



**Primary School  
Technology Acceptable Use Policy  
For 2010-11 School Year**

*A new AUP must be completed each school year.*

The Hathaway Brown School Network was established for the educational and professional use of Hathaway Brown students, faculty, and staff. The Network is linked to the Internet using an Internet service provider. Part of our responsibility in preparing students for the 21<sup>st</sup> century is to provide them with access to these tools that they will use as adults.

The purpose of the Technology Acceptable Use Policy is to make sure you understand Hathaway Brown's policies for using the Network, the Internet, and e-mail. Access to the Network, the Internet, and e-mail is a privilege, not a right. Students must agree to act in a responsible and considerate manner and comply with the following policies to ensure a positive technology experience for all students as well as ensure the privilege of continued use of our Network and Internet resources. At Hathaway Brown, Primary School students will only have access to e-mail through a class account so that their communications can be supervised. A teacher will be aware of and available to a student communicating through e-mail.

*To Parents:* In order to ensure compliance with the Children's On-line Privacy Protection Act ("COPPA"), a signed copy of this policy must be on file for each Hathaway Brown student under the age of thirteen before that student can access and use the Hathaway Brown Network and e-mail. COPPA, a federal law, requires that website operators never knowingly collect personally identifiable information from anyone under the age of 13 without prior verifiable parental consent. Pursuant to COPPA, Hathaway Brown may collect personally identifiable information from students under the age of 13 when such students use Hathaway Brown e-mail accounts to communicate with the School. A parent or legal guardian's consent is required for the School to collect any personal information that may be contained in the e-mail transmission. Please see the School's Privacy Policy (attached) for further information on COPPA, the School's privacy practices, the School's privacy practices, and for a parent, or legal guardian's options with respect to consent.

**Rules to be followed when using the Network, Internet and e-mail at Hathaway Brown School:**

1. I will get teacher permission before I begin using the Network, Internet, or e-mail, and I will follow all rules set up by my teacher and technology teacher.
2. I will only visit web sites directly related to my school assignments.
3. I will list the sources of all information and images used in my reports and I will respect copyright laws.
4. I will always use appropriate, polite language on the Internet and e-mail.
5. I will not send, download, or display offensive or inappropriate messages or pictures.
6. I will never give out my last name, phone number, home address or home e-mail address (for example, on "ask-an-expert" sites, surveys, or e-mail).
7. I will tell a teacher immediately if I come across something that I think is inappropriate or wrong.
8. I will get permission before saving (downloading) files, and I will only download to my flash drive unless I have permission to do otherwise. I will not download any games.
9. I will not damage any computers, computer systems, or computer accessories.
10. I will not use my home e-mail account or commercial service provider (AOL, SBCYahoo!, etc.) while at Hathaway Brown School.
11. I will not trespass in other people's folders, work or files.
12. I will not use other people's network account passwords or e-mail accounts.

Violations may result in:

- › A loss of access to the School's Network, the Internet, and e-mail account.
- › Additional disciplinary action may be determined in line with existing school rules regarding inappropriate language or behavior.

To gain access to the HB Network, the Internet, and e-mail, all students must read and discuss this policy with their parents, sign it, and return it to their classroom teacher. If you have any questions about this policy, please contact Director of Academic Technology, Carole Lechleitner, or Director of Network Technology, Kathy Maimone.



**Hathaway Brown**  
Primary School  
**Technology Acceptable Use Policy**  
*For 2010-11 School Year*

**Student Section**

I have read the Hathaway Brown School Network/Technology Acceptable Use Policy and discussed it with my parent or guardian. By signing this contract, I agree to follow the rules contained in the Policy. I understand that if I don't follow the rules, I may not be permitted to use the Network, Internet or e-mail, and I may face other disciplinary action.

Student Name (please print) \_\_\_\_\_ Class \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent or Guardian Section**

As a parent or legal guardian of the student signing above, I have read this Network/Technology Acceptable Use Policy (together with the School's Privacy Policy) and discussed it with my daughter. I grant permission for my daughter to access networked computer services at Hathaway Brown School, such as her Hathaway Brown e-mail account and the Internet. I further grant permission for the School to collect, use and disclose personally identifiable information about my child, in accordance with the School's Privacy Policy, as a result of her access to and use of the Network, Internet and Hathaway Brown e-mail account. I understand that Hathaway Brown's computing resources are designed for educational purposes. I also understand that it is impossible for Hathaway Brown School to restrict access to all controversial materials, and I will not hold it responsible for materials acquired on the Internet. I understand that my daughter will face disciplinary action if she violates the HBS Acceptable Use Policy.

