



SECTION TWO: POLICIES AND INFORMATION

important information and news articles on the school website. This information ranges from announcements on upcoming events, to athletic and arts updates, news articles, and other website content. You may subscribe to receive this weekly email on the News & Events page of the school website.

In addition to the Weekly Word, the school also produces a semi-annual magazine, Wingspan. This 40+ page publication covers many aspects of MPCS life on and off campus, academics, extra-curriculars, athletics, arts, and more.

School Directory

A school directory is privately published online in the fall of each school year, listing all students and contact information. We respect the privacy of our families.

Under no circumstances should the school directory be used for solicitations of any type by faculty/staff, parents, or outside organizations.

Social Media

MPCS also communicates with families via multiple social media accounts such as Facebook, Twitter, Instagram, and LinkedIn. You can find MPCS on:

- **Facebook** - @mtparanschool, @MPCAthletics, and @MPCSArts
- **Twitter** - @mtparanschool, @MPCAthletics, @MPCSArts, @MPCSHigh, @MPCSMiddle, @MPCSLower, @MPCSPreK, @MPCSChristianLife, and @MPCSAlumni
- **Instagram** - @mtparanschool
- **LinkedIn** - Mount Paran Christian School, Mount Paran Christian School Alumni

If you use social media, please remember to “like us” and/or “follow us” to help stay updated on all the great things happening at MPCS.

Website

The MPCS website serves as a promotional tool for the school as well as a means of

communication for the MPCS community. The website is overseen by the web content manager. Area administrators are expected to provide the web content manager with updates to the site as needed. To make an addition to the site, to update a page, or to provide news stories, event information, or calendar information, please contact the web content manager. Please do not create any third-party website affiliated with MPCS clubs, events, or activities.

Technology

Computer, Network, and Internet Policies

MPCS provides computer accounts and e-mail accounts for the middle and high school students. These accounts are for academic purposes. Access to MPCS’s technology resources is a privilege. All use should be in accordance with the Student Responsible Use Policy. Any student who chooses to misuse technology and violate the terms of the MPCS Student Responsible Use Policy is in jeopardy of losing his/her right to use school technology.

MPCS strives to protect students from exposure to information that may be considered offensive or inappropriate by school, staff, or parents and guardians by use of content filters and internet restrictions. If such an event occurs, the student should terminate the exposure and report the incident to the teacher in charge. At its discretion, MPCS blocks selected sites which are deemed as distractions to the academic goals.

Identity Theft

MPCS forbids any student or employee to assume the identity of another student or employee for any reason regardless of the intent. This includes, but is not limited to, use of another person’s identity in e-mails, websites, blogs, or personal internet pages, such as Facebook, Instagram, or Twitter.



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Recording of Activities

Students are forbidden from recording and/or posting or publishing any classroom activities without the expressed written permission from school personnel.

Logging of Internet Usage

All use of the school's internet connection for visiting websites and other tasks should be in accordance with the morals and standards of MPCS. All internet usage and visited websites will be logged and reviewed periodically to maintain the safety of the students and employees at MPCS.

Student Responsible Use Policy

Our mission is to form the whole person in the image of Christ through instruction grounded in religious values and sound Christian doctrine. This mission is advanced through communal pursuit of excellence in academic, religious, extracurricular, leadership, and service programs. Technology resources are provided to support this mission and the school's curriculum. School computers and Internet access through the MPCS Network are provided for use by students, faculty, and staff for academic or school-related purposes only. It is understood that anyone using MPCS computers has agreed to abide by the Responsible Use Policy. Violations of this Policy can result in restriction of school computer privileges.

School Responsibilities and Administrative Rights

- Students have no right of privacy and should have no expectation of privacy in materials sent, received, or stored on the MPCS network, web-based subscriptions and/or technology devices used by the students.
- MPCS reserves the right to monitor student use of school computers and computer-accessed content. The privacy of files and electronic messages is

not guaranteed in the school setting.

