TECHNOLOGY ACCEPTABLE USE POLICY

The following guidelines have been established to ensure a consistent message from all teachers to all students. These guidelines should be reviewed with any student that will be using a personal device during the school day. Teachers are encouraged to review these guidelines with students at the beginning of the school year and on a regular basis throughout the school year. Access to school technology related resources is a privilege that is given by and can be revoked by school authorities at their discretion.

Any inappropriate behavior may result in the electronic media being confiscated; other disciplinary action may follow. Students are never permitted to view or to listen to anything which goes against Christian morals or MCS standards of conduct.

GENERAL GUIDELINES:

1. Students may only use electronic devices to work on school work during the school day or while in Kimmel Hall before or after school.

2. By using electronic devices on school grounds, parents and students are giving MCS Faculty and staff permission to examine the activity on their device at any time.

3. Students may not play games on electronic devices during the school day or while in Kimmel Hall before or after school.

4. The student is responsible for bringing the power cord each day in case the device needs to be charged. The school does not keep spare power cords on site for student devices.

5. Students are responsible for maintaining their devices. The school is not responsible for maintaining student device hardware or software.

6. Students are required to keep their devices secured with a password. The school will not assume any responsibility for any unauthorized access to any student device.

7. Students are responsible for keeping their devices up to date with the latest security patches.

8. All student laptops must run anti-virus software and must keep that software updated.

9. While on school premises student devices are only permitted to connect to school-approved networks. Students may not use the school wireless network to print to the school printer.

10. Laptops/devices are not permitted to use cellular or satellite internet connections (Wi-Fi, Hotspot, 3G or 4G, etc.) during the school day.

11. Students are only permitted to sign in with their assigned ID and password. Students may not sign in using another person's ID.

12. It is the student's responsibility to remember his/her password. Students may not share passwords with anyone else.

13. Students are not authorized to install software on any school computer.

14. Students are not permitted to make hardware changes to any school computers unless specifically directed and supervised by a teacher.

15. Headphone usage is not permitted at any time during the school day outside of authorized use in the computer lab, while in Kimmel Hall before or after school, during sports practices and games, or while traveling to and from school events.
16. Students must report all computer problems to a teacher immediately.
17. Private/personal data should not be saved on school computers.
18. All data saved on school computers is the property of the Mentor Christian School.
19. Student device use is at the discretion of the teacher. A teacher can grant or revoke network and internet privileges at their discretion.

COMPUTER LAB USE GUIDELINES

Students must have their planner signed by the teacher making the assignment in order to have permission to work in the lab. If the assigning teacher is not available, students may ask the principal for permission.

The lab is available ½ hour before and after school (7:45-8:15 and 3:15-3:45) and during any class period when it is not in use.

Students may

- Print documents to the office copier. All pages must be paid for, even if they are printed by mistake (10¢ per side for black and white, 25¢ per side for color).
- Use a flash drive or their U drive to store their school work.
- Use the Public network drive to temporarily store files needed by others.

Students may not

- Have food or drink (including water) in the computer lab.
- Use someone else's login name and password.
- Install or delete programs (including toolbars) on lab computers.
- Change their Windows wallpaper or screen resolution.
- Disconnect any cables or peripheral devices, including headphones, from lab computers.

COPYRIGHT AND PLAGIARISM:

Students are required to follow age-limit requirements, copyright, fair-use and other applicable laws when accessing the internet.

Plagiarism is not permitted.

Any source of information used in a student assignment must be properly cited.

Students are not permitted to copy, save or redistribute copyrighted material on the internet. Students should assume material is copyrighted unless clearly stated to the contrary.