

# Technology Code of Conduct/Acceptable Use Policy

## Holly Hill Academy

### TECHNOLOGY CODE OF CONDUCT/ACCEPTABLE USE POLICY

The Computer Department, Media Center, and classrooms at our school offer students supervised access to the Internet along with computer usage. A few simple guidelines for students have been developed that we ask you as parents and students help us enforce:

1. No programs or games may be installed on any computer in the Holly Hill Academy Network.
2. Students are to show consideration and integrity when using the computers and the Internet on the Holly Hill Academy campus.
3. Anyone found tampering or vandalizing computers and networking equipment will be held responsible for any damages he/she has done.
4. The computers in the labs and in the media center are for student and faculty use. We ask that if you need to use the computer labs, please notify the computer instructors in advance. This way you can be sure that the lab is available.
5. Anyone caught using the Internet in an unauthorized way, (i.e. chatting with friends, accessing unauthorized websites and programs, etc.) will have his/her privileges revoked. Further disciplinary actions will be taken.
6. Data may be saved to flash drives and/or to the network. Anyone caught altering or accessing someone else's files without permission will be immediately disciplined.
7. The administration is strongly against cyber bullying. The administration reserves the right to discipline a student(s) for cyber bullying actions taken on or off campus if the actions are intended to have an effect on another student or the actions adversely affect the well-being of a student(s) while in the school. Cyber bullying involves taunting, threatening, and/or harassing others by the use of the Internet and/or other communication devices.
8. Use of electronic devices to send pornographic images through the school system or forward them through any other electronic device may result in suspension and/or further legal action.

By signing below, you consent for your child(ren) to be photographed and/or videotaped for school use. Pictures and video may be used on the school website, Facebook page, newspapers, and magazines. You also consent for your child(ren) to use technology and follow the Technology Use Policy as outlined in the Student Handbook.

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Signature(s) of Responsible Party/Parties

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Date