



## Student Responsible Use Policy

Technology is infused into all learning at Cannon School. From Junior Kindergarten to seniors, we provide students with opportunities to learn using a wide range of devices, software, and online services. We take a positive approach to technology by encouraging students to use it creatively, effectively, and responsibly. We expect students to apply Cannon's core values to all aspects of their school life, including their use of technology.

### **Core Value Expectations**

- **Courage:** *Willingness to take risks, be innovative, and embrace change*
  - I will explore and evaluate new technologies.
  - I will create amazing things.
- **Integrity:** *Knowing and doing what is right*
  - I will keep my passwords private.
  - I will notify a teacher if I come across something online that is inappropriate.
  - I will think before I click; if I am unsure I will ask a teacher.
  - I will not perform any action that violates existing School policy, local, state, or federal law.
  - I will refrain from the use of social media, playing games, or engaging in any online activity that is not related to my schoolwork during classes.
- **Passion:** *Enthusiasm for excellence*
  - I will use available Cannon technology resources to continually strive for higher educational goals and personal growth.
- **Respect:** *Valuing self as you do others, their differences and their property*
  - I will view, post or send online messages that demonstrate my understanding of Cannon's core values.
  - I will create original work and give proper credit to the work of others.
  - I will obtain permission before accessing, using, or transmitting the work of others.
  - I will obtain permission before posting videos or photos of others to social media.
  - I will refrain from transmitting content that depicts, describes, or mentions others or Cannon School in a way that may be hurtful or damaging.
  - I will treat equipment properly so it does not become damaged.
  - I will not make changes to settings or installed software on school owned devices.

- **Teamwork:** *Cooperating, communicating, and collaborating to achieve a common goal*
  - I will work with others to learn, create, and inspire a positive environment.
  - I will assist with the protection of school resources by notifying the technology department about any security problems I encounter.
  - I will not allow the actions, ideas or opinions of my peers to lead me into making poor decisions when posting to internet services or interacting with others online.
- **Kindness:** *Taking the time to care for others*
  - I will assist others with the proper use of technology when my knowledge and abilities are helpful.
  - I will treat people with the same rules for decency, respect, and dignity online as I am required to do at school.

### ***Consequences of Inappropriate Use***

All users are subject to all local, state, and federal laws and regulations and Cannon's Responsible Use policy. Failure to use technology responsibly may result in the restriction or loss of the privilege. In addition, disciplinary actions in response to violations of this policy may include further penalties up to and including suspension and expulsion. The Director of Institutional Technology, in conjunction with other school administrators, will determine the appropriate level of response to any incident.

### ***Privacy***

I understand that the Cannon Network is the property of the School. No person has a right to expect privacy with respect to any material stored on the system, email, or material downloaded from the Internet. Administrators may review any and all materials, with or without the knowledge or consent of the user.

### ***Limits to Cannon School's Responsibility***

Cannon School makes no warranties of any kind, expressed or implied, for technology services it is providing. Use of any device or information obtained through the Internet is at the user's own risk. Cannon School assumes no responsibility for the accuracy or quality of information obtained through the Internet. It assumes no responsibility or liability for any damages a user may suffer. This includes loss of data resulting from service interruptions to the School's system.