- MPCS has filters in place to block inappropriate sites. The Information Technology Department constantly monitors the sites and the filtering software to ensure that this is up to date. However, given the dynamic nature of technology, it is impossible to completely regulate and monitor all information received or sent by students.
- MPCS will service and repair the school-owned device. Third party repair is prohibited.
- Students whose computers are being repaired will be issued a loaner device until their assigned device is ready for pick-up.
- Software will be provided on all school-issued devices. Our software license agreements do not allow the install of software on student-owned machines.
- MPCS reserves the right to amend or add to this policy at any time without notice.
- MPCS has the right to inspect the device at any time.

Scope of Use

The purpose of the MPCS Computer Network is educational. Use of computer resources (without permission) for non-educational activities is prohibited. To remain eligible as a user, an individual account must be in support of and consistent with the educational objectives and rules of MPCS.

MPCS is a G Suite school. All students are given a Google account and will use Google Drive for creating and storing documents on the cloud. This service is provided to ensure that all school work is backed up and available on any device. In conjunction with G Suite, our teachers and students use Google Classroom as a learning management system.

All Connected Learning students (6-12) are required to track assignments, homework, and announcements through Google Classroom. An email address is provided through Office



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365 for all students in the Connected Learning program. Students are expected to adhere to all conduct policies while using their school provided email.

The use of the MPCS name, logo, or crest, without permission, or the use of the MPCS Computer Network for sales and/or profit is strictly forbidden. Transmission and/or use of any material in violation of any United States or state regulations is prohibited. This includes, but is not limited to, copyrighted material/software, threatening or obscene material, or material that is not one's own.

Digital / Social Media Student Behavior

Students must be cautious in communications of all types, with special attention to digital (social) media. MPCS Students must maintain the same standards of any "face-to-face" communications in digital communications as when on the MPCS campus or at MPCS sponsored events.

Vulgarity, profanity, threats, inappropriate or insensitive electronic communications, or the perpetuation of such (forwarding, re-posting, etc.) will result in serious disciplinary consequences, potentially including the dismissal from MPCS.

All communications with MPCS Faculty, Staff, or other representatives should be for academic and school related business only and not for "personal" communications.

Do not post defamatory, slanderous, or rumors about fellow students, MPCS Faculty or Staff or school officials. Please report issues, concerns, or complaints to one of your teachers or school head.

Use of school network for posting personal information on social media is not allowed during the normal school day.

School Devices

Technology adds a completely new dimension to teaching and learning, which MPCS is committed to explore in a developmentally appropriate way at every level of the school.

Illegal Activities

No MPCS-owned or MPCS-provided computer systems may be knowingly used for activities that are considered illegal under local, state, federal, or international law. Such actions may include, but are not limited to, the following:

- Port Scanning
- Network Hacking
- Packet Sniffing
- Packet Spoofing
- Denial of Service
- Wireless Hacking
- Any act that may be considered an attempt to gain unauthorized access to or escalate privileges on a computer or other electronic system.
- Acts of Terrorism
- Identity Theft
- Spying
- Downloading, storing, or distributing violent, perverse, obscene, lewd, or offensive material as deemed by applicable statutes
- Downloading, storing, or distributing copyrighted material

Circumvention of Security

Using MPCS-owned or MPCS-provided computer systems to circumvent any security systems, authentication systems, user-based systems, or escalating privileges is expressly prohibited. Knowingly taking any actions to bypass or circumvent security is expressly prohibited.

Software Installation

Installation of non-MPCS-supplied programs is prohibited. Numerous security threats can masquerade as innocuous software - malware, spyware, and Trojans can all be installed



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inadvertently through games or other programs. Alternatively, software can cause conflicts or have a negative impact on system performance.

Student Responsibilities for School-Issued Devices

- Do not let anyone use the Surface other than your parents or guardians.
- Adhere to MPCS Acceptable Use Policy (RUP) at all times.
- Report any problems, damage or theft immediately to your teacher and IT Office.
- Arrive to school each day with the issued Surface, a fully charged battery, charger and stylus pen.
- Save data to your Google Drive where it will be automatically backed-up for you.
- Ensure that files received from anywhere outside the school are virus checked before you open them. This includes files on USB drives. If in doubt, ask the IT Department to scan it for you.
- If you suspect that you may have a virus, disconnect from the network and notify a teacher immediately. Or just turn it OFF.
- General Care
- Do not do anything to the Surface that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the Surface.
- Keep the equipment clean. For example, do not eat or drink while using the Surface.
- Do not expose your device to extreme temperatures or direct sunlight for extended periods of time.

