



## **Upper School Electronics Responsible Use Policy (RUP) and Bring Your Own Device (BYOD) Guidelines 2018–19**

The Landon School network is maintained for the use of the entire school community of students, faculty and staff. Access is provided for the purposes of authorized academic, instructional, research and administrative purposes. This network includes all electronic devices (both personal and school-owned) on campus including, but not limited to, those located in classrooms, special purpose rooms, computer labs, administrative offices and libraries. In accordance with the Code of Character, students are expected to be civil and responsible in their use of the school's network and technology resources. 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.

### **User Responsibilities**

The list below was crafted to convey a sense of the types of activities that are allowed and not allowed, giving some reasons where appropriate. It is not to be considered an exhaustive list of all prohibited activities, as such a list could not possibly be all-inclusive. This policy may be modified as emerging technologies are introduced and situations warrant. If in doubt as to whether an anticipated use of the network is acceptable, students should first ask a member of the Technology Department.

- Computer account passwords are confidential; providing your user name and password to anyone and/or allowing them to access the Landon School network is expressly prohibited. Use of another person's identity, account, user name or password, or otherwise gaining unauthorized access to computing or network resources is also prohibited. Additionally, users must log off the network when leaving a computer unattended.
- Passwords that are provided for the Landon network and online research resources are to be used only by currently enrolled students at Landon School. Distribution of this information to others outside Landon is prohibited.
- The network is a free and open forum for expression. Considerate and respectful disagreement is welcome; however, harassing, insulting or attacking others is not allowed. Offensive speech is disrespectful of the rights of others; be polite in your communication. As stated in the Civility Code, "treat all people with respect, civility and dignity" in all online communications (e.g. email, chat rooms, texts, social media posts, etc.) as one would when communicating in person.
- Accessing, downloading or transferring defamatory, inaccurate, abusive, obscene, profane, sexually explicit, threatening, racially/ethnically offensive or illegal material on the network is expressly prohibited. Internet filtering software is maintained; however, the non-blocking of a website does not imply that it is appropriate to view. The use of proxy avoidance sites to circumvent the filter is prohibited.
- Plagiarism is prohibited, and users are expected to adhere to all state and federal copyright laws. Transfer or use of copyrighted material without the express consent of the owner is a violation of Federal Law.

- The installation, storage, or running on the Landon network of programs, applications, utilities and other executables not explicitly authorized by the Technology Department is prohibited.
- Landon's email system and distribution lists are for school business. Limit personal emails and avoid mass solicitations unrelated to school, including non-Landon fundraisers, political announcements and third-party messages.
- Using Landon School's computers and email system for commercial purposes is prohibited. This includes promoting personal businesses, classes, activities, programs, etc. that are not officially sanctioned by Landon School.
- Playing games during the academic day is prohibited.
- Printer use should be kept to a minimum, and large print jobs of a personal nature are not allowed.
- As a federally tax-exempt nonprofit organization, Landon School must not participate in campaign activity for or against political candidates or any lobbying activities. Therefore, any use of Landon technology for such activities is prohibited.

### **Bring Your Own Device (BYOD) Guidelines**

Students in Landon's Upper School will be permitted to connect personal devices to Landon's Wi-Fi system. This program is designed to help students achieve their current academic goals by providing access to digital tools and resources throughout the school day. **However, each teacher has discretion over whether students may use these devices during class time.**

In addition to adhering to the guidelines above, students who participate in this privilege must observe the following procedures:

- The connected device must be a laptop or similar device that can be used to complete all school-related tasks.
- The Technology Department will assist in connecting the device to Landon's wireless network, which will allow participants to access the Internet and print school-related documents to Landon printers. A login process will ensure that website filtering and monitoring will occur at all times when connected to the school network.
- The Landon Technology Department is not responsible for configuration or repair of personally owned equipment.
- All personal devices are required to be physically marked with the owner's name, to be password protected, and to have up-to-date anti-virus and anti-malware software installed.
- It is the student's responsibility to ensure that their personal device is secured at all times. In addition, we recommend that insurance be considered in the event of damage or loss.
- **Devices should come to school fully charged every day.** However, if charging is necessary while at school, please locate an available outlet **where you can stay with your computer** as it is charging.
- Personal computers may not be used to take winter and spring exams. Instead, students may check out computers from the library and must utilize the designated login.

*All files and email messages on devices connected to the Landon network are the property of Landon School, and the school has the right to gain access, for security and legal reasons, to any of those assets, if deemed a necessity. Additionally, all users must be aware that all devices that are connected to the Landon network are subject to electronic monitoring and routine maintenance.*

*Landon School makes no guarantee that the services provided will be error-free or without defect. The school will not be responsible for any damage suffered including, but not limited to, loss of data or disruption of service.*