

Computer Reference Sheet

Computers Resources

- 3 Computer Labs with 18 computers each scheduled by teachers
 - Ford Library: L13, L5
 - New Upper School Building
- 8 computers in the Library for students to use
- 4 computers in the Academic Resource Lab with DragonSpeak, Read Aloud & Headphones
- 2 Student Printers
 - North Library by L5 - North Library BLACK
 - New Upper School Computer Lab – US Lab Black

We do not charge for printing and copying, so try not to print excessively or send things to printer more than once. If something does not print, it usually means we just need to add paper. Do not print from web pages directly unless you do a print preview and print only the pages you need. Better yet, take notes or cut and paste only what you need into a word document.

Software Available

Microsoft Office [Word, Excel, PowerPoint, Publisher, Access]
Browser – Internet Explorer, Firefox and Safari
Bosque Catalog – to find books in library

To Log-on To School Network

Press Ctrl-Alt-Del

Type in User Name and Password

User Name:

«User_Name»

[*c + year you graduate + first 4 digits of last name + first initial*]

(example: Harry Potter who graduates in 2012 would be *c12potth*)

Password:

The first time you log-in your password will be the same as your user name. Once you log-on the first time, the system will notify you that your password has expired and you will be asked to reset it. You can create any password you want as long as it is 4 characters long. Pick a password you will remember.

Log on to: SITE

Save Files My Documents Folder

- Your files can be accessed from any computer throughout the school
- Use email or USB drives to transfer files back and forth from school and home. Always save important homework or projects two ways and email it to your teacher as a backup. Teacher emails are on web page.
- You can also save to the Student "Share" Drive My Computer – Student on Bobcat. All students have access to this drive so you can use it for collaborative projects.
- Some teachers have web pages. Go to Bosque School web page www.bosqueschool.org Click on Faculty
- You can bring your own laptop and access the internet through our wireless network and print to the two student printers

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TECHNOLOGY RESOURCES – ACCEPTABLE USE POLICY

Bosque School provides computers, networks and Internet access to students, faculty and staff in support of academic activities. ***The use of school technology resources must be directly related to school activities or research and be consistent with the educational objectives of Bosque School.*** The use of Bosque School computers and network services is a privilege, not a right and inappropriate use may result in suspension of computer privileges and/or disciplinary action.

The following standards have been established for use Bosque School's computer resources and network.

1. Students are required to make efficient, ethical, and legal use of the computing and network resources. Students may access only those resources they are authorized to use and must use them only for educational purposes. ***The use of a school computer for playing games, viewing videos, or other purposes not directly related to school activities is prohibited.*** If a student fails to use the computer, network or internet properly, his or her account or access privileges will be terminated, and appropriate disciplinary action will be taken.
2. Bosque students are expected to avoid sexually explicit, hate-related or otherwise inappropriate material while using the school's computers. If an inappropriate site is accessed accidentally, it should be reported to the Technology Department.
3. Students should protect their password. ***Do not ever give your password to another student or person.*** Any abuse from a student's account by someone else is the student's responsibility. If a student believes someone else may have their password, they should arrange to have their password changed by Technology Department.
4. ***Under no circumstance should a student use another individual's account or attempt to obtain the password of another user whether they be student, faculty or staff member.*** Using another's password for any reason is grounds for revoking computer privileges and/or disciplinary action.
5. ***Students may not load software of any kind on the Bosque School computers. or run executables from USB drives or other sources. Students must not reconfigure, disable, destroy or otherwise change hardware, software or the data on school computers or of another user, or disrupt in any way any of the network connections.*** This includes, but is not limited to, the uploading or creation of computer viruses, spyware or any password cracking software. Any damage to equipment or software will result in appropriate disciplinary action and loss of computer privileges.
6. Security on any network system is a high priority, ***Students should not intentionally attempt to hack into the system or break any of the security measures put into place by Bosque School.*** Any student identified as a security risk will be denied access to the Bosque School network. If a student can identify a security problem on the school network, they must notify the Technology Department immediately and must not exploit the vulnerability or demonstrate the problem to others or they will lose their computer access and be subject to disciplinary action.
7. The use of a computer or account at school requires that the student abide by the generally accepted precautions and etiquette. These include, but are not limited to, the following:
 - Do not reveal personal information about yourself or others.
 - Use appropriate language. Do not use abusive, threatening, or any other inappropriate language in written electronic communications.
 - Any illegal, unsavory or discourteous activity is strictly forbidden.

Bosque School has access to all files on the network and has the right, the responsibility, and the ability to monitor any and all computer usage. Storing inappropriate files or programs on the server or access to information considered to be inappropriate as stated in the above policy will be reported to the Assistant Head of School or his designate for appropriate action.