



THE HAVERFORD LOWER SCHOOL DIGITAL CITIZENSHIP AND RESPONSIBLE USE POLICY

DIGITAL RESPONSIBLE USE - I will use The Haverford School's technology resources, both in and out of school in a respectful and responsible manner in line with our Lower School Foundations, Principles of Community and Honor Code.

- I will treat my school device with care. I will carry it with both hands and I will walk, not run.
- I will not alter any personal information including names or photos on school-issued accounts.
- I will use my device for school purposes only. I will only go to websites or apps as instructed by my teacher.
- I will not send large-group email messages, or edit shared documents without permission from my teacher.
- I will use proper login and logoff procedures. I will not attempt to login as another user.

DIGITAL PRIVACY, SECURITY, AND SAFETY

- I will keep my password safe and not share my password with anyone except for my parents and teachers.
- I will not share any personal information about myself, or others – especially with anyone I do not know.
- I will only use my first name or initials when posting to a website.
- I will tell my teacher and/or parent-guardian if I read or see anything that makes me uncomfortable.

DIGITAL FOOTPRINT AND IDENTITY

- I will use respectful and appropriate language in my digital communications. Unkind remarks, inappropriate images, foul language of any kind, or participation in digital communication that hurt students or The Haverford School community is a violation of the RUP.
- I understand that any information placed on the school network or outside of the school network leaves a digital trail and may be recalled if necessary.
- I understand that social networking sites, games, or chats must not be used to post anything that harms the reputation of the school, or the safety, well-being, or readiness to learn of myself, or others.

DIGITAL INFORMATION AND MEDIA LITERACY

- I understand that it is not appropriate to claim credit for another person's work. I will give credit to the original source (author, owner, website) for any text, images, photos or digital content that I use for any school work.
- I understand that not everything I read or watch on my device is true. I will do my best to make sure that the information I consume is accurate.

RESPONSIBLE USE POLICY (RUP) AGREEMENT - By signing this agreement I am making a commitment to act respectfully and responsibly online and follow the rules of the RUP. I agree to take full responsibility for my actions and accept the consequences for violations which may include the loss of network privileges and time out of class to reflect on my behavior.

STUDENT SIGNATURE: _____ GRADE: _____

HR TEACHER OR ADVISOR NAME: _____ (PRINT)

PARENT SIGNATURE: _____ DATE: _____