

Responsible Use of Technology

Student Expectations

MCPS provides its students with access to a variety of digital technologies and services to support the mission of the school system. **As an MCPS student, every time you use these resources you agree to use them responsibly and in accordance with the district's policy, IGT-RA: User Responsibilities for Computer Systems, Electronic Information, and Network Security.** Throughout this document you will see specific references to IGT-RA. Please review IGT-RA for more information about the expectations for using MCPS technologies and services.

How can I use technology responsibly?

Responsible use of technology means engaging with technology safely, respectfully, and ethically (understanding right from wrong). **As a responsible user of technology:**

I take steps to protect my personal information.

- I keep my usernames and passwords private. (A.1)
- I log out of computers and other technology services before leaving a computer or device. (A.2)
- I keep my documents and other electronic data secure. (A.4)

I respect and take care of the technology I have access to.

- I do my best to keep the technology in my possession safe and secure. (C.1)
- I don't take technology from school unless I am given permission. (C.2, C.3)
- I don't make changes to technology equipment or settings that may be harmful. (C.4, D.1, D.2)

I use technology ethically.

- I comply with software licensing agreements. (D.3)
- I comply with copyright and fair use laws. (D.3)
- I respect the digital privacy of others. (F.9)
- My use of technology does not put myself or others at risk. (F.9)

I use technology for educational purposes.

- I access and use information to complete my school work. (F.1)
- I create or post appropriate digital content to complete my school work. (F.2)
- I avoid online resources that are inappropriate, offensive, or illegal. (F.4)
- If I see inappropriate material online, I report it in a timely fashion. (F.11)

What happens if I don't use technology responsibly?

Depending on the situation consequences for students include, but are not limited to, contacting parents or guardians, loss of privileges, restitution, suspension, expulsion, and criminal prosecution. For more information regarding MCPS discipline policies, please review regulation *JFA-RA: Student Rights and Responsibilities*. Although it is impossible to document all inappropriate conduct and use of technology, see the reverse side of this resource for examples of computer and network use that are prohibited.

What are examples of irresponsible technology use?

Irresponsible use of technology can take on many forms. The following are examples of inappropriate and ill-advised uses of technology that can result in serious and potentially dangerous consequences.

- Hacking or assisting others in hacking information on any MCPS system. (F.8.a)
- Decrypting passwords, key logging, or unauthorized capturing of passwords. (F.8.b)
- Intentionally interfering with other users' network access or computer use. (F.8.c)
- Harassing or intimidating others using technology, also known as "cyberbullying". (F.8.d)
- Knowingly accessing or attempting to access inappropriate material. (F.8.e)
- Intentionally exposing MCPS technology systems to viruses or malicious code. (F.8.f)
- Connecting unauthorized devices to any MCPS computer or the MCPS network without consent. (F.8.g)
- Using e-mail to harass, defraud, or obtain personal information. (F.8.h)
- Circumventing network security or filtering technology. (F.8.i)
- Deleting, forging, modifying or reading or copying without permission the e-mail of other users or attempting to do so. (F.8.j)
- Reading, deleting, copying, forwarding, printing, sharing, or modifying the data files of other users without authorization of the superintendent of schools and/or his designee. (F.8.k)
- Letting others use your MCPS account or password. (F.8.l, F.8.m)
- Using commercial advertising, chain letters, or non-educational games on MCPS systems. (F.8.n)
- Copying or transferring copyrighted materials and software. (F.8.o)
- Posting or distributing online personally identifiable information or posting false information about students or staff using MCPS equipment or resources. (F.8.p)
- Using MCPS networks or computer systems for personal gain or any illegal activities. (F.8.q)