



STUDENT COVENANT
TO USE
TECHNOLOGY SAFELY
AND RESPONSIBLY



TECHNOLOGY

Access to current and emerging technologies is readily available to the students and faculty at Lake Highland Preparatory School. It is the goal of LHPS to utilize these technologies to promote educational excellence through innovative and collaborative learning opportunities between students, faculty and the world.

In order for the benefits of technology to be fully realized, students must be taught how to use it responsibly and appropriately. This is best accomplished via a partnership between the school and parent.

INTENT

- ✦ **Students** will learn to use technology (including mobile devices and Internet) in a safe, effective and respectful manner.
- ✦ **Parents** will educate themselves to understand the benefits and risks of their children's technology use.
- ✦ **The school** will continue to pursue technology excellence.



SCHOOL RESPONSIBILITIES

LHPS WILL:

- ✦ Provide up-to-date resources and establish important safeguards regarding the use of its equipment and network.
- ✦ Provide active firewall maintenance to actively manage access to online content via the school network.
- ✦ Provide significant oversight of students while they use on-campus resources and consistently enforce the rules regarding technology use on campus.
- ✦ Provide ongoing education to parents, faculty and students regarding current trends and emerging technologies through news bulletins, blogs and classroom work.
- ✦ Communicate often with parents and students regarding the expectations of student behavior.
- ✦ Educate students in 21st century technological skills, including the rights and responsibilities of digital citizenship.

PARENT RESPONSIBILITIES

PARENTS WILL:

- ✦ **Self-educate:** Understand the technologies that students are using or have access to at home or with friends.
- ✦ **Be alert:** Know what your students are doing online.
 - + Actively monitor children's off-campus use of technology, including computers, video games, phones and other handheld devices.
- ✦ **Communicate:** Establish your expectations regarding technology use and discuss them openly with your students.
 - + Determine and communicate the level of access and privacy that your students can expect in the home.
- ✦ **Supervise:** Provide a level of supervision appropriate to age, maturity and family values.
 - + Observe your students' online communications, including email, text messages, chat rooms, forum posts and social networks.
- ✦ **Enforce:** Consistently enforce the rules of your household. (*See suggested guidelines.*)

Remember that appropriate behavior is best learned with guidance, and independence must be earned through demonstrated responsible use.



STUDENT RESPONSIBILITIES

STUDENTS WILL:

- ✦ Understand and comply with both school policies and household rules regarding appropriate behavior both online and off, and concerning their own use of technology.
- ✦ Communicate openly and honestly with parents regarding their use of technology at school, at home and in the homes of others.
- ✦ Cooperate with teachers and school administrators regarding technology use both on and off campus.



AT-HOME RECOMMENDATIONS

- ✦ Establish and enforce rules at home regarding appropriate online communications — when, what & where:
 - + Cell phones are stored/charged overnight in a common room, not a student's bedroom.
 - + Videocams may only be used in common rooms. (No videochats in student's bedroom.)
 - + Limit or ban cell phone use during homework or study time.
 - + Parents are informed of student passwords to online sites, handheld settings and cell phone voice mail.
 - + No texting or answering the phone during family-designated times.
- ✦ Observe basic etiquette guidelines.
 - + All family members should model appropriate & desirable behaviors. For example, parents should refrain from texting and talking on the phone while driving, during mealtimes and during family & social interactions.
- ✦ Impose an internet curfew: families may choose to collect devices after a certain time, disconnect a wi-fi router and/or disable internet connections.
- ✦ Use a firewall designed for safe Internet use.
- ✦ Parents should be permitted to join a student's online social network (such as being a "friend" on Facebook) to monitor communications, and parents should consider the wishes of their student about public postings and comments from Mom and Dad.

Computer use, including accessing the Internet and the Lake Highland Preparatory School network, is a revocable privilege, not a right. It is extremely important for each LHPS family and student to read the **LHPS TECHNOLOGY CODE OF ETHICS** and follow the rules therein. Failure to abide by this school policy in any way may render the student ineligible to use the school's computers, the student's own computer on campus or the school's network.

