



UPPER SCHOOL EDUCATIONAL TECHNOLOGY

TECHNOLOGY RESPONSIBLE USE AGREEMENT 2022 - 2023

As a member of the Polytechnic community, I will act to foster inclusion and promote excellence in all that I do. I commit to approaching my decisions with integrity, kindness, and generosity on and off-campus. (PolyHonor)

By providing a positive, nurturing, and challenging environment, all members of our community have the opportunity to benefit from a depth of learning and purpose through the use of technology. These guidelines are provided to ensure awareness of students' responsibilities when using technology, both personally and academically.

Responsible Use and Behavioral Expectations:

The use of the school's technology resources must be consistent with the mission and credo of Polytechnic School and follow all behavioral expectations and guidelines.

Access to these resources comes from the available materials that may not be considered of educational value. While accessing certain information (as described below) is prohibited, the school can't control access to all questionable material.

To maintain responsible digital habits, Poly students will:

- Act with honesty, integrity, and respect for others.
- Respect and protect the privacy and rights of other individuals in our community.
- Refrain from visiting websites or inappropriate viewing materials.
- Abide by local, state, and federal law.
- Refrain from using another person's account or allowing another person to access their account.
- Refrain from engaging in harassment or using objectionable language in public or private messages or posts, e.g., racist, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- Notify an administrator whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Social Media and Online Communications:

The school encourages all students to use good judgment when communicating online. Poly students must differentiate between public and private information and not reveal or exploit any private information about any member of the Poly community (i.e., addresses, phone numbers). In such cases, the school will intervene in whatever it deems necessary and appropriate to restore a safe learning environment for all students. Students must understand that inappropriate social media and online communications adversely affect

students, families, and the community.

Privileges:

Using the school's technology resources is a privilege, not a right. The administration may deny, revoke, or suspend specific user access.

Online and Distance Learning:

While participating in online classes and meetings hosted by Polytechnic School or other educational institutions and organizations (i.e., Global Online Academy), Poly students will adhere to the following specific guidelines:

- No video or audio recording or screenshots of classes without permission.
- No downloading of any content without permission.
- Ensuring all equipment is in working order, including web camera and microphone.
- Use live video unless experiencing network, internet, or technology issues. (no static images emulating a live feed).
- Use appropriate virtual backgrounds or spaces when participating in classes.
- Use appropriate attire.
- Use appropriate language and behavior.
- No other individuals should be able to see or hear your classes.
- Refrain from muting other attendees or participants.
- Refrain from using digital annotations or drawings unless asked to do so by the host.
- Refrain from engaging in chats either within Zoom or any other messaging system during classes unless asked to do so by the host.
- Only have application windows open that your host has expressly requested.
- No joining of meetings or classes without permission (aka "Zoombombing").

Copyright and Fair Use:

The unauthorized duplication or dissemination of copyrighted computer software or media violates the law and is contrary to Poly's standards of conduct.

Care and Stewardship:

While using Poly-owned devices and equipment, students must exhibit care to help maintain the school's resources. Students may not engage in any negligent treatment or vandalizing actions. Negligence includes any careless treatment that results in damage to devices or equipment. Vandalism includes, but is not limited to, any unauthorized tampering with or intentional damage or destruction of school-owned devices or equipment.

| POLYHONOR |

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