



# Student Technology Responsible Use Policy

In the world of technology, good judgment and ideals apply whether you are on campus or off. This agreement grants permission for use of web-based services operated by Mirman School as well as select third party services.. The core values that define the Mirman character apply online as well as in person. We therefore expect Mirman students' online conduct to reflect those values.

## Personal Conduct

- Be cautious and respectful in all online communication.
- Do not use digital media of any kind to intentionally harm others.

## Academic Honesty

**Plagiarism is representing someone else's words, work, or ideas as one's own.**

- **Lying, cheating, and stealing are prohibited no matter how or where they are done.**
  - o Plagiarism, whether from print or electronic sources, is cheating.
  - o Some activities on the Internet are illegal. They include, but are not limited to: making threats, harassing others, committing fraud, stealing, vandalizing, and violating copyright or artistic endeavors of others (including improper copying of licensed software). Consequently, these actions are prohibited.
  - o Some activities do not belong in a school setting, including: viewing, downloading, or transmitting materials containing obscenities or inappropriate pictures, videos, text.
  - o Recording (including pictures, video, and audio) requires the explicit permission of those being recorded, or the author of materials being documented.

## Use of Resources

- **You share in the responsibility of keeping the school's network functional and secure.**
  - o Do not access inappropriate websites. This includes online games when on campus.
  - o Make backup copies of important files onto Google Drive or removable storage.
  - o Do not attempt to access another person's account or private files.

- o Do not misrepresent oneself as another person or anonymously in electronic communications.
- o Do not participate in unapproved chatting or texting while on campus.
- o Never send inappropriate unsolicited mass email messages, including chain letters, jokes, or spam.
- o Do not attempt to breach system security or disrupt the normal operation of the network. If you know of someone who is attempting to compromise network security, immediately report it to the IT staff or a member of the Education Technology Department.
- o While on campus, do not play computer games without the permission of a supervising teacher.

In addition to these expectations of conduct, Mirman has outlined the following best practices for the care and use of your device at home and in school:

## Device Care and Use

- **You are responsible for treating your laptops with care.**
  - o Make sure that you bring your laptop to school fully charged.
  - o Laptops should be charged only in approved locations where the power cord is not strung across a pathway where someone might trip over the cord.
  - o The laptop should be attended at all times.
  - o When moving between classes, the laptop must be in a completely zipped carrying case.
  - o Heavy objects should never be placed or stacked on top of your laptop.
  - o Keep the laptops free from stickers or decorations.
- **Use technology wisely and safely.**
  - o Laptops should be used in common areas at home, such as dining room tables, not bedrooms.
  - o Be considerate by sending emails to teachers and peers during reasonable hours.
  - o Keep off the computer for at least an hour before you go to sleep. The light from the screen can inhibit healthy sleep cycles.

The primary purpose of Mirman School's network is to support students and teachers in the business of learning. The School's Network, which provides a wide range of computing resources including software, hardware, email, and Internet access, is the property of Mirman School. The School's Network should not be used for any task unrelated to Mirman School activities and no aspects of the School's Network should be shared outside of the Mirman School without the express written permission of the Director of Technology. Privacy and security of files and electronic communication are not guaranteed and should not be assumed. The Director of Technology, the school's administration, and designated staff reserve the right to access a user's mailbox and files stored on or processed through the Mirman School network in order to help maintain the system's functionality for compliance with legal requirements and as otherwise required for the well-being of the

school.

## **Consequences:**

Students who violate any standard in the Responsible Use Policy (RUP) may experience some or all of the consequences below. Within each classroom students may experience natural consequences as a result of meeting their responsibilities. These may include, but are not limited to, not being able to complete their work on time or being required to complete work on time without the use of technology. Students may receive unsatisfactory, incomplete, or failing grades on assignments due the confiscation of their laptops hindering their ability to complete assignments. As stated above, laptops, mobile devices, email access, and network privileges can be suspended or revoked. Serious infractions may result in suspension or dismissal from Mirman School. When in doubt about what constitutes responsible use, students should ask a teacher, an administrator, or one of the members of the Technology Team. Any violation of the principles and policies in this document may result in disciplinary actions (including suspension or expulsion) and possible legal action.

Direct consequences for RUP violations include:

- 1<sup>st</sup> Offense: Verbal or written warning
- 2<sup>nd</sup> Offense: Laptop confiscation for 1 day and parents contacted
- 3<sup>rd</sup> Offense: Laptop confiscation for 2 days and parents contacted
- 4<sup>th</sup> Offense: Consequence will be appropriate for offense and parents will be contacted.

The Technology Department reserves the right to modify a student's laptop in response to any inappropriate use.

Policy or Form Title / School Year / Last Revised

**By signing the enrollment contract and initialing each statement, you have acknowledged that you understand the school's RUP.** Education is recognized as a cooperative undertaking and the joint responsibility of home and school. You have agreed to accept your full share of this responsibility to maintain academic standards, by acting cooperatively within the Mirman School community, and by abiding by all of the rules and regulations of Mirman School now in effect and hereafter.

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Student Name	Student Initials	Class	Date
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Parent Name	Parent Signature	Date
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