Additionally, any violations will be reported to the dean and will result in disciplinary action.

TECHNOLOGY CODE OF ETHICS

1. I agree to follow all posted computer rules and restrictions, and to follow this code of ethics in all my work with any computers or handheld devices used at Lake Highland Preparatory School.
2. I will use computers on campus for educational purposes only.
 - a. I will not play or download music or games from storage devices, network drives or the Internet, nor will I watch or download videos, movies or TV shows.
 - b. I recognize and will abide by all copyright laws and regulations for all media, and I will seek knowledge and understanding of copyright laws before reproducing or using these materials.
3. I will respect school property, including technology equipment. I will respect the technology equipment of others in our community,
 - a. I will not intentionally harm, modify, destroy or damage computers, networks, software or equipment; spread viruses or worms; or interfere or attempt to interfere with system security in any way.
 - b. I will not damage, misuse or inappropriately access the technology equipment of others.
4. I will abide by network security protocols on campus. Violating these protocols constitutes abuse of the system.
 - a. I will not attempt to access blocked sites or inappropriate content by going around the network firewall, whether via proxy servers or other means.
 - b. I will not use peer to peer (P2P) file sharing on any laptop or computer.
 - c. I will not set up a network server, wireless access point or any device providing network services that allows others to connect to my computer device or another's computer at school.
 - d. I will not use my handheld device to access LHPS-blocked sites or inappropriate content while on campus.

5. I will keep my password secure.
 - a. I will not divulge my password, use another person's password or allow another student to have access to my school (or any online) account.
 - b. I will not gain access to accounts, files or databases that are not authorized for my use.
6. All student-created communications and web content must be appropriate and is governed by LHPS code of ethics.
 - a. The Internet is a worldwide, publicly accessible communication forum. All web content, including social networks (e.g. Facebook, MySpace), message boards (e.g. FormSpring) and photo sharing sites appearing on the Internet are in the public domain, even if marked "private."
 - i. I will not post, broadcast or forward any personal information about myself or others including addresses, phone numbers, photographs etc. on the Internet or via mass texting.
 - b. Students are responsible for all communications, including email, text messages, personal websites and postings as well as for postings they make on other students' websites.
 - i. I understand that any electronic files, materials or messages in my student account are not private and may be viewed by school personnel and my parents.
 - c. The areas of appropriateness will include but are not limited to language (abbreviated or alluding to), pictures, suggestive poses, clothing, and reference to alcohol, drugs or tobacco. Any question of appropriateness will be decided by the school, and is governed by the student handbook, code of ethics and honor code.
 - i. I will use discretion in not only what I keep in my files, but also the content and language used in any original work.
7. I will conduct myself in a most respectful manner while online, whether at home or on campus.
 - a. I will not access, transmit, receive, submit or publish any defamatory, abusive, obscene, profane, sexually explicit, threatening, harassing, offensive or illegal material on any computer, laptop or handheld device.
 - b. I will not participate in any form of computer cyber-bullying or harassment involving any Lake Highland student, family member, faculty or staff while on or off campus.
 - c. I will immediately report instances of cyber-bullying or harassment to a teacher, dean or counselor.
8. I will follow LHPS policies concerning the use of any handheld or portable computing device, web-enabled or not.
9. I will immediately report any misuse of technology resources to a member of the school faculty or administration.
 - a. I will report any known security breach to a member of the school faculty and will not spread knowledge of the breach to other students.
 - b. Any student who receives a message, post, image or other content that is abusive, aggressive, hateful, violent or obscene, or is aware of any such content created by or directed toward another student, shall alert a parent, teacher or school administrator immediately.

LAKE HIGHLAND
PREPARATORY SCHOOL
901 N. HIGHLAND AVENUE
ORLANDO, FLORIDA 32803

CULTIVATING INTELLECT & CHARACTER

(407) 206-1900
WWW.LHPS.ORG