

Mercyhurst Preparatory School Policy on Student Owned Computers

Mercyhurst Preparatory school appreciates that students are willing to bring in computer equipment that is personally owned, to be used for schoolwork and to enhance educational opportunities. With this privilege comes responsibilities and issues that must be addressed.

The main issues are:

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection
5. Repairs and upgrades

A student who brings his/her privately owned computer to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student. Any damage to the equipment is the responsibility of the individual. No privately owned computers, or other devices defined as such, may be attached to the Mercyhurst Prep network except by Technology Department personnel, and only when authorized by the Network Administrator.

Software residing on privately owned computers must be personally owned. Antivirus software must be installed on the privately owned computer and updated regularly to maintain virus protection on the school's network.

School technicians will not service or repair any computer not belonging to the school. No internal components belonging to the school shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software that is deemed by the Technology Department to be for personal use will be supported under any circumstances. If such software interferes with school approved software or hardware, a technician may remove it from the computer. Any damage caused by use on the Mercyhurst Prep network is the responsibility of the owner.

MPS administration, faculty and staff retains the right to determine where and when privately owned equipment may be plugged into the network. The student is responsible for the security of the equipment when it is not being used. Mercyhurst Preparatory School does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers.

A privately owned computer can be connected to the school's network, including access to the Internet, under the following conditions:

1. Use of the computer must adhere to the Mercyhurst Preparatory School's Acceptable Use Policy.
2. File storage on the network from privately owned computers is limited to schoolwork only. Anything not directly related to school work will be removed by Technology Department Personnel.
3. The individual must supply all necessary hardware/software and cabling to connect to the network.
4. Privately owned computers must be running current virus detection software prior to accessing the network or Internet.

As it relates to privately owned computers being used in Mercyhurst Prep facilities or on the Mercyhurst Prep Network wireless or otherwise, Mercyhurst Preparatory School reserves the right to:

1. Monitor all activity, either Internet access through the school's server or intranet access on the school's file servers.
2. Make determinations on whether specific uses of the computer are consistent with the school's Acceptable Use Policy.
3. Log network use and monitor storage disk space utilized by users of personal computers on Mercyhurst Prep Network.
4. Deem what is appropriate for use of personal computers on school property or on the Mercyhurst Prep Network.
5. Remove the user's access to the network and suspend the right to use the privately owned computer in school's facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

Violation of Acceptable Use Policy on personal computers may also result in disciplinary action in coordination with policies set forth by Mercyhurst Prep; this may include but is not limited to removal of all access rights to the Mercyhurst Prep Network.

Policy Summary:

1. Use of the wireless network is a privilege, not a right. Any misuse will constitute a rescinding of use.
2. The purpose of the wireless network is to facilitate access to the Internet web pages within the realm of educational development, and access to student files used during class work.
3. Any connection to the wireless network must be authorized and documented by the IT department.
4. All network and Internet access is monitored and logged on per connection basis; users are accountable for the logged and monitored connection status on their devices.
5. Software that does not meet previously established rules or is disruptive to network information flow must be removed.
6. Under no circumstances will both wired and wireless connections be allowed.

Personal Computer Use Contract

Hardware/Software Requirements

- Laptops/Notebooks/Tablet PC's are recommended for use, no desktops are allowed.
 - CPU must be at least 1 GHz in speed
 - 512 mb of RAM
 - 4-5 GB of free space on hard drive.
- Anti-virus protection is mandatory. It must be up to date and found to be working, and not to lapse in subscription for the school year.
 - All major brands of Anti-virus are accepted: Symantec, MacAfee, AVG, Trend, MS Live Care.
 - All-In-One security packages are not supported.
- Operating systems must be networked enabled: XP Professional, Vista Business, and Vista Ultimate.
- Please note if you are running Home editions of these operating systems full network services are not guaranteed. Only Microsoft Operating systems are supported.
 - Operating systems must have the latest service pack installed and be able to perform Windows Updates.
 - As needed, the user must also have the required software for class work installed, e.g. MS Office.

I have read and consent to the above information. I am requesting that my privately owned computer equipment be attached to the Mercyhurst Prep network. This contract will be reviewed by the Network Administrator. Network access rights may be removed by School principal or by the MPS Technology Committee. Please fill in the information below and return to the Network Administrator's office located in the Information Center. After returning this form and after it is reviewed by Technology Staff you will be contacted with instructions on having your personal computer added to the network.

Student Name: _____ Student Number: _____
 Grade: _____ Homeroom: _____ Password: _____

Computer Information	
Brand Name:	
Model Number:	
Serial Number:	
Description:	
*MAC Address (wireless):	
*MAC Address (wired):	
Operating System:	
Virus Software Installed:	

Parent Signature: _____ Date: _____
 Student Signature: _____ Date: _____

Technology Staff Signature Date Added