# Flintridge Prep Acceptable Use Policy

**Honor Code:** My responsibility as a student, teacher or parent in the Flintridge Prep community is to be honest, kind, generous and respectful.

I will abide by the Honor Code at all times when using technology: whether at home, at school, or elsewhere-- even on the Internet, and even when interacting with non-Prep people.

## HONEST USE

I will not misrepresent the source of information that I share with others.

I will not pretend to be other people on the internet.

I will not present the work of others as my own.

I understand that I should not use the school's name or logo in group chats, group pages or social media accounts, without the express permission of the Director of Communications, in case someone might mistake such accounts as representing an official position of the school.

I understand that the school has content filtering in place to try to keep me safe from harmful or illegal content while using their network, and I will not use a VPN client or set up a "hotspot" while on campus in an attempt to get around this filtering. I understand that good sites sometimes accidentally get blocked, and that I can speak to a member of the Tech department if a site I'm trying to access for academic reasons isn't working.

I will obey all local, state and federal laws while using my devices on the school's network and while using the accounts provided to me by the school.

## KIND USE

I will only make audio or video recordings of Prep community members with their express advance permission, I will inform them in advance of where I may post or share such recordings, and I will immediately delete or take down such recordings upon request of anyone featured therein.

I will communicate in a professional manner in all Prep-sponsored online resources, including onCampus, email, and course websites.

I will not use tech resources to engage in any kind of harassing, threatening or bullying behavior, and I will tell a staff member if I have concerns about others engaging in this kind of behavior.

I will not interfere with other people's use of Prep's network or tech resources.

## GENEROUS USE

I will label my laptop and charger clearly with my full name before bringing them to school.

I will charge my laptop each night before bringing it to school, and I will always bring my charging cable to school.

I will have my laptop out in class whenever the teacher has specifically instructed me to do so, at that time and on that day, and will keep it in my backpack or locker otherwise.

I will secure and care for my laptop at all times, and understand that it's best to keep my laptop where I can see it.

I will have up-to-date antivirus software installed on and actively protecting my laptop. Even if it's a Mac.

I understand that Prep's Tech department and teachers are happy to answer tech questions if they can, but that my parents and I are responsible for maintenance and repair of my laptop.

## GENEROUS USE (CONT'D)

I understand that parents can make a written request to the school for a short-term, campus-use loaner laptop in the event that a student's laptop breaks or must be sent for repair.

I understand that Prep does not provide loaner or "checkout" laptops or chargers for students who forget theirs on a given day.

## RESPECTFUL USE

I will not bring my cellphone to group meetings, assemblies, or big homeroom unless instructed to do so.

I will use earbuds when listening to audio in public or common spaces on campus or will get the permission of everyone in those spaces before playing my device out loud.

I understand that the purpose of having devices on campus is for academic reasons only, and that watching video, streaming music, and playing games for entertainment while on the campus network slows down the network for everybody else. I understand that I may be asked to stop such entertainment activities at any time.

I will test sites and apps that I expect to use for presentations on campus prior to the day of my presentation, to make sure that my presentation is a success.

I will keep my passwords to myself and will not share passwords with other students or ask for theirs.

I won't access or "hack" online resources that do not belong to me.

I will not knowingly distribute malware, suspicious links or other harmful software.

I understand what it means for the school to be a non-profit entity and will not use any of my Prep-provided tech resources for profit-making activities.

I promise to ask a staff member if I have any questions about this policy, if I run into any problems or issues using technology on campus, or if I don't understand why our tech resources are set up a certain way.