



Responsible Use of Technology

Introduction

The Browning School provides its students with the privilege of access to the Internet and the school servers. Students are given the privilege to bring their own device 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 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:* A member of the technology department will review the Responsible Use Policy and clarify any questions regarding what is and isn't appropriate.
 - *Second Violation:* Students and parents receive an email from the Director of Technology regarding the specific violation, along with a reminder of the 3 Strike 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.
 - *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), attend a brief class and pass a quiz in order to gain wireless access.

- Classes will be given during the first two weeks of school during homeroom (they will be excused).
- Students will be admitted to the class only when they have returned a parent-signed copy of this policy.

Intellectual Property

Observe all property and copyright laws. Cite all World Wide Web sources according to Browning's standards, which are adapted from the MLA and posted on its website.

Security and Backup

You are responsible for the security of your accounts and devices. You are also responsible for any activity that occurs in your account. To maintain security:

- Do not share your password or account with other students.
- While using the Internet, always maintain your personal privacy and safety. DO NOT give out your full name or any personal information (address, school, etc).
- Select a difficult-to-guess password which contains at least one numeral and one character, so it is more difficult to "crack."
- Make sure you backup school files in Google Drive (15GB available).
- Have an anti-virus/malware program installed.
- Have a screen lock password/pin.