

Responsible Use Policy for Students

Students at the Hanover Middle School have a right to using technological resources in a safe, productive learning environment. Access to information technology is necessary in today's 21st century society. Therefore, all users have a responsibility to maintain a safe, productive environment for the benefit of themselves and others. Please read and acknowledge the following guidelines.

General Email and Messaging Guidelines

- Email and messaging is to be used only for school-related communication.
- Students must only use their school email accounts during classes.
- Use of email and messaging to assist students in their academics is encouraged.
- Sending and reading email and/or messages must be done at appropriate times during the day, per the teacher's instructions.
- Email and messages must be RESPECTFUL and must not cause panic or disruption.
- Email and messages that are intentionally meant to bother another user are prohibited and will be subject to the HMS School Handbook guidelines.
- Report anyone who uses email and messaging in a way that doesn't comply with the above guidelines to a teacher or other staff member.

Content Guidelines

The Hanover Public Schools maintains a firewall to block access to inappropriate content. However, it is impossible for Hanover Public Schools to block all inappropriate content as new content is constantly added to the Internet. As such, students should observe the following:

- Students must only access content that is related to school activities.
- If inappropriate content is accessed by mistake, close or turn over your device and alert the teacher.

Safety Guidelines

- Only non-personal information about yourself and others should be shared on the Internet. Examples of personal information include, but are not limited to, passwords, full name, address, phone number, account numbers, and social security number.
- When expressing an opinion on the Internet, make sure your comments are not intentionally offensive to anyone who would read it.
- Only act as yourself online. Although it is acceptable to remain anonymous in certain online situations, it is not acceptable to pretend to be someone else or use someone else's account.
- Report anyone who uses the Internet in a way that doesn't comply with safety guidelines to a teacher or other staff member.

Assignment Guidelines

Students will have access to works created by individuals within and outside the Hanover Public Schools. In order to respect the works of others, students will observe the following:

- Credit must be given when using other people's information, images, or other material.
- Respect must be given to the work of others – do not try to copy, damage, or delete their work.

Hardware/Software Guidelines

- Students should treat devices with respect and should not knowingly engage in any activity that would disrupt or damage devices and/or network settings.
- Students should not download or install unauthorized software onto school devices.
- Accessing any settings outside of your student account on any device is prohibited, and will be subject to the HMS School Handbook guidelines.

Student accounts can be accessed by staff members of the Hanover Public Schools, and account privileges may be suspended at any time if Internet devices are misused.