

BREHM PREPARATORY SCHOOL

COMPUTER / PASSWORD POLICY

Brehm Preparatory School, Inc. (Brehm) has made a large investment, and continues to make a significant investment to maintain the computer services we provide to our students, faculty, and staff. As users, we are all responsible for the care and maintenance of our computer hardware and software. The use of the school's computers and Internet is a privilege and not a right. For this reason we expect all users; i.e. faculty, staff, and students, to adhere to certain norms that will help preserve our computers in good condition and ensure wise use of our Internet resources so they will be available for the use of the whole community. For legal, ethical, and practical reasons Brehm respects copyright laws. This means that the installation, storing, use, copying, downloading, or playing of software, graphics, music, and/or video files which a license has not been obtained for is prohibited whether for school or for personal use. Below is a list of specific policies that apply to students at Brehm.

Student Computers

- Each student has one computer, power cord, and case that is designated to them and intended for academic use.
- Students are **not** permitted, in any circumstance to use a faculty or staff designated computer. Students are responsible to maintain the integrity of this equipment at all times.
- Students are only permitted to login to the computer issued to them only.
- Students are not permitted to loan/borrow another students power cord.
- **Accidental damage insurance** is available to all Parents/Students for **\$170.00/yr** which will cover all damage accidentally inflicted on the computer or power cord which directly affects the **operational status** of the computer. (For historical purposes, there has never been a computer issued to a student that did not need a repair for a cost of less than the price of the insurance, so we strongly recommend this option.)
- Damage that is purely cosmetic and does not effect the operational status of the computer is not covered by the accidental damage insurance, cosmetic damages will be billed directly to the parents at the end of each semester. However to reduce the chances of this occurring (if available) a hard **snap-on shell and keyboard cover** are available to purchase for **\$75.00**, this cost unlike the insurance is a non-reoccurring cost.
- Students who **loose** their power cords will be billed **\$100** for a replacement.
- Students who **deface** or damage their computer case will be billed **\$100** for a replacement.
- Students who graduate from our program can purchase their computer with factory settings and applications for the current market value of their laptop at the time of purchase, otherwise they must be turned in before they depart campus to avoid any additional bills.

Network Resources

- School network resources are for school-related uses. Users may not store photos, music, or video files in their home directories or the common drive unless they are school-related and obtained legally. Please keep your files organized and eliminate unnecessary data on a regular basis.
- The tech department makes regular backups of all data that is stored in the **Documents** folder and the network shared drives. *Do not store critical data on the local drive (like on your desktops) as tech support cannot guarantee the recovery of any data stored on a computer's local hard drive.
- Use of the network for commercial, political, or profit-making purposes is not permitted.
- Chat software makes our network more vulnerable to viruses, affects our network traffic, and can

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frequently affect the general performance of our computers. These applications are not allowed on school computers. Specific exceptions may be made if authorized by the Chief Administrative Officer & the Director of Information Services and Technology.

- Students will not listen to **streamed** music from the Internet (e.g. Internet radio stations) or store music files on the network. Faculty and Staff may listen to music and other audio files on their computers as long as it comes from legal sources such as their own CDs. Users should not turn on the sharing feature of programs such as iTunes as this places an excessive burden on network resources.
- Use Social networking sites such as Facebook, Google+, and MySpace are never permitted while on Brehm's network. Violation of this policy will result in at a minimum the loss of Internet privileges outside of the academic day.
- Use of adult or inappropriate material on Brehm's network are never permitted while on Brehm's network. Violation of this policy will result in, at a minimum, the loss of Internet privileges outside of the academic day.
- Use of proxy or bypass sites to circumvent the above imposed restricts or otherwise are never permitted while on Brehm's network. Violation of this policy will result in at a minimum the loss of Internet privileges outside of the academic day.
- Use of peer to peer file sharing or torrents are never permitted while on Brehm's network. Violation of this policy will result in at a minimum the loss of Internet privileges outside of the academic day.
- The use of downloading music, videos, or other media not related and required for coursework for the iTunes Store or other sources during the academic day is never permitted. Violation of this policy will result in at a minimum the loss of access to these sites and or resources.

Personal Music Libraries, iTunes Store, and Personal Files

- Brehm realizes that digital media, music, and videos are important for both academic and personal enjoyment. However access to these items are only permitted when the student has a personal external drive to store and backup their personal content on.
- Brehm is not responsible for the recovery or backup of a students personal files.
- Personal content that interferes with the academic operation of the laptop will be removed.

Licenses/Installed Applications

- Brehm has an ethical commitment to purchase the licenses for all the products we make available to the Brehm community. The use of any pirated material is not permitted. Users may not install any additional software on their computers without authorization, including free and/or shareware programs.

Email and In-school Messages

- All Brehm faculty, staff, and students have a Brehm email address. This account can be accessed outside the school by Gmail. Avoid sending messages with large attachments (in excess of 10MB). Mailing to "all users" or any distribution list should only be for school-related business that affects all users receiving the e-mail. "Replying to all" on an email should only be done if the information is relevant to all users addressed and it is school/work related business.
- E-mail is provided for work/school related purposes and abuse of it will result in your access being terminated and/or a writeup.

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Tech Support Requests

- Students should report a technology problem to their instructor/dorm parent/advisor if that selected staff person cannot remedy the problem they will escalate it to the technology department.

Logon/Logoff/Shutdown

- Each user has a personal account on the local area network that gives access to a home directory, folders on the public drive, and an email account. Do not share this information with students or staff under any circumstances. If you leave your computer unattended, lock or logoff the workstation to keep unauthorized users from compromising your data. Users should log off at the end of the academic day while on campus to ensure proper data backups are done. Shut down computers nightly or any extended break. Laptop computers should be plugged in when not required to be Mobile.

Copyrighted Material

- It is school policy that the use of copyrighted material from the Internet or other sources must be duly credited.

Off Campus Laptop Use

- Students are **NOT permitted** to take their laptops off campus unless going **HOME** for a break/weekend/holiday and **ONLY** when a parent or guardian accepts responsibility for the damage or loss of the equipment, see below for selecting these options.

SCHOOL YEAR:	2011 - 2012
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OPTIONS	PARENT/GUARDIAN INITIALS
Purchase 1-Yr of Accidental damage insurance @ \$170.00	
Purchase snap-on shell and keyboard cover @ \$75.00	
Allow my child to bring home their computer on any trip home.	
Allow my child to bring home their computer on scheduled academic breaks only.	
Do not allow my child to bring home their laptop.	
iTunes store will not be available to my child unless I purchases an external hard drive to store their content on.	

Computer Serial #	
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E-Mail Login Information:

FirstName.LastName@students.brehm.org

Login using <https://www.google.com/a/students.brehm.org>.

When logging in, enter in your FirstName.LastName as your User Name.

Password: _____

Veracross Login Information:

Login to Veracross using www.veracross.com/brehm

Password: _____

Parent/Guardian Name (PRINT CLEARLY)

Parent/Guardian Signature

Date

Student Name (PRINT CLEARLY)

Student Signature

Date

Brehm Staff (PRINT CLEARLY)

Staff Signature

Date

THIS DOCUMENT WILL BE FILED IN YOUR STUDENT FILE AS PART OF YOUR PERMANENT RECORD.