

# Loudoun Country Day School

2020-2021

## Responsible Use Agreement for Students

At Loudoun Country Day School (LCDS), technology is an integral part of teaching, learning and communicating. A variety of technology tools are used by students and staff to help students learn the information, skills and behaviors they will need to succeed beyond their years at LCDS. These technologies may include, but are not limited to, school-provided equipment, network, applications/online services and student-owned personal devices (laptops/netbooks, tablets, cell phones, e-readers, and more).

The use of these technologies provides great opportunities for learning and character development. LCDS staff and students are expected to be responsible digital citizens. The LCDS *Responsible Use Agreement for Students* is the standard each student is expected to follow while in school or participating in any LCDS-related event (on or off the school campus). Students and parents are required to read, sign, and follow LCDS's *Responsible Use Agreement for Students*. The agreement signature is executed when completing the online "New Student Information & Medical Emergency Form" in the My LCDS Parent Portal. In doing so, students and their parents acknowledge and agree to abide by the following rules and conditions:

1. The LCDS student will use technology resources, provided by the school, productively, and appropriately for school-related purposes. He/she will avoid using any technology resources in such a way that would disrupt classroom activities and/or learning.
2. Personal devices will always be used in a faculty-approved, meaningful, safe, and responsible way while the student is on school property, using a device or application provided by the school, or at a school sponsored activity.
3. Students will follow school/classroom rules regarding the use of devices for "free time". Games or content with explicit language, violence, or sexual content are never permitted during school hours or during after-hours school activities.
4. Bring Your Own Technology (BYOT) devices will meet the school's published minimum requirements and have all required software/links installed prior to the start of the school year.
5. The LCDS student represents the school in all online activities. The student understands that what he or she does on any online resource (social media, websites, forums, blogs, LCDS domain email etc.) should not reflect negatively on fellow students, teachers, or on their school.
6. Students may not create any type of publicly viewable online content which represents the school or use any version of the school name or logos on existing online/social sites without the expressed permission of the Headmaster.
7. Students will respect the works of others. Students will not log on to or access an account that is not their own, will not alter or delete another student's work, and will not share passwords with peers.
8. The LCDS student will use their @LCDS.org email and all other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, texting, chats etc.) responsibly and for assigned purposes only.

9. The LCDS student understands that the school network and student accounts are property of LCDS and anything that he/she does can be monitored.
10. The LCDS student will not use monitor blocking services, such as incognito browsing, VPNs, or other services to bypass the school's content filtering and will subscribe to and run the Hapara Highlights extension or any other monitoring applications used by LCDS.
11. The LCDS student understands that the use of personal phones and tablets may be permitted by their classroom teachers or as determined by the school administration. Devices not in use for approved purposes must be off and stored in a manner that is not a distraction to the student or their peers. Students are not permitted to have Smart Watches or text-enabled wearable devices at LCDS without the permission of the Headmaster.
12. The LCDS student is responsible for the care and maintenance of any personal devices brought to LCDS. Devices are expected to be adequately protected (cases, etc.), charged, and in working order prior to use at school. LCDS is not responsible for the loss or damage of personal devices.
13. The LCDS student will not use the school's network, equipment, or services for commerce or personal financial gain.
14. The LCDS student will use technology in accordance with the laws of the United States and the State of Virginia. Students will not willfully conduct:
  - Criminal acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
  - Libel laws: Publicly defaming people through the published material on the Internet, email, etc.
  - Copyright violations: Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using the words or ideas of others as your own).
15. LCDS students and parents understand violations of the Responsible Use Agreement may result in consequences appropriate to the violation. Consequences may include: suspension of computer privileges, disciplinary action, and/or referral to law enforcement.

*NOTE: Agreement signature is executed when completing the online "New Student Information & Medical Emergency form" in the My LCDS Parents Portal, under Parent Forms & Information.*