School-wide 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, including use of the Internet and network access through the School's system, is a privilege we extend to each member of our School community and should be used with care and the purpose of furthering academic/educational pursuits.

Uses that might be acceptable on a user's private personal account on another system may not be acceptable on the School network.

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

- Use School computers, network resources (FirstClass, Haiku, storage, shared materials, etc.), and the Internet for school and age-appropriate educational purposes only.
- Agree to respect the privacy of materials on computers and on The Potomac School network and to not move, open, print, rename or change any document or file that does not belong to her or him.
- Not reveal personal passwords or use passwords from another student or class.
- 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.
- Not reveal personal information about him/herself or other Potomac students.
- Not use technology to embarrass, degrade, bully or intentionally bring emotional/social harm to any student or person.
- Not impersonate another person or user.
- Treat all equipment and devices with care and report problems to a teacher.
- Not alter, update or download any software settings on a School-owned computer.
- Not attempt to tamper, harm, modify or destroy software, interfere with system security or gain unauthorized access to School systems or data
- Not use the School system to engage in any illegal act or violate any local, state or federal statute or law.

Additionally, Potomac reserves the right to gain access to any information on The Potomac School network or any resources that The Potomac School has provided. This includes, but is not limited to, School email accounts, Haiku, network file storage, and computer/server logs. Users should expect only limited privacy in the contents of personal files and communications located on the School system.

Students using privately-owned electronic devices must follow the policy stated in this document while on School property, attending any School-sponsored activity, or using the [School] network.

Each School division may require students and parents to sign additional policies and agreements regarding technology use.

Any breach of these basic tenants or the specific divisional guidelines may result in the loss of access to computers, email accounts, network logins and online resources. Violations of this policy may constitute grounds for disciplinary action.