

***Hackley School
Student Technology Responsible Use Policy
Upper School***

Hackley aims to provide technology resources to support and enhance the curriculum and student learning. The Hackley network, access to the Internet via the school's network, school email accounts, computers and other school and/or personal devices are for educational purposes appropriate to the school environment. The use of the Hackley network, Internet service, computers and other devices is a privilege and not a right. The network, Internet, email, computers and/or other personal digital devices may not be used for any purposes which violate a federal, state or local law, or the terms of the Upper School Student Handbook.

As a student of Hackley School your digital conduct, whether on-campus or off-campus and regardless of the technology used, is governed by the behavioral expectations outlined in the Upper School Student Handbook. Inappropriate or irresponsible behavior or use, regardless of the device used, will result in restriction, suspension, termination of the privilege, and the possibility of additional disciplinary action.

Students must be aware that their privacy is not guaranteed when they use the School's devices, systems and network. Hackley School email accounts, network and servers belong to the School and thus the School reserves the right to monitor and access them to ensure responsible use of the system. Your account will be archived and the School reserves the right to view the contents of your account.

To ensure that technology is used in an appropriate, responsible manner, students are expected to abide by the rules and policies outlined below.

Expectations

- Protect your password. Do not share it with others.
- Don't share personal information about yourself or others online.
- Do not log on with another person's information and password or impersonate others online.
- Do not possess, use, share or post, whether it be writing, audio, video or imagery, anything that might be offensive, profane, obscene or hurtful to others.
- Use appropriate language. Do not swear or use vulgar language. Do not use abusive or threatening language that is or could be viewed as adverse statements, conduct or treatment relating to a person's race, color, religion, national or ethnic origin, gender, sexual orientation, disability, age or other personal characteristics.
- If you receive any rude, abusive, threatening or harassing emails, you should report this situation immediately to your advisor, Dean, or Upper School Director.

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- Students must be sure to adhere to the Upper School Student Handbook's rules and policies on academic integrity. Students should also adhere to copyright laws and respect the intellectual property rights of others.
- Check your Hackley email account regularly.
- Do not participate in any form of "spamming," such as chain letters, anonymous emails, solicitations, unnecessary bulk emails using a school-wide distribution list, or using the "Reply All" function on a school-wide email message.
- Do not alter the configuration of school devices; this includes the unauthorized downloading of software, viruses or other files that could harm devices.
- Do not engage in acts of vandalism. Vandalism includes attempts to harm, steal or destroy data, storage, software or hardware.
- Do not attempt to alter school's network security systems or settings.
- Do not use devices or network for commercial or for-profit uses, gaming, or gambling.
- Any advocacy or political action using Hackley devices, email or the network must be affiliated with an approved school organization with a faculty advisor.
- Do not watch movies or television shows on Hackley devices, or using the Hackley network unless the material is part of a class assignment or other school activity.
- Social networking sites, video sharing sites and other collaborative digital environments are to be used for educational use only with permission by and under the supervision of faculty members.
- Do not engage in instant messaging, forums, and/or chat rooms/services unless specified by a teacher.
- Users of the network shall not disrupt nor interfere with the use of the network by others.

Response to Infractions

If a disciplinary matter related to technology use arises, it will be handled in the same manner as other disciplinary infractions. Faculty or staff members may refer the matter to the appropriate Grade Dean or the Upper School Director for investigation, follow-up and discussion of an appropriate disciplinary response.