# Technology Acceptable Use Policy for Students

The Packer Collegiate Institute provides students with a wide range of information technology for educational purposes. The use of these technologies is a privilege, not a right, and students are responsible for using them legally, appropriately, responsibly, and kindly (LARK). The school sets terms and conditions upon technology use, and students should have no expectation of privacy or anonymity while using equipment or software provided or established by the school.

Use of information technology is governed by the same core values and behavioral expectations set forth in the Student Handbook, and that apply to all other aspects of life within the Packer community.

**Rules**

The following rules apply to all students at all times. Rules, unless they specifically mention Packer technology resources, apply to any and all technology, including your behavior involving technology when off campus.

### *Respect and Protect the Privacy of Others*

- Keep your passwords private. Maintain and safeguard password-protected access to both personal and confidential Packer files and folders and all electronic resources provided by the school.
- Always obtain permission before posting or transmitting pictures or recordings of others.
- Leave other people's files alone. Removing, examining, copying, altering, or forging the files of another is no different from stealing, reading a personal letter, or destroying someone's personal property.
- Use your real identity when using any Packer system. Never use another person's account or password.

### *Respect and Protect the Integrity, Availability, and Security of all Electronic Resources*

- Look after all Packer equipment. Make sure it is not damaged, stolen, or misused.
- Utilize and respect procedures for requesting or borrowing equipment or resources.
- Return all borrowed equipment promptly and in good condition.
- Support computer and network security by not interfering with the operation of any computer or network or bypassing restrictions regarding technology use.
- Use network resources, like internet bandwidth, wisely. Excessive use hurts everyone by slowing down the network. The use of bandwidth for non-academic purposes is strongly discouraged.
- Be responsible for the safety and security of your own equipment and devices. Keep laptops and other electronic devices in your locker when not in use. DO NOT leave them in an unattended bag or backpack.
- Students are responsible for making sure their data is backed up on a regular basis – especially prior to your laptop being serviced.

### *Respect and Protect the Intellectual Property of Others*
- Obtain permission before uploading or downloading software, games, videos, or music.
- Obtain the owner's permission before transmitting copyright-protected materials. Any material protected by trade secret or any other proprietary information should not be posted or transmitted. When in doubt, assume that all digital material is copyrighted.
- Obtain permission from Packer's Director of Technology or Communication Manager before copying or re-posting material from the Packer intranet or from the school's official website (www.packer.edu).
- Obtain permission from Packer before publishing a link to any Packer online resource (wikis, blogs, intranet) or to the school's official website (packer.edu) from an external site.
- Obtain permission from the author before reposting messages or emails to web or social media sites.
- If you present yourself as a representative of a school club, school publication, or other Packer organization, you must obtain the permission of the head of school before posting anything to a site outside Packer.
- Seek permission from the head of school before using the school's name, logo, mascot, or photographs.

### *Respect and Protect the Practices of the Community*
- Follow the Packer core values at all times.
- Appropriate language, manners, and ethics are required. Ask yourself, "Will my actions reflect well on me?" and "Will my actions reflect well on the Packer community?"
- Communicate only in ways that are kind and respectful. Inappropriate, unkind, offensive online behavior is not acceptable and may lead to disciplinary action, including but not limited to loss of privileges.
- The posting or transmitting of any inappropriate or offensive words, images, or videos is prohibited.
- The posting or transmitting of false, harmful, or defamatory information is prohibited

### *Additional Restrictions for Middle School Students*
Games, music and videos are not allowed at school at any time. Violent or offensive content is also prohibited. If you are uncertain about the suitability of content, please ask a faculty member. Discuss using your laptop for music, videos and games at home with your parents.

Engaging in commercial activities while using Packer's technology is not permitted. Gambling, political lobbying, and the sending of advertisements, spam, chain letters, or other mass mailings are also prohibited. Requests for potential exceptions to this rule should be proposed in advance for consideration by the school administration.

### **Packer's Rights and Responsibilities**
- Packer makes no guarantee of any kind to provide information technology. The school is not responsible for damages suffered by users, including loss of data, delays, or other problems resulting from use of its technology. Use of any information obtained via such technology is at the user's risk; its accuracy cannot be guaranteed.

- Packer reserves the right to access school email and student accounts for any reason at any time.
- Packer may delete anything at any time from a school forum or website and may restrict students' use of school technology.
- Any information stored on any Packer computer's hard drive, or information storage device that were purchased by Packer, are considered property of Packer, including loaner laptops.
- Packer reserves the right to review data stored on student's laptops in the course of normal laptop maintenance and to inspect student laptop data in the course of a disciplinary investigation.

**Consequences for Violations**

Any inappropriate use of technology or behavior that does not follow the above guidelines may result in disciplinary action. Students may lose their access to the school's information resources as well as be subject to standard disciplinary procedures. Additionally, students may be billed if hardware and/or software needs to be repaired, restored, or replaced.

**Reporting Computing Abuse and Irresponsible Behavior**

Abuse and/or questionable behavior should be reported to a teacher, dean or division head. Reports can also be made electronically by sending an email to techabuse@packer.edu. Messages sent to this email address will be forwarded by the IT department to the division heads.

**Reminders for Safer Internet Use**

- Remember that there is no privacy online. Do not send anything that you would not be happy to see posted in the hallway or shared with your parents.
- Things posted online stay there in archives and are infinitely replicable — at Packer and in the outside world—even after you think they have been deleted. Do not post anything that you would not want future college administrators or employers to see.
- Packer cannot protect students from all inappropriate or illegal materials. If you are sent anything inappropriate, offensive, or illegal, it is your responsibility to report it to a teacher, dean or division head.
- When using sites that may be viewed by people outside the Packer community, do not communicate your full name, age, phone number, or other personal information and do not provide such information about other people. A non- Packer email address is recommended for all non-school use.
- Talk to your parents or guardians before agreeing to meet in person with someone you met online.

To report tech abuse, contact a school administrator or dean or email techabuse@packer.edu.

_____          _____
Student signature                    Date          Parent or Guardian signature          Date

_____          _____
Printed Student name and grade                     Printed Parent or Guardian name