

McCurdy Schools of Northern New Mexico After School Program  
[www.mccurdy.org](http://www.mccurdy.org)

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(505)753-7221 • 362 A S McCurdy Rd. • Española, NM 87532

## **COMPUTER USE GUIDELINES**

Computer Labs and mobile laptop computers along with updated technology equipment and internet access are made available to students in the course of the studies. It is expected that students will use equipment purposefully and within an established teacher guided educational assignment. McCurdy Schools of NNM technology equipment is not to be used for personal communication or pleasure; this includes listening to internet/on-line radio due to the impact it has on broadband capability.

### **Supervising Staff Requirements:**

- Supervising staff will assign students to one computer and workstation per class and/or semester. Said information will be maintained in the teacher grade book.
- All students must have a signed Technology Agreement on file before being allowed to use any computer on campus.
- Supervising staff members will watch for and will not allow irresponsible use of computer systems and networks.
- Each student will be guided to set up individual folders where the class document and individually created work can be saved.
- Supervising staff/Teacher will assist the student in deleting the folder once the semester class is over.

### **Student Requirements:**

- Students may NOT open another student's folder.
- Students may NOT change the name of any folder or document, that is not their own.
- Students may NOT download images from the internet unless it is part of their assigned class work. Images saved for a class project must be saved within the student's folder.
- Students may NOT change the current wallpaper or screen saver's setting or color adjustments.
- Students may NOT go to control panel, system tools, history, temporary internet files, cookies, recycle bin, desktop properties, or any other options that do not pertain to the assigned class work.
- Students must NEVER press any key or function on another classmate's assigned computer even if the student asks for help.
- If/When a student accidentally accesses something such as an inappropriate site on the Internet or another student's file folder; he/she must notify the person in charge immediately.
- Students may NOT bring and use their own laptop or wireless computer at school.
- Students MUST NOT reveal their home address, or personal phone number or the addresses. And phone numbers of students.
- Students may use jump drive devices to transport documents from one machine to another. Jump drives must be scanned for viruses before opening up documents.

All computer users at McCurdy Schools of N NM are expected to demonstrate responsible use of any computer, network and/or internet gateway. Failure to adhere to the Responsible Computer Use Guidelines will result in revocation of the user's access privilege and disciplinary action will be taken. All users of McCurdy Schools of NNM computer systems will adhere to the following guidelines.

- Computers and networks at McCurdy Schools of NNM will be used for valid educational purposes.
- No files, data, program, or directories will be added onto the hard drives of any computer on campus without the permission of the computer administrator.
- Users shall NOT access or modify data files that do not belong to them unless specific authorization to use has been given by the owner of such file.
- Transmission and/or possession of files containing obscene, indecent, lewd or offensive messages or materials are not allowed.
- No user shall annoy, harass or intimidate other users of any system or network.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- No user shall use any school system for financial gain or profit or to lobby political ideas.
- Game playing is allowed ONLY with permission of an instructor and or as part of academic activity.
- All users shall respect appropriate copyright laws. The distribution of any program, database, text, graphics files and other electronic information resources are controlled by the laws of copyright licensing agreements and trade secret.
- All files, data, e-mail created; transferred on McCurdy Schools of NNM systems are open to examination by system administrators and/or staff. All network activities are potentially logged and examined.
- E-mail is not guaranteed to be private. Messages related to or in support of illegal activities must be reported to authorities. E-mails will be monitored by respective teachers and is to be used ONLY in support of school-sponsored activities. No personal e-mail accounts will be set up on school computers.
- Downloading information onto the hard drive is prohibited.
- Any user identified as a security risk or having a history of problems with other computer systems will be denied access to school computers.
- Students are not permitted to search and or use anonymous proxy servers or instant messengers such as Yahoo, MSN, and Verizon Wireless.

# McCurdy Schools of Northern New Mexico Ethical use of Technology Acceptable Use Agreement

**Please sign and return this form to your child's teacher.**

Student/Staff Name [Print] \_\_\_\_\_

Advisor \_\_\_\_\_ Grade \_\_\_\_\_

*I understand and will abide by the McCurdy Schools of NNM Ethical Use of Technology which includes Computer use Guidelines and Mobile Computer Lab use Guidelines. I further understand any violation of the Regulations given to me is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken.*

Student/Staff [Signature] \_\_\_\_\_ Date \_\_\_\_\_

*As the parent/guardian of this student, I have read the Computer Use Guidelines and the Mobile Lab Computer use Guidelines. I understand that this access is designated for educational purposes. I recognize it is impossible for the school to restrict access to all inappropriate materials, and I will not hold the school or staff responsible for materials acquired on the network. Further, I accept responsibility for supervision if and when my child's use of downloaded material is not in a school setting. I hereby give my permission for my child to have access to computer use and Internet access.*

Parent/Guardian [Signature] \_\_\_\_\_ Date \_\_\_\_\_

Mail or Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone [Home]: \_\_\_\_\_ [Business]: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*[Agreement will be filed in your school office.]*

FOR OFFICE USE ONLY
USER NAME _____
_____
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*McCurdy Schools of Northern New Mexico is a registered nonprofit corporation.  
The corporation also uses the trade name McCurdy Ministries Community Center*