



## **Technology Acceptable Use Policy**

Students are encouraged to use technology for educational purposes. Students using technology for purposes not approved by teachers or staff may face disciplinary action. HVM has installed the federally-required internet filter and firewall to prevent access to inappropriate apps and websites and to protect our students from outside interference. We also use BARK to monitor for potential issues like threats of violence, cyberbullying, and more.

### **Guidelines for Technology Use & HVM Accounts (Acceptable Use Policy)**

#### **Educational Technology**

HVM provides students access to educational technology tools both at school and at home. At school, this includes internet access in classrooms, access to Chromebooks, and access to HVM email accounts. The purpose of these tools is to support learning by providing students with access to resources and an opportunity for collaborative work. All uses of HVM technology must be in support of and consistent with educational objectives. All students who use HVM's technology are expected to read these guidelines and/or to take part in a discussion of the guidelines with a trusted adult. Adherence to the guidelines is a condition for a student's privilege of access and use of technology and accounts.

#### **Student Responsibility**

All students' use of technology and the internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor use at every moment. Each student is responsible for abiding by HVM's guidelines for acceptable uses of technology. This policy applies both while students are at school and to activities conducted while they are off of school grounds. The policy also applies to a student's use of a mobile device.

#### **Technology Access is a Privilege**

The use of instructional technology, the internet, and email through the HVM system is a privilege. A student's access may be suspended or canceled if this privilege is abused. Unacceptable uses of technology and the internet will also be subject to disciplinary action, according to HVM's Code of Conduct.

#### **Personal Safety**

The internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. Unfortunately, HVM cannot fully screen the internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and/or arranging personal

meetings. In particular, students should never exchange personal information or arrange an in-person meeting with someone who was met online without their parent or guardian's knowledge and approval. Students should promptly inform their teacher, school administrator, or parent of any online communication that the scholar feels is threatening, harassing, or otherwise inappropriate.

### **Unacceptable Uses**

The following uses of the HVM's technology, including HVM Accounts, are not permitted:

1. Posting private or personal information about another person.
2. Using vulgar, offensive, or insensitive language, including words that put a person down based on their race, ethnicity, gender, sexual orientation, sexual preference, religion, disability, or otherwise.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or engaging in "spamming."
5. Engaging in bullying or harassment of any type.
6. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, bully, humiliate, or harass any other person; or that violate any other laws.
7. Plagiarism.

### **Privacy & Legal Issues**

Students are reminded that there is no expectation of privacy while using technology at school, when posting on social media, when texting HVM classmates, or when using online tools provided through an HVM Account (on any device, anywhere in the world). HVM reserves the right to monitor or review any information stored or transmitted on its equipment, network, or servers.

When events that happen online or outside of school hours have a negative impact on students within the school setting, HVM reserves the right to intervene.

HVM staff has the right to disclose all electronic communications, including email and internet access, to school administration. In addition, it is our obligation to reach out to law enforcement if dangerous, threatening, sexually explicit, or otherwise harmful content is shared on HVM devices or between HVM students.

HVM may retain records, including emails, electronic documents, etc., for a number of years after graduation. Some of these records may be retained as part of the official scholarly record.