

LNC HONOR CODE AND TECHNOLOGY

The LNC Honor Code applies to all aspects of LNC, including care and use of school technological resources:

RESPECT

Students are expected to:

- Access, download, view, and create only trusted and approved content not in violation of federal, state, or local law, ordinance, school policy, regulation or the Code of Conduct and only as authorized by a staff member or administrator.
- **Maintain the LNC pre-set software image. Violations include, but are not limited to: changing the device name, operating system extensions, security, filtering, and/or monitoring software; taking apart the device; reconfiguring the software or hardware that controls access to the network and internet or any other electronic media; or enabling the Accessibility/Assistive Touch features (unless instructed to do so by a teacher, Administrator or the Technology staff).**

RESPONSIBILITY

Students are expected to:

- **Bring a fully charged device to school each day.** Students leaving devices at home will be required to complete assignments using alternate means (as determined by the teacher) or at home if alternate means are unavailable or not possible due to the nature of the assignment.
- **Bring the school-issued two-piece charging block and cable to school each day.** Loaner charging cables will not be given to students who forget their two-piece charging block and cable at home. If your student has misplaced the laptop charging cable a new one can be purchased on the LNC website.
- **Back up data and other important files regularly using cloud-based storage.** LNC assumes no responsibility for loss of data from delays or disruption of service.
- Take exceptional care of school-owned equipment, including devices and accessories. Students are responsible for keeping their devices and accompanying accessories clean, secure, in excellent working condition, and damage-free. Users will be held responsible for any loss or damage caused by intentional or negligent acts in caring for technological devices while under their control.
- Report lost or stolen devices to a school staff member immediately. The student or parent/guardian is required to file a police report in all cases of stolen devices and submit a copy of it to LNC.
- **Report damage to the Technology Department immediately. LNC staff and students will perform any routine maintenance or standard repairs to school owned technology. Periodic checks for physical damage and/or loss will also be conducted during the school year. Students and their families will be assessed fees for the costs of repair if damage is realized to their LNC device or accessories. Staff will advise the parent of requisite fees and will return the original device to the student upon payment of fees and completion of the repair. Loaner devices, when available, will be issued and collected at the discretion of the technology team.**

INTEGRITY

Students are expected to:

- Avoid the use of technology for commercial activities unless explicitly permitted by a staff member or administrator.
- Demonstrate digital citizenship. If a student's online behavior has a direct effect on school safety or is disruptive to the learning environment, the student may be disciplined in accordance with school policy.
- Report any security violation to a staff member or administrator. Students should not demonstrate the violation to other users. Any user identified as a security risk may be denied access.
- Avoid downloading, viewing, creating, or transmitting any material in violation of federal, state, or local law, ordinance, school policy, regulation, or the Code of Conduct.
- Practice technological transparency. Attempting to conceal the identity of one's network (wireless or otherwise) device to any part of the LNC network (local area network "LAN," wide area network "WAN," or metropolitan area network "MAN") is prohibited.
- Refrain from creating or using unauthorized networks, including, but not limited to, voice, data, IP, peer-to-peer, or proxy networks.
- Maintain identifying labels (i.e. LNC, asset number, and serial number) on LNC resources.
- **Keep the warranty intact. Unauthorized individuals shall not attempt to perform any repair, installation, tampering, parts removal or replacement, reconfiguration, or maintenance. This also prohibits families from bringing a school-issued device to a third party vendor for any type of repair.**