

## Student Technology Use Policy

**The following is a contract that is read and signed by each student at the start of each academic year.**

Belmont Hill School provides the community with a comprehensive network environment that encompasses all the School's computers; all network connectivity, wired and wireless; access to all email and online course material and conferences; the vast array of resources on the Internet; and the campus communications system. These electronic resources allow access to powerful educational and communication tools that support the School's mission and programs. The use of these resources is a privilege, not a right. Members of the Belmont Hill School community must be responsible in their use of technology.

As responsible users, it is imperative to understand:

- For reasons of safety, no student should ever give out personal information through any online communication. Doing so can endanger the student and other members of the community.
- No online communication is truly private. Students should understand that people outside of their personal networks are often able to view information on social networking/media sites. With this in mind, as a member of the Belmont Hill School community, I agree to uphold Belmont Hill School's Honor Code, both online and offline, and to abide by the School's rules, whether using the School's or my own personal electronic device(s).

**As a member of the Belmont Hill School community:**

- I agree to use electronic resources responsibly and to be respectful of all members of the School community and the guidelines that are set forth.
  - I will use my electronic device(s) only in the ways that are expressly allowed during the academic day, specifically in class, study hall, or at required events.
  - I will use my electronic device(s) primarily for school-related purposes during the academic day.
  - I will adhere to all rules and directions, written and verbal, pertaining to labs or classrooms.
  - I will read my e-mail and other online course material on a daily basis, as essential class and school information is communicated through these means.
  - I will not send chain letters.
  - I will not send mass emails to sell personal items, ask for donations for charity, or promote events that are not sponsored by the School.
- Faculty members are authorized to create policies for their classrooms and to monitor or limit electronic device activity during classes.

***I understand that any violation of the above constitutes a violation of the Belmont Hill Student Technology Use Policy.***

- I agree to have integrity in all online communications and to use the internet in safe, appropriate, and responsible ways.
  - I will not take or post hurtful, disrespectful, obscene or sexually explicit pictures, audio, or videos in any online communications.

- I will not use hurtful, disrespectful, obscene or sexually explicit language in any online communications.
- I will not impersonate someone else or Belmont Hill School in any online interaction.
- I will protect the safety of myself and other members of the Belmont Hill School community and the reputation of the School and its students, faculty, and staff.
- I will not portray myself, Belmont Hill School, or anyone associated with the Belmont Hill School community in a negative light.
- I will not access videos or contribute to websites containing pornography, inappropriate language, or material of a discriminatory nature.
- I will not create or post tasteless or offensive images, including those that contain inappropriate attire, real or simulated use of alcohol or drugs, or sexually explicit material or poses.
- I will be honest if asked about my technology use.

***I understand that any violation of the above constitutes a violation of the Belmont Hill Student Technology Use Policy.***

- I agree to respect the privacy and security of all community members, as well as the security measures and rules of the School.
  - I will take responsibility for all activity on my account(s), on my personal electronic device(s), and under my login name. To ensure my own security, I understand that my account(s) and device(s) should be password protected.
  - I will not provide my password(s) to others.
  - I will not take/create digital images of any academic material without explicit permission of teacher or administrator.
  - I will not access or use the accounts or files of others.
  - I will not install any software on any school-owned computer.
  - I will not modify the hardware or software settings on any school-owned computer.
  - I will connect only to the Belmont Hill School wireless network(s) while on campus.
  - I will make no attempt to subvert network security or to bypass restrictions set by the School by attempting to discover passwords or override measures the School uses to control access to any resource.
  - I will not use websites that claim to disguise what sites I visit.
  - I will not impair the functionality of the network through use of proxy sites or excessive streaming or downloading.
  - I will report any violations of these rules to either the Director of the Upper School or Middle School immediately.

***I understand that any violation of the above constitutes a violation of the Belmont Hill Student Technology Use Policy.***

- I agree to respect the electronic and intellectual property of others and to adhere to copyright laws.
  - I will respect the privacy and electronic property of all individuals. This includes, but is not limited to, not taking, copying, modifying, destroying, or accessing files without explicit permission from the owner.

- I will not use pictures, audio, or video clips without permission and/or citation. (Students may refer to the Belmont Hill School Library website for information about proper citations.)
- I will only possess music that is legally obtained.
- I will cite any electronic source that I use with proper citation.
- I will not make copies of school software.

***I understand that any violation of the above constitutes a violation of the Belmont Hill Student Technology Use Policy.***

**Any violation of the Responsible Use of Technology Policy is subject to disciplinary action. As such, I understand:**

- The School reserves the right to discipline users for actions performed on campus or off campus if they adversely affect the safety and/or privacy of the community or constitute behavior that jeopardizes the reputation of the School.
- The School reserves the right to monitor, view and log all computer activity; and to revoke technology privileges at any time.
- The School reserves the right to inform parents/guardians about any inappropriate or disturbing information that has come to the attention of the School.
- I understand that the School reserves the right to update this policy at any point it deems such action is necessary.

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I sign this policy, agreeing to each point above and understanding that any violation of this agreement may result in disciplinary action, including suspension or expulsion.

Please click on the Belmont Hill School seal below to agree to this policy.

