

The Potomac School
from the *Handbook for Parents and Students*
Technology - Acceptable Use Policy

Every technology resource at The Potomac School is made available to further the goal of academic excellence and student achievement. The use of technology tools and devices, including use of the Internet and network access through the school, is a privilege we extend to each member of our school community - one that should be used with care and for the purpose of furthering academic pursuits. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on the school's system.

While using The Potomac School system and Internet resources or accounts a student will:

- Use school computers, network and online applications (G Suite, Haiku, shared materials, etc.), and the Internet for school and age-appropriate educational purposes only.
- Use school devices, accessories, and online applications and resources in a safe, respectful, and responsible way.
- Respect the privacy of materials on devices, on The Potomac School network, and shared Google Drive resources..
- Obtain appropriate permission before signing up for accounts in applications and software;
- Keep passwords private and secure.
- Agree to use appropriate language and etiquette in all communications.
- Abide by all copyright, trademark and license restrictions.
- Tell an adult in charge if information accessed makes the user feel uncomfortable and/or is inappropriate.

Students are expected to use technology in a respectful and safe way. The following actions represent disrespectful use of technology and are strictly prohibited:

- Revealing personal passwords or using someone else's password to G Suite or other applications;
- Revealing personal information about oneself or another member of the Potomac community;
- Using online communication to embarrass, bully, or intentionally bring emotional/social harm to any person;
- Impersonating another student;
- Altering software settings on a school-owned device without permission;
- Attempting to tamper with, modify, damage, or destroy software or a school-owned device;

- Interfering with network security or gaining unauthorized access to the school's network or data, and
- Using the school's network to engage in any illegal act or violate any local, state, or federal statute or law.

Additionally, Potomac administrators reserve the right to access any information on its networked and school-provided applications, including email accounts, Google Drive files, Haiku pages, network file storage, and server logs. Users should expect only limited privacy in the contents of files and communications located on or accessed on the school's network.

Students using privately-owned devices must follow the policy stated in this document while on school property, attending any school-sponsored activity, or using the school's network.

All divisions may require students and parents to sign a document signifying their agreement to abide by the provisions of this Technology Acceptable Use Policy.

Any breach of the policies outlined here, or specific divisional policies, may result in the loss of access to devices, email accounts, network logins, and online applications. Violations of this policy may constitute grounds for disciplinary action.