

Acceptable Use Policy (AUP) for the MMS Network and Internet & Use of Digital Technology Within MMS Community

MMS Network and Internet

Our computer network gives MMS students chances to share information and work, but using our MMS Network, and the Internet, is a privilege for us, and not a right. We need to behave responsibly. This page explains MMS's Acceptable Use Policy (AUP) for the School's computer resources. When a student returns a completed Student and Parent Agreement form, she or he may use computers while a teacher is in the room.

MMS wishes to allow students to use computers:

- to find information, including from the Internet, for education and research;
- for word processing, and for projects using databases, spreadsheets, graphics; and
- to organize their work safely and securely, and in an environment of respect and responsibility.

Guidelines:

1. MMS computers, network and Internet resources are only for schoolwork use.
2. We expect every student to behave responsibly and respectfully when using these computers, thinking about the rights and privacy of others.
3. Teachers will help students find appropriate computer-based materials but parents/guardians of MMS students also are responsible for this guidance, as they are with other information sources.
4. Students will be responsible for their actions.

The following are NOT allowed while using computers at school or at home:

- Giving out personal information about ourselves or others (for example, home address, telephone number, or credit card number). If a question requires an answer, ask a teacher about having the response go to the teacher at MMS.
- Giving a password to someone else, or using someone else's password – or, going into someone else's folders or files without permission, or erasing or copying others' files
- Putting software onto computers or copying software from school computers
- Infecting a school computer with a virus on purpose
- Breaking copyright or other laws, including plagiarizing (copying without crediting the author properly)
- Harassing, insulting, attacking or putting down others
- Using unacceptable language
- Accessing, viewing, downloading, or sending material that is degrading

Use of Digital Technology Within the MMS Community

Students also may have access to cell phones, smart phones, digital media players, and other portable devices that they may wish to bring to school. These devices may not be used during the school day unless specifically authorized by the classroom teacher. The same rules of personal conduct outlined above apply to the use of personal devices outside of school.

Privacy

While MMS understands the need for privacy and wishes to encourage independent thinking, the school has the right to look at all student files and electronic communication regarding a classmate or other member of the MMS community that is potentially harmful or degrading.

Penalties and Disciplinary Actions

Penalties for violations of this MMS Acceptable Use Policy will be determined by MMS. They may be a verbal warning and/or notification of parents or more serious, up to a possibly permanent ban from computer and technology access. Violations will be discussed with the student's teacher and the associate head of school; more serious violations will be brought to the head of school. Severe or repeated violations may result in serious disciplinary action, which could include suspension or expulsion. Conditions for reinstatement of privileges will be determined by the head of school.

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Student Agreement Form

As a user of MMS's School Network and Internet resources, I understand the Acceptable Use Policy for the MMS Network and the Internet and computer use in general. I also understand that the same rules of personal behavior apply to the use of other digital technology with the MMS community. I agree to follow this policy.

Student Signature: _____

Student Name (Printed): _____ Date: _____

Parent Agreement Form

As the parent or legal guardian of the student signing above, I hereby indicate that I have read this Policy and I understand and agree with it. I grant permission for her/him to use MMS's School Network and Internet resources. Should she/he not follow these guidelines and rules, I understand that access to the School Network and the Internet may be revoked and she/he may face disciplinary action.

_____ I grant permission.

_____ I do not grant permission.

Parent/Legal Guardian Signature: _____

Date: _____

Forms are due back to MMS by September 23, 2011

Please keep a copy of this policy for reference. It is also available in the Downloads section of the MMS website, www.mmsny.org.