

## Computer and Telephone Guidelines

Each student at BRS has his own Internet connection in his dorm room, a private email account, and a personal folder on a server to store school work. Students are not required to bring personal computers to Blue Ridge; however, it is recommended. There are several areas on campus with computers available for student use. Regular access to a computer is a necessity for all students. Students may bring only 1 (one) computer to school.

### Computing policies

To gain rights to the Blue Ridge School network, each user must read, sign, and return the **Acceptable Use Policy**, herein attached. Once processed, a unique user name, password and email address are assigned to each student.

All school work is accomplished by using a computer or a “thin client” (diskless workstation) to access the Internet and run applications (Word, Excel, PowerPoint, etc). All windows computers come with the remote desktop client pre-installed as part of the operating system. Apple computers must download and install a remote desktop client (available from Microsoft at no cost) to be able to access school terminal servers. The biggest advantage to the students is that they may access all of their information from any computer on campus, be it their own, or school owned. Also, all necessary software is available to them and is totally consistent from student to student.

### Hardware recommendations:

Windows or Apple PC	Dell, IBM, HP, Toshiba, Apple or equivalent. <b>Laptops, Netbooks and Diskless Workstations (Thin Clients) are the only acceptable personal computer.</b> No Desktop computers may be brought to school.
Processor:	1.0 GHz Intel: Pentium or Celeron, AMD, or equivalent
Memory:	512 MB or greater.
Ethernet:	Built-in or added 10/100/1000-base network card
*Ethernet cable:	Phone wire WILL NOT work. There is <b>NO</b> wireless access in the Dorms.
Wireless:	Built-in or added 802.11b/g/n wireless network card (suggested): Wireless access is available in the library, computer lab, learning center and many of the classrooms. Newer laptops come equipped with wireless adapters built in.
Thin Client:	Since all access to school computing is via terminal sessions – diskless notebooks are perfectly acceptable. Also acceptable are any thin client devices from HP, IBM, or any in general that can provide RDP sessions.

\*Ethernet cables are available for purchase in the Blue Ridge School bookstore.

Students may **NOT** bring their own personal Wireless Access Points or routers. This is a very serious infraction and will be cause for loss of personal computer usage.

### Software requirements

Computers must have one of the following **English (American or British)** operating systems installed: Windows XP, Vista, Windows 7 or Apple OS X. It is recommended that the Professional version of XP and at least the Home Premium version of Vista or Windows 7 be purchased. Blue Ridge School Standard for Office software is the Microsoft Office Suite. Office 2007 (2008 for the Mac) is preferred, but Office 2003 is also acceptable. The Suite should contain, at a minimum, Word, Excel, and PowerPoint. This office suite is available on school supplied computers which can be accessed from the student’s personal computer.

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**Anti-Virus/Anti-Malware** software must be installed and up to date on any personal computer brought to Blue Ridge. Any commercially available or free for personal use, Anti-Virus is acceptable. **Failure to comply will result in suspension of Internet access.**

**Computers with any other operating system or in any language other than English will not be supported and may not be able to utilize BRS technology resources.**

**Your email address**

Email addresses at Blue Ridge School are in the following format: (where possible) firstinitiallastname@blueridgeschool.com. If you use a nickname, the address will most likely be the first initial of your nickname. Your email account and network username will be provided you upon registration at the beginning of the school year. **It is a violation of the Acceptable Use Policy to share your username and password.**

Email and Internet access is available to all users. In addition, software applications, printers, scanners, digital cameras, digital video cameras, and other hardware devices are available for student use.

BRS maintains the right to monitor all folders and files on the server, including private folders. **Privacy is not guaranteed.** Electronic files and email messages that contain inappropriate material are subject to administrative review and action. This includes postings on public forums such as **Facebook, MySpace** and **YouTube** and any other social network that may become in vogue.

**Access times**

Computer network connections and the phone system are turned on at 6:00 a.m. and go off just before lights out. Computer activity such as playing DVDs, music CDs, or computer games, may not be done after lights out or during class time, study hall, or afternoon activity times

**Computer Maintenance**

***You are responsible for the upkeep of your personal computer.*** The school is not responsible for maintaining students' computers. Students are responsible for hardware repairs and for ownership of the software on their own computers. Repair services will either be undertaken by qualified school personnel at the prevailing hourly rate (currently \$75/hour) or outsourced to a local provider. When outsourced, an administrative fee of 5% will be added to the total.

***You may not access the Internet using a modem and phone line. This is strictly forbidden, enforced and monitored closely. Penalties will include total loss of Network access up to the remainder of the school year.***

## Telephone Guidelines

### Using the telephone network

Each dorm room is equipped with two telephone jacks, providing a private number to each occupant. Each telephone number has an associated private voice mailbox. It is the responsibility of parents and students to provide a telephone.

### How telephone numbers are assigned

Phone numbers are assigned by dormitory and room number. You will receive an information folder at the Technology Orientation Seminar that contains your dormitory name, room number, and telephone number. Telephone numbers stay with the room. Should you change rooms during the school year, your telephone number and its associated voice mailbox will also change.

### When you may receive calls

Telephones are able to receive calls between 7:00 a.m. and lights out. Students are not able to receive calls during study hall, which runs from 8:00 p.m. to 10:00 p.m. – Monday thru Thursday and Sunday evenings, or after lights out.

Voicemail messages may be left at any time, even when the phones are not available for incoming calls.

### Making a long-distance call

Long-distance calls may be made with a pre-paid phone card, calling card, or through an 800 number. Pre-paid phone cards may be purchased in the Blue Ridge School bookstore and charged to your school account.

You must first dial '8' to get an outside line.

### Voicemail

Each student has his own voice mailbox. Students record their own personal greetings and create private pass codes for their voicemail boxes. Instructions for programming voicemail are given to students during the Technology Orientation Seminar, and are available on the School Intranet.

### How to access your voice mailbox

To check your voicemail on campus, dial 275; immediately press the '\*' key, then enter your three-digit phone number, then your pass code, followed by the '#' sign.

### Cell Phones

Blue Ridge School recognizes that it may be desirable for the student to have a cell phone while traveling back and forth from school. Cell phones do not receive strong signals at Blue Ridge School due to our rural location. That notwithstanding, in general cell phones may be used at any time you may use your in-dorm phone. They may not be used during the academic day in any [of the academic] portion of the campus. Failure to comply will result in confiscation of the cell phone. They may not be used during any time the in-dorm phones are cut off. This means especially not during study hall or after lights out. Cell phones will be confiscated if any of the above guidelines are violated.

### Texting

Texting while attending class is strictly forbidden. Any student found texting for any reason, while in class, will have their telephone confiscated. Texting while taking an examination is an Honor Code violation and will be subject to penalties as determined by the appropriate Disciplinary Committee.