

## **St. Luke School's Technology Code of Conduct**

St. Luke School strongly encourages the appropriate use of technology to enhance teaching and learning. To ensure the safe and appropriate use of technologies, all SLS students are expected to adhere to the Acceptable Use Policy and Honor Code of St. Luke School. A copy of the Acceptable Use Policy can be found in the FACTS Family Portal and is expected to be a signed policy between the students, parents, and St. Luke School.

In a BYOD (Bring Your Own Device) environment and in a One-to-One Laptop Program it is essential that students use technology services, school devices/equipment and personal devices **ONLY** for appropriate school use while on campus. All technology services and devices, personal or school owned, must be used in a responsible, effective, efficient, ethical, secure, and legal manner.

Ethical technology use demonstrates personal integrity and honesty and is based on respect for school, personal, and intellectual property, as well as respect for teachers, students, and self. Ethical technology use is demonstrated by, but not limited to the following:

1. Respect for the privacy of others: For example, you shall not intentionally seek information on, obtain copies of, personally harass, or modify data files, Internet files, or passwords belonging to other technology users. You shall not use technology to represent yourself as someone else.
2. Respect for copyright, licensing, and intellectual property: For example, you shall not copy/reproduce files that are not your own or copy/install files/programs to avoid paying licensing fees.
3. Respect the integrity of the network: For example, you will not stream music or other media unless it is specifically for an academic purpose. You will not infiltrate the network with viruses or other damaging programs or data. You will not alter files on the network that are not your own. You will only save files on the network that are necessary for academic work.
4. Respect other users: For example, you shall abide by all St. Luke School policies regarding cyber bullying and sexual, racial, and other forms of harassment.
5. Respect for equipment: For example, you shall not handle someone else's personal device without that person's permission or use equipment/devices near food or drinks.
6. Respect for yourself, identity, and reputation: For example, you shall not share your passwords/ID/usernames with others. You shall not send/share inappropriate files/pictures in person or through network or Internet/social networks.
7. Respect for St. Luke: For example, you will report those who violate the Technology Code of Conduct and /or the Acceptable Use Policy to a teacher or administrator.

A student that does not abide by the Technology Code of Conduct and/or the Acceptable Use Policy, using a personal or a school owned device, will be disciplined. The Head of School, the principal, or a designee that is appropriate for the age and individual needs of the child in question handles the interventions. Interventions may include but are not limited to the following, the interventions listed under the St. Luke School Conduct Plan, and the Honor Code:

1. The loss of the privilege to participate in the BYOD or the One-to-One Laptop program, length of time determined by administration or designee. During suspension of BYOD or One-to-One Laptop privileges, students will use a school device to continue to participate in class instruction.
2. Office Referral to the Head of School or principal
3. Parent(s) contacted and a conference may be scheduled
4. Full or part day suspension or in school suspension
5. Dismissal from St. Luke School

revised 7/2020