



**THETFORD ACADEMY**  
*A Sense of Community - A Source of Challenge*

**TA / ThetNet**

**Technology Manual**

**and**

**Frequently Asked**

**Questions**

**Student edition 2009-2010**

Tests to help you decide if your actions on the computer are appropriate.

- Golden Rule Test *How would you feel if someone did the same thing to you? If you would not want to have someone do the same thing to you, then the action is probably wrong.*
- Trusted Adult Test *What would your mom or dad, guardian, or another adult who is important in your life think? Your parents, guardians, or other adults who are important to you may not understand the Internet, but they know a lot about deciding whether an action is right or wrong. Considering how your parents, guardians or other important adults would judge your actions, will help you act in accord with your family's values.*
- Is There a Rule? Test *Generally, rules or laws have been created to protect the rights of people and to serve the common good. Rules and laws provide good guidance on whether an action is right or wrong.*
- Front Page Test *If your action were reported on the front page of the newspaper, what would people think? One way to make good decisions is to act as if the whole world can see what you are doing.*
- If Everybody Did It Test *What would happen if everybody made a decision to do this? Consider what kind of a world this would be if everyone did what you are thinking of doing. You might think that you are only causing a "little bit of harm." But if everyone else is also doing a little bit of harm, then someone else might be suffering a lot of hurt.*
- Real World Test *Would it be OK if you did this action, or a similar action, in the real world? Just because you do something in cyberspace, does not mean that you cannot hurt someone. Actions in cyberspace can cause just as much harm to someone else as actions in the real world.*
- Gandhi Test *Sometimes when people behave inappropriately on the Internet, they claim that they are actually trying to make the Internet a better place. Mahatma Gandhi was a great leader in India who led a successful revolution using nonviolent resistance. One of the things he said was: "We must be the future we wish to see." It is a good thing for people to try to make the Internet and the world a better place. But you will be most successful in making things better if you behave in a way that you want others to behave.*

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## Student access to technology at TA

### ***What students are allowed and NOT allowed to do***

The following italicized text is excerpted from the Acceptable Use Policy (AUP). The AUP is a contract between the School, the Student and the Parent/Guardian. It specifies what students are allowed to do and what they are NOT allowed to do. Please note that any student breaching this contract will be subject to a loss of privileges. The length of the loss of privileges may vary depending on the severity of the offense and history of previous violations. Usually students are given a single warning except in extreme cases. In addition to loss of privileges, any student caught damaging hardware will be billed for the cost of replacement/repair of the damaged hardware. If the students actions violate the law, law enforcement officials will also be notified. Cyber-bullying (the use of computers to harass someone) will not be tolerated and incidence of cyber-bullying should be reported to the Tech Sys Admin and the Assistant Head of School.

When students are using computers and other technology in a classroom or under teacher/staff member supervision, it is assumed that the teacher/staff member will monitor their activities in much the same way that they would be supervised in a normal classroom setting. The IT Department monitors student computer use remotely but there is NO substitute for the proximity monitoring provided by a teacher or other staff member in the direct presence of the students.

*It is a privilege to use technology at TA; abuse the privilege, and you will lose it. Good common sense will tell you what is appropriate! Below are some examples. The Administration may monitor your compliance with the rules at any time. Electronic mail (e-mail), Web, or any on-line access is not private, because it must pass through (and may be stored on) many different computer systems before reaching you. Others may monitor the network as needed.*

