

SENECA VALLEY HIGH SCHOOL TECHNOLOGY USE GUIDELINES

For more information, see MCPS Regulations [IGT-RA](#) and [COG-RA](#)

Students are expected and encouraged to exercise digital citizenship and use school computer and network resources responsibly. All MCPS equipment, the MCPS network, and the student's MCPS network account are property of MCPS and must be used for educational purposes only. Activity on school technology is monitored, logged, and archived; violations that can be traced to an individual account name will be treated as the responsibility of the account owner.

The guidelines that follow are not intended to be all inclusive, but should serve as a guide for appropriate use of school computers and network resources.

RESPONSIBLE USE GUIDELINES

By using the MCPS network with a Personal Mobile Device (PMD) or MCPS-owned device, students agree to follow the following Responsible Use Guidelines:

- A. Students will use the MCPS network for school related purposes and will not use technology to disrupt the activities of other students and staff members.
- B. Students will use e-mail, social media, and other means of communications responsibly.

Computer infractions that are prohibited include, but are not limited to:

- A. system tampering/hacking, and/or equipment damage or modification
- B. decrypting passwords, key logging, or unauthorized capturing of passwords
- C. gaining unauthorized higher-level access or privileges or attempting to do so
- D. interfering with network access or computer use such as through denial of service (DoS) or distributed denial of service (DDoS)
- E. making statements or actions that are libelous, slanderous, or that constitute cyberbullying, harassment, or intimidation of others
- F. knowingly accessing or attempting to access inappropriate material
- G. introducing malicious codes/software such as viruses or worms that cause harm or subvert the intended function of MCPS computer systems
- H. attaching unauthorized equipment to any MCPS computer or the MCPS network including usb connections
- I. sending threatening or unsolicited bulk and/or commercial messages over the Internet, or phishing to obtain personal information for purposes of identity theft
- J. circumventing technology protection measures, also known as network security or filters

- K. accessing others personal MCPS e-mail address, account, or password
- L. permitting others to use one's personal MCPS e-mail address, accounts, or passwords
- M. using non-educational games on MCPS systems
- N. copying or transferring copyrighted materials and software without authorization
- O. photographing or recording another student or staff member without their permission or otherwise violating the privacy of others
- P. posting on the Internet or disseminating by electronic means personally identifiable information without authorization or posting false information about students or staff, using MCPS equipment or resources
- Q. using MCPS networks or computer systems for personal gain or any illegal activities

PERSONAL MOBILE DEVICES (PMDs)

To ensure an optimal learning environment, personal mobile devices:

- may be used before school, between classes, during lunch, and after school
- may not be used during instructional periods, unless directed otherwise by the classroom teacher
- may be confiscated by any staff member at any time
- must be silent at all times; headphones/earbuds are required when listening to music or videos

CHROMEBOOKS & DESKTOPS

To provide an optimal learning environment and maintain MCPS equipment, students may not:

- plug personal devices into school electronics including usb connections
- remove labels or tamper with the physical parts of the Chromebook
- have food or drink near any MCPS electronics

CONSEQUENCES

Disciplinary actions for students may include, but not be limited to:

- temporary confiscation of a personal device,
- parent/guardian contact,
- loss of privileges,
- restitution/financial obligation,
- suspension, and/or expulsion; and/or referral to law enforcement.