



Student use of Technology Policy, including personal electronic devices

School “Technology” includes school desktop computers, laptops, printers, and all Audio/Visual equipment. When using school “technology”, as a student you agree:

- To follow the direction of teachers and school staff.
- To follow the rules of the school, district, and any network you access.
- Be considerate and respectful of other users.
- Remember that use of school technology and access to the internet is a privilege. If you do not follow the rules, you may be disciplined and you may lose computer privileges.
- School “Technology” is school property. Like a library book, if you damage school technology, you (or your parent(s)) may be financially responsible to fix or replace the damaged item.
- School computers are to be used for school-related education and research only. Do not use school computers and networks for personal or commercial activities without permission.
- Do not produce, distribute, access, use, or store information which is:
 - i. Unlawful
 - ii. Private or confidential
 - iii. Harmful, threatening, abusive, or degenerating to others
 - iv. Obscene, pornographic, or contains inappropriate language
 - v. Interferes with or disrupts the work of others
 - vi. Causes congestion or damage to system

Student E-Mail Etiquette

- Give only your e-mail address for communication. Never give out personal information such as your home address or telephone number.
- Protect the privacy of others. Never give out personal information about anyone.
- Check e-mail frequently and delete unwanted messages.
- End e-mail messages with your name, MMCA, and your internet address.
- Follow guidelines for good writing:
 - i. Be concise and brief
 - ii. Use descriptive titles
 - iii. Summarize your response
 - iv. Use normal punctuation
 - v. Check your spelling
 - vi. Use both capital and lower case letters

Student Cell Phones and Personal Electronic Devices

Cell phones, MP3 players, video players, video games and other personal electronic media are not to be used on campus between 8:10 and 3:15PM, during school field trips, or during after school extra-curricular activities, except at the discretion of the supervising teacher.

Electronics and cell phones must be put away and turned off during school hours. Teachers may collect electronics and cell phones at the entry to each classroom each morning and return them upon dismissal each afternoon. Students who are seen using their *cell phone / electronic device* during the school day will be assigned school discipline. The device will be confiscated by the school and made available in the office for the parent to pick up. The parent (not carpool or older sibling) must pick up the electronic device / cell phone that has been confiscated. Repeat offenses will lead to escalated disciplinary consequences, including suspension.

MMCA is not responsible for lost or stolen cell phones, personal electronic devices and personal property.