- A. ***Respect privacy*** — *Your account is for your use only. Do not share your password or allow anyone to use your account. **DO NOT LET ANYONE USE YOUR ACCOUNT AND DO NOT USE ANYONE ELSE'S ACCOUNT!***
- B. ***Respect our community standards of decency*** — *Do not send, save, print or access inappropriate material. Examples include: Cyber Bullying, pornographic, obscene, threatening, violent, degrading, or illegal material.*
- C. ***Respect the limits of the system*** — *Keep it brief: no large messages, chain letters, or mail groups that generate large quantities of mail. Report instances of receiving such material to the System Administrator. Do not print long documents - ask permission if more than 15 pages. Limit the amount of e-mail and documents you save as we have a limited amount of storage space. Limit the flow of data: no streaming/downloading of audio or video unless directed to do so by a teacher for educational purposes.*
- D. ***Respect copyright and intellectual-property laws*** — *Do not send or use items that violate copyright laws. This includes, but is not limited to: text, pictures, music and software (including games).*
- E. ***Respect the educational purpose of the system*** — *Do not participate in soliciting, advertising, chat-rooms, Instant Messaging, web-mail, cartoons, movies, or **GAMES**.*
- F. ***Respect the system security and configuration*** — *Do not attempt to violate system security or interfere with system performance. Do not alter, enhance, fix, or otherwise damage computer hardware or software. If you purposefully damage equipment, you must pay for repairs/replacement.*
- G. ***Respect the law*** — *Do not send messages relating to or supporting illegal activities. Illegal activities will be reported to law enforcement authorities.*

## **Personal Laptops and TA's network / IT department**

### ***What to expect***

**Guidance with initial setup and configuration for use on our network and our printers**

**Assistance with problems that arise when you are using your system on our network**

### ***What NOT to expect***

**Extended tech support that goes beyond the scope of school – if you need help with computer related issues at home, we can direct you to someone that can help (and you can expect to pay them a reasonable fee)**

## **Student Personal Laptops and TA's network**

***AUP still applies even though personal machine***

***NO Lending personal computers to another student***

***NO Point-to-Point file sharing (Limewire, gnutella, etc.)***

## **Basics of the ThetNet system**

### ***Switched/Wired Category 5e network***

Thetford Academy and ThetNet support and maintain a Category 5e Switched network. The network uses buried fiber optic cable and dedicated Category 5e connections to provide high-speed network backbones between buildings and campuses (including TA, Latham Library). The majority of our switch ports are managed so that we can control data flow and troubleshoot network connectivity problems. The managed nature of the network means that NO unauthorized personnel should connect or disconnect network devices. Consult the Tech Systems Admin if you need something connected or you have questions.

### ***Wireless – 802.11g+b wireless network***

Thetford Academy and Thetnet support the 802.11g and b wireless network standards. As such, anyone with an 802.11g or b wireless adapter in their laptop or handheld computer can gain access to the network by filling out an “Application for Personal Wireless Access at TA” form which is available in the IT office or the main office. Please note that this form and the access that is set up from it is machine specific. If you bring in a new device that needs wireless access you will need to fill out a new form.

## IT Department structure, personnel and job descriptions

### ***Technology Systems Administrator***

Responsible for the day-to-day network administration. Acts as department head and oversees all technology related purchases at TA. Responsible for network installs, maintenance and upgrades. Responsible for network troubleshooting and repair. Responsible for network account creation and maintenance. Responsible for technology inventory. Creates proposed IT Department budget for personnel, hardware, software, supplies and contract services. Responsible for ordering all laser printer toner (with the exception of the large printer/copiers in the office).

### ***Help Desk / Technician / Technology Integrator***

Monitors student technology use. Configures and deploys new computers and other hardware / software. Does on-site repairs and facilitates off-site repairs as needed. Fills in as the network administrator in the absence of the Tech Sys Admin.

## Server Names and Purposes

### ***thetkey.thet.net***

Provides computer imaging services for software distribution

### ***tahome.thet.net***

Provides AUTHENTICATION and HOME DIRECTORY Document Storage for all TA faculty, staff and students (as well as Latham Library staff)

### ***dispatch.thet.net***

Provides Email service, spam filtering, web site hosting ([www.thet.net](http://www.thet.net), [www.thetfordacademy.org](http://www.thetfordacademy.org), and [www.odwusa.org](http://www.odwusa.org) among others), mailing list hosting and administration, Request Tracking and other services

### ***ta.thet.net***

Web site for class pages. May also be reached via [bookbox.thet.net](http://bookbox.thet.net)

### ***moodle.thet.net***

Provides a course content management system for classroom use at TA.

