



# Responsible Use of Technology

## Introduction

The Browning School provides its students with the privilege of access to the Internet and the school servers/services. Students are given the privilege to use a school issued device (and can bring their own device in grades 10-12) and connect to the network providing they follow the guidelines listed in this document. These privileges are not rights: in order to retain them, you must adhere to the policies outlined below:

- Students should use technology for educational purposes when in the classroom and library.
- Students will only access age appropriate material, being mindful that other younger students could be nearby.
- Students should not be using computers to play video games, watch video content, or look at violent, profane or lewd content.
- Students should not take or distribute photos or videos of a teacher or student without their permission
- Students will not attempt to hack the School’s computers, accounts, servers or network or other students devices, accounts or other technology.
- **Failure to adhere to the rules above will be enforced by a “3 Strike” Policy.** The Policy is enforced by faculty and administrators notifying the appropriate Division Head and Director of Technology.
  - *First Violation:* The student will be issued a detention and parents will be notified with a reminder of the policy.
  - *Second Violation:* The student will be issued a detention and parents will be notified with a reminder of the policy.
  - *Third Violation:* Access to the Internet is suspended for a two week period. Boys will only be allowed to use designated library desktop computers. The student will be issued a detention and parents will be notified with a reminder of the policy.
  - *More than 3 Violations:* Continued suspension of Internet access.
  - *Note:* Some extreme behavior is subject to further disciplinary measures by the appropriate Division Head.

## Access to Network

Students will be required to sign this RUP (Responsible Use Policy), in order to gain wireless access.

- Students will be admitted to the class only when they have returned a parent-signed copy of this policy.

## Intellectual Property

Observe property rights, copyright laws, and cite all sources according to Browning’s standards, which follow MLA guidelines.

## Security and Backup

You are responsible for the security and activity of your accounts and devices. To maintain security:

- Do not share your password or account with other students. Select a difficult-to-guess password which contains at least one numeral and one character. **Have a screen lock password/pin on your device.**
- While using the Internet, always maintain your personal privacy and safety.
- Make sure you backup school files in Google Drive .
- Have an anti-virus/malware program installed.

Please sign and return this form to your homeroom teacher.

|                                 |                                |
|---------------------------------|--------------------------------|
| Student Name: _____ Date: _____ | Parent Name: _____ Date: _____ |
| Signature: _____                | Signature: _____               |