

# Léman Manhattan's Responsible Use (RUP) Policy

Léman Manhattan Preparatory School requires legal, ethical, and responsible use of technology as described below. This applies to school-owned or personal devices used at school, school-related activities, residential dorms, or at home.

## School Devices

In many grade levels, devices are available for students to use for educational purposes. School-provided devices are to be given the utmost care and attention. Students must not purposefully destroy or damage any hardware, data, or system, or delete, copy, or alter any software licensed to our school.

## Personal Devices

Léman Manhattan's Bring Your Own Device (BYOD) program requires all high school students to bring a device to be used for educational purposes. These laptops or tablets must be registered and set up on our Léman Manhattan network with the IT Department. Misuse of personal devices will result in a loss of privilege. Students may bring e-Readers or electronic translators to school with approval from a teacher or administrator, as long as they are not a distraction and are being used for their intended purpose.

## Cell Phones and Wearable Technology

In Early Childhood and Lower School, if a student has a cell phone, it must be turned off and remain in the student's backpack at all times. In Middle School, cell phones must remain in backpacks or lockers unless directed by a teacher to be brought to class for educational purposes. In High School, cell phones may be used at school outside of academic class time, however, teachers may request that they are kept out of sight for the duration of a class period. Smart watches function as extensions of cell phones and therefore, are not allowed during school hours. Health-related wearable technology (ex: Fitbits or other health-monitoring equipment) are permitted with permission from an administrator.

## The Internet

The internet at Léman Manhattan is filtered to block certain content, sites, and applications for the safety of the students. Students should use caution when navigating the internet and report any unwanted or inappropriate content to the school. Students should never enter a site that requires personal contact information, unless requested to do so by a teacher. [The Children's Online Privacy Protection Act \(COPPA\)](#) acknowledges that children under the age of 13 must be supervised when using technology. Permission for a teacher to supervise this use at school is granted by the parent's signature in this handbook. Students may not use the internet at school for entertainment purposes (such as watching movies or television or playing video games), unless directed by a teacher.

## Email

Students may only use their [@lemanmanhattan.org](mailto:@lemanmanhattan.org) email account for school-related correspondence with the school, teachers, and other students. Email accounts are the property of Léman Manhattan and as such, are subject to monitoring by the system administrators. In Middle and High School, students are expected to check their email daily.

## Log-In Information

Username and passwords for school-mandated websites and apps are property of Léman Manhattan and must be made available to teachers or technology staff as needed. School-mandated accounts are subject to monitoring by the system administrators. Students should not share passwords with anyone. Trying to gain access to another student's or a teacher's account is prohibited. When using shared school devices, students must be sure to log out of all accounts.

## Cloud-Based Storage

Students will use only their [@lemanmanhattan.org](mailto:@lemanmanhattan.org) account in Google Drive for cloud-based storage of school files. Personal email or iCloud account use is prohibited on school devices. When students submit work electronically, documents must be compatible with our online systems (e.g. Microsoft Office, Google Suite (Docs, Sheets, Forms, Slides), or PDF).

## Social Media

Students may participate in Léman Manhattan approved social media learning environments related to curricular projects or school activities and use digital tools such as mobile devices, gaming sites, blogs, discussion forums, podcasts, wikis, and online meeting sessions. Use of these environments must be specifically instructed by and under the supervision of a teacher.

## "Netiquette" and Cyberbullying

Students must conduct themselves professionally and responsibly online, as they are expected to within the walls of school. Students may not use inappropriate, false, or hurtful language in any online communication. Using technology to bully, harass, intimidate, or

impersonate anyone in the Léman Manhattan community, regardless of when or where the message was generated, will lead to immediate suspension of technology privileges and disciplinary actions, which may include suspension or expulsion from school.

### **Copyright and Plagiarism**

Students must obey [copyright laws](#) when using any text, images, videos, or other files that are not of their own original creation. The distribution, display, performance, or reproduction of any copyright-protected material without permission of the owner is strictly prohibited. It is the responsibility of students to correctly site sources when submitting work to a teacher. Plagiarism of any kind is not permitted at Léman Manhattan and will result in disciplinary action.

### **Printing**

Printing at school is for academic purposes only and should be kept to a minimum. Students are expected to be environmentally conscious and default to black and white, double-sided printing whenever possible.

### **Photography and Video/Audio Recording**

Photography and video/audio recording on school devices is only permitted when being used for educational purposes or as directed by a teacher. You must have permission from a person or group of people before taking or posting photos, videos, or audio recordings of them. All images or recordings are property of the school and will be monitored.