceptable Use Policy

### MISSION STATEMENT

- Mission I: To enhance innovative education for MTS Students through access to worldwide resources and collaborations.
- Mission II: To improve learning and teaching through research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

Mount Tamalpais School promotes academic excellence by providing students and staff opportunities to access information, communication, and research sources throughout the world. Therefore, Mount Tamalpais School endorses the use of technology as educational tools. In this document, *technology* includes computers, network connections, Internet access, file servers, storage devices, digital cameras, video tools, printers, and electronic keyboards

This policy applies to all electronic devices used to access Mount Tamalpais School's network or used on campus, whether or not they are owned by Mount Tamalpais School.

### PROPER AND ETHICAL USE

All authorized users of Mount Tamalpais School's computers and associated technology must understand and practice proper ethical use. All students must read in full and sign the attached document before receiving an account name and password in order to access the network and use associated technology. Use of computer labs, hardware, software, and the network is a privilege. Abuse of this privilege will be dealt with on an individual basis. Any use of electronic resources, including the Internet, is bound by applicable US federal and California state laws.

Access to the school's technology resources is a privilege offered each academic year to the following:

1. All students at MTS, first through eighth grade.
  - a. Students in fourth through eighth grade have access to the school's file server.
  - b. Student in sixth through eighth grade have accounts on our FirstClass server.
2. All educators who are working with MTS students, including classroom teachers, support personnel, administrators, tutors, music staff, and specialists.

### CONDITIONS AND RULES FOR USE

#### 1. Acceptable Use

- a) Your computer use must be in support of and consistent with the educational objectives at MTS. In other words, if you inappropriately use the school's technology facilities, you are violating the Acceptable Use Policy.
- b) Transmission of any material in violation of MTS rules, California laws or regulations, or United States laws or regulations is prohibited. This includes, but is not limited to, transmitting copyrighted material and threatening or obscene material.
- c) Each student in fourth through eighth grade will be allotted 30MB of file server storage limited exclusively to academic files. Students working on media intensive projects may be temporarily granted additional storage space. Abuse of this policy will result in the deletion of stored files and/or suspension of privileges.

- d) Use of file sharing (peer-to-peer) applications at MTS is strictly prohibited. Instant Messaging or use of any chat applications is prohibited unless a faculty member grants prior permission for academic purposes. Playing web-based computer games at MTS is strictly prohibited. MTS technology is for academic use only.
- e) Students may not download or otherwise install software applications on MTS owned computers.
- f) Students and their guardians may be held financially liable for damages to MTS owned technology caused by a student's misuse or neglect. It is extremely important for students to handle MTS owned technology appropriately especially with regards to laptop computers and mobile laptop carts.

## **2. Responsible Use**

When communicating online, all users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not use abusive language in your communications.
- a) Do not reveal your password to anyone. Under no circumstances should a user give out home phone numbers, addresses or other personal information. All users should be aware that others may misrepresent themselves or their intentions.
- b) A responsible user will not waste finite resources (this includes accessing, saving and/or printing material not directly related to school work or assignments). Homework assignments are not to be printed at school
- c) Under no circumstances should a user access or delete another users files or data.

## **3. Privilege**

The use of technology resources at Mount Tamalpais School is a privilege, not a right. If you violate the Acceptable Use Policy, you may lose your user account and/or computer use privileges. MTS has the authority to determine inappropriate use. Mount Tamalpais School reserves the right to update these policies during the school year.

## **4. Monitoring**

MTS technology is for academic use only. You may only use Mount Tamalpais School's computers while under the supervision of a teacher. In addition, teachers and staff reserve the rights to review material on user accounts and to monitor file server space in order to determine inappropriate use.

## **5. Privately Owned Laptop Computers**

Students are not permitted to bring privately owned laptops or mobile computing devices to campus.

## **6. Releasing Your Account**

Upon leaving MTS, your user account will become inactive.

## **PENALTIES FOR IMPROPER USE**

What will happen if you are found violating these rules?

1. You could lose your network and computer use privileges; this includes access to individual workstations and MTS file servers.
2. You could be subject to other school disciplinary actions, such as a parent conference, suspension or even expulsion.

## **LIABILITY**

MTS has taken reasonable precautions to limit inappropriate use and restrict access to offensive and questionable material and uses; however, due to the nature of technology and the Internet, absolute control of all on-line activities is impossible.

**Therefore, the ultimate responsibility for appropriately using the Internet rests in the hands of the user. Students and parents are accountable for unacceptable use.**

**Please return the attached portion of this contract signed by you and a parent or guardian. Students will not be able to use technology at MTS until they have a signed agreement on file.**

## **2011-2012 Mount Tamalpais School Technology Acceptable Use Agreement**

I, the undersigned, understand and will abide by the attached Conditions, Rules, and Acceptable Use Policy. By accepting this user account, I agree to use this technology specifically for educational purposes related to my academic progress at MTS.

\_\_\_\_\_  
Printed Name (Student)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date