



Admirable Use of Technology Policy

Capitol Hill School | 2025-26

Respectful. Responsible. Ready to Learn - On and Offline.

At Capitol Hill School, we believe in using technology in ways that are safe, respectful, and help us learn. When we use devices and digital tools at school, we are expected to show care for ourselves, care for others, and care for our learning environment.

Respect and Care for Yourself

I will:

- Keep my CBE account password and other personal information private.
- Use technology to help me learn - not distract me.
- Speak up and tell an adult if I see something online that makes me feel uncomfortable or unsafe.
- Take breaks from screens when I need them and listen to my body and mind.

I will NOT:

- Share my passwords with others (except with my parents/guardian).
 - Visit websites or games that are not approved by my teacher.
 - Share personal photos or information about myself online without permission.
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Respect and Care for Others

I will:

- Use kind and respectful language when communicating online.
- Ask for permission before taking or sharing photos or videos of others.
- Respect the work, ideas, and privacy of others - online and offline.
- Be inclusive and thoughtful when working in digital spaces with classmates.

I will NOT:

- Send or share mean, rude, or inappropriate messages, images, or comments.
- Use someone else's work, folders, or files - or allow others into mine.
- Take or post pictures of classmates without their permission and teacher approval.

Respect and Care for This Place

I will:

- Treat all devices (mine or the school's) carefully and responsibly.
- Report broken or not-working technology to a teacher right away.
- Use technology only when and how my teacher says it's okay.
- Keep food and drinks away from all devices.

I will NOT:

- Try to damage or tamper with school technology or networks.
 - Download games, software, or anything else without permission.
 - Use technology during learning time unless I have permission.
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Personal Mobile Devices (*Away for the Day Policy*)

As per CBE policy, personal mobile devices (e.g. phones, smartwatches, tablets) must:

- Be turned off or on silent mode.
- Be kept out of sight – handed in to the teacher or kept in a backpack.
- Not be used during the school day, unless approved by a teacher for learning purposes.

Better yet - **leave it at home** to focus on learning.

Student and Parent/Guardian Agreement

By signing below, I understand that using technology at school is a **privilege**, not a right. I agree to follow this policy every day. If I don't, I may lose access to devices, receive school-based consequences, and my parent/guardian will be informed.

Student

Name: _____

Signature: _____

Date: _____

Parent/Guardian

Name: _____

Signature: _____

Date: _____

