RESPONSIBLE USE OF STUDENT TECHNOLOGY POLICY

Flint Hill School's core values of respect, responsibility, compassion, and honesty should guide the behaviors and decisions of all members of the Flint Hill community. The School encourages its students to take meaningful risks, be themselves, and make a difference. The School's Responsible Use of Student Technology Policy and consequences were created with this philosophy in mind.

Student behaviors and decisions on campus, as well as at all School-sponsored events and activities, online and off-campus, will be addressed with a range of consequences if they conflict with the School's core values and violate the School's Responsible Use of Student Technology Policy.

Technology resources at Flint Hill are intended for educational and School-related use.

Student Cyber Behavior
Any unkind, upsetting, distressing, offensive or harmful cyber behavior or the posting of damaging content or offensive material will not be tolerated and will be addressed with a range of possible consequences.

Copyright
Copying, installing, or using any software or data files in violation of applicable copyrights or license agreements, including but not limited to downloading and/or distributing music, movies, electronic media, software and applications will not be tolerated and will be addressed with a range of possible consequences.

Gaming
Handheld gaming devices and controls are not permitted on campus. If gaming interferes with the ability of a student to complete academic work, it will be blocked or restricted.

Hacking
"Hacking" is the unauthorized access and intrusion into any technological device, cloud service, or network. Hacking will not be tolerated and will be addressed with a range of possible consequences.

The use of any device, software, website, or programs that mask a student's identity while using School resources will not be tolerated and will be addressed with a range of possible consequences.

The use of any type of virtual private network (VPN) will not be tolerated. Circumventing the School's network while on campus with any type of technological device or application is not acceptable and will be addressed with a range of possible consequences.

Ownership Disclosure

School logos, official documents and images, and the name of the School are the property of the School and may only be used on non-Flint Hill websites with the School's permission. Students should be mindful that the use of such School property in this way may be construed by others as representing the views and policies of the entire school, which is not responsible.

Password Security

Email, network or any School-related login information and passwords are only for the use of individual students and should not be shared with peers at Flint Hill or with anyone outside the Flint Hill community.

Students should immediately notify the [Help Desk](#) if they discover their password has been compromised. The Help Desk will advise students regarding the next steps in terms of security.

Privacy

The violation of the privacy of others, including the use of names, images and recordings of others without their permission, will not be tolerated and will be addressed with a range of possible consequences.

Accessing, reading, altering or deleting any other person's digital files or email without that person's knowledge and approval will not be tolerated and will be addressed with a range of possible consequences.

Search

If deemed necessary, school personnel may search all student devices and digital files.

Screen Time

If extensive screen time interferes with the ability of a student to complete academic work, device limitations will be set.

Social Networking and Media

Friending, following or otherwise connecting to adults employed by the School via the adult's personal social media outlets is not permitted.

Flint Hill may establish a School-run social networking site for a School-sponsored activity or group that is intended for educational purposes only. In these instances, students may connect with School employees because of the educational intent.

Viruses and Phishing

Creating, installing or knowingly distributing a virus or phishing tools on any device or the School network will not be tolerated and will be addressed with a range of possible consequences.

If a student unknowingly releases a virus or phishing tools on any device or the School network, they should notify the Help Desk as soon as the virus or phishing tools are detected.

School-Owned Devices
Students will be provided different technological devices at various grade levels. Students are required to use these School-owned devices, not their own personal ones.

Ownership
Flint Hill owns all devices provided to students. All devices must be returned to the School when the student leaves Flint Hill or graduates. Parents/guardians may not purchase devices from the School.

Replacement of Inoperable Equipment
In the event the School-owned device is not working properly, Flint Hill will provide a replacement device.

Parental Administrative Access
Parents/guardians of students in grades 7–9 will be given a parental administrative password (padmin) to administer the School-owned laptop.

There is no parental administrative access on iPads. All iPads are School managed and enrolled in a device management program.

Electronic Data
Students are solely responsible for user data stored on the device. It is the sole responsibility of the student to back up such data, as necessary.

Customizations
Students are permitted to alter or add settings to customize the assigned device to their own working styles (i.e., background screens, default fonts, and other system enhancements).

Students are not permitted to decorate an unprotected surface of the device with items such as stickers, markers, nail polish, etc.

Technical Support and Repair
Support for all School-owned devices is available through the Help Desk. The Help Desk will also facilitate the maintenance and repair of all devices. Students are responsible for immediately reporting any issues preventing the normal operation of the device to the Help Desk. Devices should not be taken to the Apple Store or any other vendor for repair.

Warranty for Equipment Malfunction
Flint Hill has purchased a three-year AppleCare Protection Plan covering parts and labor. The AppleCare Protection Plan only covers issues with the device caused by manufacturer's

defects. Parents/guardians will not incur additional charges for repairs covered by the AppleCare Protection Plan.

Power Adapter
The School will cover the cost of one replacement power adapter due to damage or loss. If a student should need an additional replacement power adapter, the parents/guardians will be billed for the cost of the replacement adapter.

Apple Pencil
The School will cover the cost of one replacement Apple Pencil due to damage or loss. If a student needs an additional replacement Apple Pencil, the parents/guardians will be billed for the cost of the replacement Apple Pencil.

Responsibility for Damage
The student should use reasonable care to ensure that the device is not damaged. In addition to the AppleCare Protection Plan, the School will cover the cost of unintentional damages to the device. However, after two incidents of unintentional damage, the parents/guardians will be billed for the cost of the third incident and subsequent incidents.

"Unintentional damages" are defined as damage from, but not limited to, the following:
- accidental liquid spills
- power surges
- accidental drops or falls
- flood and/or fire
- damage to batteries

The School will not cover the cost of repairs when negligence and/or intentional abuse is involved. For example, improperly handling the laptop, throwing the laptop or using the laptop as an umbrella would be examples of neglect and abuse.

Responsibility for Loss
Students should use reasonable care to ensure that the device is not lost, stolen or vandalized. The School will cover the cost of unintentional loss, theft or vandalism to the device. However, after two incidents of unintentional loss, theft or vandalism, the parents/guardians will be billed for the cost of the device.

If the device is lost, stolen or vandalized, the student/parent/guardian should report the loss to the Help Desk. The Help Desk will report any cases of loss, theft or vandalism to the director of security.