

RULES GOVERNING TECHNOLOGY USE

TECHNOLOGY RESPONSIBLE USE POLICY

Use of technology at school is a privilege and its benefits are highly dependent on an atmosphere of mutual respect and trust as a student explores the digital world. It is the expectation of the school that students will behave in a lawful, ethical and respectful manner. There is no expectation of privacy when using the school's computer network, systems or devices, except as may be required by applicable law, and we may but are not obligated to monitor use. If a violation of this policy is suspected, subject to applicable law, private files or correspondence may be investigated, and social media sites may be monitored. It is important to recognize that behavior both on and off campus reflects on the reputation of the school and the safety and order of the school environment. Failure to act responsibly may result in disciplinary consequences such as loss of email privileges, loss of network and Internet access, detention, suspension from athletic participation; suspension; or, in extreme cases, expulsion; or any other action the school deems appropriate. Hathaway Brown School will cooperate with any law enforcement agency in the event of suspected illegal or inappropriate activities as required by applicable law.

We recognize the value and potential of personal publishing in media and on the Internet; however, discretion should be exercised in any posting or publishing in media or on the Internet regardless of the computer or network that is being used. It is an expectation that a member of the Hathaway Brown School community will not use the school name, its nickname, or symbol in any media content that is in conflict with the school's policies and standards for responsible behavior. Prohibited activities include, but are not limited to drug and alcohol references; prejudiced or discriminatory speech; reference to violent or illegal behavior; obscene pictures or language; assuming another person's identity; or language that is unsportsmanlike, unethical, demeans, libels, bullies, threatens, or harasses another individual or group. Postings on the Internet are public and permanent, regardless of privacy settings, so at no time are students to provide identifying or incriminating information that could put the school community at risk. In general, students should not be posting any material on social media sites that they would not want their parents, teachers, college admissions officers, or potential employers to see.

Students Agree To:

- Practice responsible, balanced, and healthy use of technology both at school and at home.
- Be solely responsible for the use of the student's own account both on and off campus, before, during or after the school day.
- Take care of the student's school-issued or personal device, protect it from damage or theft, and have it ready to use at school each day.
- Maintain the privacy of self and others.
- Use only the student's Hathaway Brown email account to communicate with faculty, and do so only in an appropriate manner.
- Always treat others in a respectful, positive and considerate manner.
- Represent the School in a positive light.
- Honor division, grade level, and classroom rules about inappropriate games, software, and instant messaging.
- Adhere to copyright laws, licensing agreements and terms and conditions of use.
- Be aware that technology is a shared resource and conserve the limited shared resources of the Hathaway Brown network and technology equipment (for example, by not streaming music or videos unrelated to school assignments).
- Report misuse of the technology of others and the Hathaway Brown network and technology equipment.
- Abide by further guidelines set by individual faculty for technology use in classes and public spaces.

Students Agree Not To:

- Share personal passwords or other private information about the student's account.
- Use another person's account, files, or passwords with or without their permission.
- Share personal or identifying information about any member of the School community without appropriate permission.
- Use inflammatory, unsportsmanlike, derogatory, threatening, obscene, or pornographic language or pictures.
- Engage in cyberbullying, including harassing, denigrating, outing, tricking, excluding and cyberstalking.
- Impersonate others or re-post comments without permission of the original sender.
- Access or post information to inappropriate sites from devices on the wired or wireless Hathaway Brown network.
- Attempt to circumvent any web filters or safety measures blocking access to any sites.
- Alter, destroy, or obstruct the settings, configurations or resources of the network.
- Connect any other equipment such as printers, routers or servers to the network or install personal software on the network or workstations without permission.
- Engage in activity using school equipment, networks or services that is illegal or for personal profit.
- Stream music or videos unrelated to school assignments or without direct instruction by a teacher.

This is not intended to be an exhaustive list. Students should use their own good judgment at all times.

CHILDREN'S AND STUDENT PRIVACY

As a private, non-profit school, Hathaway Brown is not covered by the Children's Online Privacy Protection Act ("COPPA"). We are nonetheless concerned about student privacy. Our websites and online services that we own and operate post a privacy policy ("Privacy Policy"), and parents and students consent to our practices set forth in that posted Privacy Policy as a condition of use thereof and of enrollment in our school. In addition, we and individual teachers may use, and we and individual teachers may recommend, third-party services that assist us in being able to take advantage of effective third-party tools and applications for learning. For instance, students may be given the opportunity, or told about the availability of, computer software applications and web-based services, operated not by Hathaway Brown School, but by third parties. A partial list of the programs with a link to the privacy policy for each can be found at hb.edu/techtools. In order for our students to use these programs and services, certain personal information, such as the student's name and school email address, may be provided to the third-party operator. Under COPPA, under certain circumstances such third party services may be obligated to provide parental notification and obtain parental consent before collecting certain personal information from children under the age of 13 for certain purposes. However, COPPA permits schools such as Hathaway Brown to consent to the collection of personal information on behalf of all of its students, for school-related services purposes, thereby eliminating the need for individual parental consent given directly to the third party. We may accordingly grant such consent to such third parties. However, we undertake no obligation to monitor third-party service providers regarding their privacy practices or policies, which is the sole responsibility of students using such services and their parents. However, we support the Student Privacy Pledge developed by the Future of Privacy Forum FPF and The Software & Information Industry Association regarding an attempt to educate parents and to safeguard student privacy regarding the collection, maintenance, and use of student personal information. Parents can read the pledge and see which third-party providers have committed to it at www.studentprivacypledge.com. Although the school has a preference for third-party providers that have taken such pledge, we do not represent that all third parties we or our teachers use or recommend have taken the pledge, or that those that have will comply with it.

PARENTAL PERMISSION AND CONSENT

As the parent or legal guardian (also referred to as simply a parent in this policy), your signature on the Hathaway Brown enrollment contract grants permission for your student to use a personal computing device while at Hathaway Brown School and to have access to the Hathaway Brown School network (wired and wireless), Internet, HB email account, and other school accounts, and confirms your acceptance and agreement to this Technology Responsible Use Policy. Further, you grant permission for the school to collect, use, and disclose personally identifiable information about your child, in accordance with the school's Privacy Policy posted on its websites, apps and online services. We encourage the active participation of parents in their student's education, and this includes becoming familiar with the third party services your student may access or use in connection with their school activities, whether provided or recommended by us or our teachers, or not. You understand that Hathaway Brown School is not the operator of these third-party services and agree to look to those third party operators (and their privacy practices and policies, and terms of use) with respect thereto. In addition, parents acknowledge that it is impossible for Hathaway Brown School to restrict access to all controversial materials and activities that may be associated with online access and/or services and parents agree not to hold the school responsible therefor. We encourage parents to supervise and appropriately limit their student's use of the Internet and online services. Parents also understand and accept that students may face disciplinary action if they violate the HB Technology Responsible Use Policy, whether that misuse occurs on campus, or off, on school computers, or on technology that is privately owned, but further understand and accept that the Hathaway Brown School has no obligation to take any action beyond what the school deems appropriate under the circumstances with respect thereto.

Hathaway Brown reserves the right to prospectively change its Technology Responsible Use Policy at any time in its sole discretion without prior notice to you. Revised policies will be posted at hb.edu/rup.
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