Responsible Use Policy for Technology
Middle School Students

Introduction
Holy Child uses its campus network, Internet connections, computers and other technologies to support learning. The school will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Users are expected to follow all school rules when using the computers both during and after regular school hours. Computer use at school is a privilege which can be suspended or revoked if users do not follow the school rules and the special rules listed below.

As a responsible user of our campus network, each student must:
- use their account for education, research, collaboration and communication, consistent with Holy Child policies and federal and state laws
- logon and logoff all networked computers (never even for a moment leave a computer before logoff)
- prevent other people from using their account by not sharing their password and by periodically changing passwords and using passwords which are not easily guessed
- use only their account and never attempt to logon as anyone else
- use their account for academic purposes only
- follow network security policies and never try to hack into the network
- be alert for viruses and other destructive programs that could harm or destroy data
- follow software copyright laws
- backup copies of important files
- access the Internet only when they have the specific **permission** and **presence** of a faculty member. If that faculty member is called from the room, immediately terminate their Internet session. No student may access the Internet without faculty supervision.
- be respectful of other people's work and obey copyright laws
- protect themselves and others - never post personal contact information including last names, addresses or telephone numbers without the permission of a faculty member
- be polite – avoid profane, obscene, abusive, discriminatory or other offensive language in communications
- be truthful - never post or communicate false information about a person or organization
- participate in social networking sites and instant messaging activities under the direction of a teacher and for educational purposes only
- be kind - never participate in harassing or hurtful activities via communications technologies such as instant messaging, text messaging, social network sites or e-mail
- use their school e-mail account for academic purposes only
- be polite – avoid profane, obscene, abusive, discriminatory or other offensive language in communications
- obtain the permission of the sender of a message before forwarding personal communications
- stop mailbox clutter – avoid sending mass mailings and never forward chain letters
- be kind - never participate in harassing or hurtful activities via communications technologies such as instant messaging, text messaging, social network sites or e-mail

Consequences
The consequences for breaking these rules depend on the nature of the offense and may include loss of network privileges, parental contact and possible suspension or expulsion. Students' cell phone or Chromebook history may be searched.