## Services Provided

### ***File sharing***

Provides for sharing documents that are of common interest to the members of the ThetNet community

### ***Networked / server based home directory / file storage***

Gives students, faculty and staff the ability to store their documents in a central location and therefore have the ability to log on to almost any computer at TA and access their own documents.

### ***Network printing***

TA has committed to buying networked laser printers to handle the majority of our printing needs. Networked printers give more computers the ability to print than standalone printers. Laser printers are more cost effective than other printing technologies.

### ***Web Access***

ThetNet provides access to the World Wide Web and other network services. For students, this access is filtered through the use of a blocking proxy server. For faculty and staff, no such filtering is done. Faculty and staff should still remember that they are using school computers and/or networks and use care what sites they visit.

### ***Email including spam and virus filtering***

ThetNet provides email accounts for all faculty, staff and students at TA. All incoming email passes through a SPAM filter in an effort to limit the volume of SPAM messages and Phishing attempts. The filter also scans for all known viruses and other malware. It will quarantine suspected or confirmed viruses and malware. If you get a message that a file you were expecting got quarantined, contact the IT department for assistance.

### ***Network Scanning***

Thetford Academy has some network All-in-Ones (copier/printer/scanner) that are set up to scan to email. Check with the IT Department/Help Desk for assistance with these.

### ***Access to basic application software (limited to school owned machines)***

- Word processing
- Spreadsheet
- Presentation
- Email
- Web browsing

### ***Access to basic application software for non-school owned computers***

- Word processing, spreadsheet and presentations may be done with OpenOffice - a freely available, cross platform, open source (FREE) suite of applications which is compatible with Microsoft Office
- Word processing, spreadsheet and presentations may also be done on-line with Google Docs

## ***Web Proxy for students***

All student web page requests pass through one or more blocking proxy servers. These servers look at the page requested and evaluate its content. If the content is rated as in-appropriate for school use (for various reasons) then the page will be blocked and the student will get a message saying that the page was blocked and explaining why the block occurred. If students legitimately need to access a site or sites that would normally be blocked (ie, sites about illegal drugs are usually blocked but you are researching illegal drugs for an assigned paper) a teacher can request that a) a site or sites be explicitly allowed for a period of time (ie, "I found a site with GOOD information about illegal drugs and I want the kids to go there"), or b) a block on a particular topic be removed temporarily (ie, "I want them to be able to get to the drug sites temporarily"). Contact the IT Department if you need access to normally blocked material.

## ***On-line library card catalog with search capacity (web based)***

ThetNet's Library Federation card catalog is available in searchable, web-based format at [weblib.thet.net](http://weblib.thet.net). This catalog can be accessed from any web-enabled computer and searches the collections of TA, TES and Latham Library.

## **Printing**

### ***Printer naming standards and location of printers***

- Printer Naming Standards  
The printers on campus are named xxxxxx.thet.net where xxxxxx is usually an indicator of printer location and type (talibrarycolor.thet.net for example). See list at the back of this document for printers and locations
- Printer Locations  
The IT department attempts to place printers in centralized accessible locations that limit the need to travel far to get a printout.

### ***Changing which printer you are printing to***

When printing, the print dialog box has a popup menu that will list printers that have been configured for your use. Call the Help Desk if you need assistance. Student printing (from school computers) is controlled by the IT department. Students may not add printers to their printer list.

### ***Color printing***

Color Laser printing is available through the TA library but should be used conservatively. Do NOT print color unless you NEED it as the cartridges and other supplies for the color printer are expensive. A stand-alone (not networked) high-end color inkjet (photo quality) printer is available in the art room but access to this is limited to the Art Department due to the high cost of inks and special paper.

