

# Hopewell Valley Regional School District

## Responsible Use Policy



***The Hopewell Valley Regional School District (HVRSD) makes a variety of technology resources available for student and staff use. Our goal in providing these resources is to promote academic excellence through collaboration, communication, and innovation. These resources are to be used for educational purposes only. The HVRSD Responsible Use Policy outlines expectations that show good digital citizenship, as well as describing the prohibited uses of HVRSD technology related to networks, devices, and resources. This policy applies to all staff and students regardless of their physical location. This means that all users are expected to demonstrate ethical behavior at all times when using HVRSD technology resources.***

**I am responsible for my school-based accounts.** I understand that passwords to my school-based accounts are private. I understand that I am responsible for all online activities conducted through my accounts regardless of where I am. I understand that it is unlawful to attempt to electronically capture another person's password. I will log off the computer at the end of each session to protect my password and account information. I'm encouraged to use long passwords (15+ characters), change password annually and use multi-factor authentication when possible.

**I am responsible for my language.** I will use appropriate language in my email messages, online postings, and other digital communications. I will communicate with others in constructive and meaningful ways. I will not use profanity, vulgarity, or targeted remarks about others regardless of location.

**I am responsible for how I treat other people.** I will use email and other digital platforms (e.g. social media, blogs, chat, instant messaging, discussion boards, etc.) responsibly. I will not send, share, or post derogatory, profane, or hate-filled messages, images, or email. I will not engage in online bullying in or out of school.

**I am responsible for protecting private / sensitive information.** I will not transmit personal information (home address, telephone number, age, or credit card numbers) through e-mail or non-secure websites. [Student Privacy explained](#)

**I am responsible for my use of the HVRSD Schools network.** I will use HVRSD technology and digital learning resources responsibly. I will not search, save, share, or display content or images that are offensive, hate-based, or sexually explicit. I will only connect personal devices to approved school networks (Guest Wireless).

**I am responsible for being honest while I am online.** I understand that pretending to be someone else online is forbidden. This includes creating accounts, sending email, posting messages or content (e.g. text, images, audio, video) in someone else's name.

**I am responsible for my conduct on all online sites.** I understand what it means to be a good digital citizen. I will not engage in any social media activities that negatively impact the school community, learning environment, peers, or staff. I need to be careful not to reply to unknown emails, click on fake links within emails or open unknown attachments.

**I am responsible for upholding the security of the HVRSD school network.** I agree not to disrupt or interfere with the computer system and network. I will not attempt to bypass any security settings or internet filters. I will use approved educational applications only. I will not install any illegal software, including file sharing, shareware, or freeware, on school computers.

**I am responsible for protecting school property.** I will not vandalize or damage school equipment. I will report broken equipment to staff as soon as possible. I understand that school property may be physical items such as computers, keyboards, or tablets but may also be virtual items such as shared documents, network infrastructure, etc. I will use school equipment for academic purposes only.

**I am responsible for respecting other people's property online.** I will follow all copyright, trademark, and licensing agreements. I will use citations or ask for permission when using other people's work. I will not plagiarize. I will not illegally download copyrighted materials including, but not limited to, books, documents, movies, and music.

**I am responsible for following school rules whenever I publish anything online.** I will follow all HVRSD and/or classroom guidelines when publishing schoolwork online (e.g. to a website, blog, discussion board, podcast, or video). I understand that it is unsafe to share or post personal information online including my name, address, phone number, email, or school. I understand that it is not safe to share the personal information, photos, or videos of peers without the permission of the child's parent or guardian (age 18 or older).

**I understand the district retains the right to audit at any time the use of hardware, software, and electronic services and platforms for inappropriate use,** (laptop, tablet, phone, etc.), including but not limited to: Internet activities, e-mail activities and accounts, network activities and accounts, and all data and/or software stored on desktops, laptops, and storage media.

For information and resources related to digital learning visit [www.hvrds.org](http://www.hvrds.org).

**Related Documents:**  
[1:1 Technology Guidelines](#)  
[Technology Policies and Consent Form](#)  
[Social Media Guidelines](#)