Using Your Surface at School

Surface Tablets are intended for use at school each day. Students must be responsible to bring their Surface to all classes, unless specifically instructed not to do so by their teacher.

Device Distribution

MPCS may require the turn in of devices at any time for imaging or software changes and

hardware inspection. Typically turn in will occur at the end of the year.

The Surface tablets and accessories are the property of MPCS and if a student withdraws, is suspended, expelled, or terminates enrollment for any reason the tablet and accessories must be returned to MPCS in the condition they were issued. Any damage to the device or missing accessories will be charged to the student/parent account.

If a student fails to return the Surface and accessories at the end of the year or upon termination of enrollment at MPCS, they are subject to financial liability until the device and accessories are returned or the fees are received.

Device Care and Maintenance

- Cords and cables must be inserted and disconnected carefully to prevent damage the Surface.
- Surface Tablets must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their Surface battery charged for school each day.
- Students must not remove any labels or Asset Tags.
- Students may not use skins and stickers to personalize their Surface case.

Carrying Surface Tablets

The protective cases provided with Surface Tablets have sufficient padding to protect the Surface from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Surface Tablets should always be within the protective case when carried.
- Avoid placing too much pressure and weight on the Surface screen when carrying the device in a backpack or carrying case.

Precautions

- The Surface screens can be damaged if subjected to rough treatment.



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- Do not lean on the top of the Surface when it is closed.
- Do not place anything near the Surface that could put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleansers of any type.
- Do not “bump” the Surface against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Charging Your Surface Battery

Surface Tablets must be brought to school each day in a fully charged condition.

Imaging of Devices

To reduce tech support time and costs, any device that is malfunctioning may be wiped and reimaged to the original state. It is important that students save anything important on their Google Drive or to a private USB device.

Loaned Device Policy

In the event of device malfunction or repair, students will be issued a loaner device that is similar to their assigned device. In cases of devices stolen while off campus, a copy of the police report must be submitted prior to receiving a loaner device. Loaner devices WILL NOT be given to students who have simply forgotten to bring the device to school.

Theft and Damages

Incidents of theft must be reported in writing to the IT Department. Damaged laptops should be brought to the IT Department as soon as any damage occurs. This prevents additional damage and/or the loss of data. Students will be issued a temporary loaner in order to continue learning projects for ten days, if the complete unit is lost/damaged/stolen, or five days if only an accessory is lost/damaged/stolen. If the unit is not returned, charges for the affected items will be added to the account of the student to whom the equipment was issued.

The individual responsible must reimburse the cost of any misuse, misappropriation, or loss of equipment and/or materials belonging to MPCS. Any protective case that has been provided by MPCS should not be removed at any time. Over time the protective case may experience some “wear and tear.” Report to the IT office to have the protective case evaluated if it has become significantly worn. You are prohibited from placing stickers or making any markings on the device or protective case.

Vandalism

Students will not intentionally damage, misuse, or tamper with any hardware, software, network system, or information belonging to others, nor allow others to do the same. This includes uploading and creating viruses. Should a student become aware of such activity, the student has an obligation to report the incident(s) to the IT Department and/or their School Head, either in person or through ithelpdesk@mtparanschool.com.

Enforcement

This policy will be enforced by the IT Department. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including expulsion. Where illegal activities or theft of MPCS property (physical or intellectual) are suspected, MPCS may report such activities to the applicable authorities.

The individual responsible must reimburse the cost of any misuse, misappropriation, or loss of equipment and/or materials belonging to MPCS. The protective case that has been provided by MPCS should not be removed at any time. Over time the protective case may experience some “wear and tear.” Report to the IT office to have the protective case evaluated if it has become significantly worn. You are prohibited from placing stickers or making any markings on the device or protective case.