

Escuela Las Morochas

Acceptable Technology User Policies and Guidelines.

Technology at ELM is a resource that furthers the educational and productivity goals of the school and its mission. ELM's technology includes the computers, the software, the network infrastructure, peripheral equipment (such as printers, scanners, mice, DVD-ROM drives, Projectors and all A/V and with the world at large. The community of ELM is expected to abide by the following technology guidelines and failure to do so will be met with ramifications by the appropriate supervising authority.

Elm uses computers and the internet as essential tools to give support to the users in their work in school. The range of these tools offers access to all ways of information the equipment. and ideas and as such, it is maintained as an opportunity for personal growth.

Due to the above, it is important that policies and guidelines described in this document are followed to maximize the positive potential of technology among users of ELM and to minimize the inappropriate use of it. The tasks related with the work in all the computers have priority over personal use, and the personal use should not limit or restrict the work or responsibilities of any other user. Chat through internet is not allowed.

Computer Lab Use

The lab has a posted schedule where teachers make reservations for Class usage. A scheduled or reserved class period takes precedence over all other users; except when the lab is being used for testing. Students will only be allowed to work on assignments for their class if the lab is free. This also applies to members of staff for school related work. For any other use, the supervising authority should be contacted.

Teacher's Work Room

These computers are available for school staff and adult guests. Teachers doing work related to their position have priority over teachers and guests using them for personal use.

Appropriate Use of Technology Environment

Staff and student may use the resources of ELM technology for educational and school related business only. Personal use, such as web browsing, chatting, or e-mail should be limited to after work hours or free times (lunch, etc). Elm's technology MUST NOT be used for commercial purposes.

Privately owned computer equipment is not to be connected to ELM's network without prior approval by the System's Manager. ELM's equipment will be treated with respect and care. In the event that equipment is damaged as a result of negligence by an ELM user, that person will be financially responsible for replacing the equipment. For Assistance regarding Technology use or equipment,

students and staff should first use the ELM HELP desk to report the issue (z-tech.services@hotmail.com). If a student is in class or within a lab setting, they are first required to seek help or assistance from the supervising teacher, and then they may seek help of the System's Manager.

Technical assistance will be provided on both a first-come, first-serve basis as well as priority determined by the System's Manager with the understanding that priority is determined based on the area of most impact for most people.

Computer Equipment

Computer equipment used off campus must be signed for with appropriate Technology personnel. Only staff is eligible for this privilege. The signed document states specific responsibilities for the use of this equipment. Students are NOT allowed to use ELM equipment outside of the ELM campus unless of class time, but still within the campus setting requires a signed equipment use form. The ELM Technology Team is not responsible for maintaining, servicing or providing software to staff or student personal equipment. Technology equipment may be donated to the school with the approval of the Board and

Electronic Files and Other Media

Flash drives and discs brought from home by staff and students to be used in ELM computers must be scanned by anti-virus program installed on these machines. Files from home that are not accessible within ELM's network or computers are not the responsibility of ELM's technology department. Staff and students should always save their files on the server. Never save work on the local computer.

ELM Technology can only back up and be responsible for files saved in the appropriate location. Space is limited so only save files that are necessary for Work. Students are only allowed to save classwork to their folder on the server. ELM Technology will not guarantee back-up or recovery in the event of corruption, lost data and/or hardware/software damage.

Network and Internet Use

Users are responsible for remembering passwords and abiding by and maintaining security standards set by the ELM Technology Team and the network operating systems. Users must log out of the computer when work is completed to ensure security.

In general, it needs to be noted that email messages are inherently insecure. The availability and ubiquitous nature of internet communication makes email vulnerable to viruses, spam and hoax mail. ELM has protected its network with anti-virus scanners on the server and each computer system. However, any user from home, in a non-protected environment can inadvertently spread viruses or spam. It is advised that all home users protect their computer and install the latest anti-virus software.

Use of the internet while on ELM's network should be of a professional and/or educational nature. Use of ELM Technology to view obscene, disruptive, pornographic, profane, vulgar, or threatening material will be dealt with swiftly and severely under the school discipline procedures.

Use of the ELM network for the purpose of “streaming” media (audio or video) from the internet is prohibited without the authorization of the System’s Manager. Do not send a computer file or program that may be malicious, disruptive, harmful or destructive to the computers or network within ELM or to the outside world. Do not attempt access to network resources that are not intended for you. Any attempt at hacking in, deliberate destruction or corruption of the network will result in immediate suspension and potential expulsion from ELM.

ELM Website

The ELM website will be maintained in a timely manner by the Administrator. All Postings on the site will follow U.S. copyright laws and appropriate language and ethical practices will be adhered to. Information posted on the website shall not include any contact information (email, phone number, etc) of students, his or her family, or friends.

Decisions on publishing student work shall be based on the judgment of the student’s supervising teacher and the Director General. Student work designated for web publishing shall be edited for security by the student’s supervising teacher and the building area principal. Student work may include any or all of the following: First name, grade, section, and teacher. Published email addresses shall be restricted to staff members. Last names of parents shall not be posted.

Teachers are responsible for maintaining web pages or class pages that are housed on the ASA web server or have links to the teacher’s site. Teachers will follow all U.S. based copyright laws in terms of the content of those web pages/sites. ASA employs filtering software with the aim that internet content viewed meets acceptable educational objectives and practice.

Printing

Staff and students will report printing problems to the System’s Manager verbally or via email.

z-tech.services@hotmail.com) PLEASE do not attempt to un-jam or fix a printer by yourself. Excessive use or printing multiple copies is not permitted.

Please note, that if a student violates the terms of this document, the student will be disciplined in accordance to the respective Director’s policy. Repeat or extreme violations will result in the loss of use of any technology on campus for the remainder of the school year from the date of the violation.

