



Middle School Responsible Use & Electronics Policy (RUP) 2018–19

Students and parents are required to read the policies set forth in this document. Each student is required to [take this quiz](#) that demonstrates his understanding of the rules and ideas set forth in the RUP by the end of the first week of school to use electronics at Landon. This is an open-notes quiz, and students are permitted and encouraged to use this document when they take the quiz. The quiz will count as a quiz grade for science for the first trimester. Students should take the quiz at home or may use other available school time (e.g., study hall, advisory) to take it during the first week of school.

Use of technology in various forms is becoming increasingly integral to Landon’s educational program. While the school works to integrate technology effectively in all appropriate areas of education, it is clear that, at times, devices can be distracting and/or disruptive. Use of electronics (both the school’s and personal devices) is a privilege, not a right.

This policy incorporates and supplements our Civility and Honor Codes and transcends the borders of the school and the school day. It is effective 24/7. For the privilege of using technology and electronics on campus, all Landon Middle School students and their parents need to understand and agree to abide by the rules and guidelines set forth in this Responsible Use Policy (RUP). The RUP does not seek to be comprehensive, but rather outlines the general guidelines. Students need to abide by the spirit of the rules and cooperate in order to ensure that electronics are employed for educational purposes during the school day and, at all times, that they are used in an honest, considerate fashion.

While the school does not patrol for violations of community standards off campus, it may act on information brought to the attention of administrators if the infraction adversely impacts members of the Landon community or the reputation of the school.

The school does not monitor the use of the network or the contents of email as a routine matter; however, it may be required, in extenuating circumstances, to protect the integrity of the system or to comply with legal obligations. The school reserves the right to access a user’s mailbox and files stored on or processed through the school’s network.

Electronics Resources

Use of electronics resources at school is intended to support the school's mission of education. Landon expects that student behavior in the electronic world will reflect the standards of honesty, respect and consideration articulated in the Civility and Honor Codes. Please be mindful of a few important guidelines:

- Students need to take good care of the school's electronic resources as well as their own and others'.
- Students may not touch the electronic device belonging to or being used by another student.
- Computer and email account passwords are confidential. Each user is responsible for all uses and contents of his computer. Giving out personal passwords, access codes, or login procedures, as well as misrepresenting one's identity in electronic communications, is not permitted.
- Changing screen settings, or installing, modifying, manipulating or otherwise tampering with applications, files and data on the network, or any attempt thereof, is not permitted.
- When using Landon computers, students must log out when they have finished.
- A student must get permission to send a mass email (e.g., to the entire class or school community) from his grade-level dean.
- Students need to check their Landon email accounts daily, reading and responding to email from teachers in a polite and timely fashion and deleting any emails no longer relevant.
- Insofar as electronic devices at Landon are to be used for educational purposes, students are not permitted to play games not specifically sanctioned by teachers for a particular purpose/time (i.e., no "coolmathgames.com" during study hall).

Digital Imprints and the Civility Code

The internet and other accessible networks are open systems, and the school cannot guarantee privacy or security of any information or data on the network; therefore, users should not put anything on the network that they would not want others to see. Users are reminded that all electronic interactions leave a permanent trail that reflects the nature of one's activities and character. Landon encourages and teaches students to build a positive digital imprint. This means more than refraining from negative behavior online. It means creating an online image of oneself that reflects each student's good work and actions.

That said, although the Code of Civility covers the following behaviors, it is worth emphasizing that no one may use electronic resources for obscene, threatening or abusive purposes. Users should not access and may not transmit materials containing inappropriate information. They may not post or forward false, insulting or offensive information or opinions about a person or organization.

While off campus (or outside Landon's network), students are also expected to exercise responsible behavior online. When a student presents himself publicly (such as on a social networking website), he must know that any inappropriate behavior, references, photographs and/or language is in violation of school rules. Student activity on the internet and on social networking websites must not reflect negatively on the Landon community, including but not limited to students, teachers and families.

Responsibility for Personal Electronic Devices (Grade 6, Forms I and II Students)

If a student chooses to bring personal electronic devices to school, including cell/smart phones, he is solely responsible for their safety and functioning.

A teacher may allow the use of personal electronics in his/her class in furtherance of academic goals. Students may only use their devices for the academic purposes specified for a particular class (e.g., calculator for math class) and must turn them off immediately once the task is accomplished. It is a teacher's discretion whether to allow the use of personal electronics in his/her class unless the learning specialist has recommended the use of a keyboard/device for specific classes. If a student uses an electronic device with permission and abuses that privilege, that privilege may be suspended.

Cell/Smart Phone Rules

During regular school hours (Monday–Friday, 8 a.m.–3:45 p.m.), students are not permitted to use personal electronic devices, including cell/smart phones for recreational use or general communications (i.e., texting or phoning parents and friends). Faculty members may allow the use of cell/smart phones in their classrooms. Before 8 a.m. and after 3:45 p.m., students may use cell/smart phones in a classroom with teacher permission or **outside the building** (i.e., not in halls, conference rooms, couches, etc.). If a student needs to use a phone during the school day, he may use the phone in the Middle School office. Parents may call the Middle School office (301-320-1028) if they need to contact their son during the school day. Cell/smart phones must be off and out of sight (in a locker or in a pocket) during the day. If a student violates this policy, the cell/smart phone will be confiscated (usually for 24 hours), and the individual will be issued a green slip. If a student repeatedly violates the policy, he may be prohibited from bringing a cell/smart phone to school at the discretion of the administration.

Building a Positive Digital Imprint

A person's digital imprint (sometimes referred to as a "digital tattoo" due to its permanence) is the trail or trace that people leave online both purposefully and through their daily actions online. In addition to refraining from posting or otherwise sending embarrassing or negative posts or images, and not going to inappropriate websites, people can actively create a positive online image. Some ways of building a positive online image include: (1) always treating people with respect, (2) building an online image depicting you at your best (i.e., the you that you want your parents, grandparents, school administrators, and future schools and employers to know), and (3)

ensuring that your privacy settings on social media are set up so that you know who is seeing your posts.

Recording and Photographing Others

Students may not photograph, record or videotape students, teachers or visitors without explicit permission.

Additional and Updated Information

Due to the state of constant change within the realm of technology, it is important for all members of the community to understand that it is the spirit of these rules and guidance that will prevail if activities are not directly addressed within this document or the school's codes.