Parent/Legal Guardian Name (please print) \_\_\_\_\_

Parent/Legal Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to  
your classroom teacher by  
Wednesday, September 8, 2010.**



## Privacy Statement

Hathaway Brown School knows that you care how information about you is used and shared. Our privacy policy (“Policy” or “Privacy Policy”) is designed to tell you about our practices regarding the collection, use, and disclosure of personally identifiable information that you may provide via this site, <www.hb.edu> (the “Site”). Please be sure to read this entire Privacy Policy before using or submitting information to this Site.

This statement applies to personally identifiable information collected only online within the United States. When this Privacy Policy uses the term “personally identifiable information,” we mean information that identifies a particular individual, such as the individual’s name, postal address, e-mail address and telephone number. When other information is directly associated with personally identifiable information, this other information also becomes personally identifiable information for purposes of this Policy.

Personally identifiable information is sometimes referred to in this Policy as “personal information.” Hathaway Brown School is sometimes referred to in this Policy as “Hathaway Brown,” “we,” “us,” or “our.” The term “you,” “your” or “yourself” shall refer to the user who is browsing this Site.

### **Your Consent**

When you access or use this Site, you consent to the collection, use, and disclosure of your information in accordance with this Privacy Policy.

By providing personal information to the Site, all users, including, but not limited to, users in the European Union, fully understand and consent to the collection and processing of such information in the United States of America.

### **Collection of Information**

#### *Information You Give Us*

Like many Web sites, this Site actively collects information from its visitors both by asking you specific questions and by permitting you to communicate directly with us via e-mail and our account registration, information request, event registration and online contribution forms. Some of the information that you submit to us may be personally identifiable information, including, but not limited to, your name, address, telephone number, e-mail address, date of birth, user name and/or password associated with the password protected portions of this Site, credit card information and educational and professional information.

#### *Non-Personally Identifiable Information; Cookies*

As part of the standard operation of this Site, we may passively collect some non-personal information about you (such as a user’s IP address) using information-gathering technology, so it may not be readily apparent to you that it is being collected. This information is not personally identifiable. At this time, we do not analyze or disclose such information. We will provide prior notice if and when we choose to change this practice.

At this time, we do not place cookies on our Site. We will provide prior notice if and when we choose to change this practice.

### **Use and Disclosure of Information**

The personal information that you provide to Hathaway Brown may be stored, processed, and used by Hathaway Brown to contact you, provide you with information about Hathaway Brown (such as newsletters, updates or other literature), respond to your requests for information, update our records and conduct transactions with you.

We may also provide this information to employees, agents or service providers acting on Hathaway Brown’s behalf in connection with the activities described above and other professional, technical and administrative services. Hathaway Brown will only provide those employees, agents and service providers the personal information they need to perform their functions for us.

In addition, we will disclose personal information about you if you direct us to do so, or if we are required to do so as specified in more detail in “Disclosure Exceptions” below. Except as set forth in this Privacy Policy, we will not voluntarily disclose your personally identifiable information to other third parties without your permission. We do not sell your personal information.

## **Privacy of Children**

Hathaway Brown complies with the Children's Online Privacy Protection Act ("COPPA"). COPPA requires that Web site operators never knowingly collect personally identifiable information from anyone under the age of 13 without prior verifiable parental consent.

To comply with COPPA, Hathaway Brown has implemented technology protection measures to restrict or block access to children under the age of 13 to areas of our Site (other than areas of our Site permitting our students to access their Hathaway Brown e-mail accounts) where personal information may be likely to be collected from such children. In the event, however, that we determine that we have received via this Site personally identifiable information from a child under the age of 13, we will delete such child's personally identifiable information unless we have received verifiable consent from that child's parent or legal guardian.

Hathaway Brown may, however, collect personally identifiable information from children under the age of 13 when Hathaway Brown students under the age of 13 use their Hathaway Brown e-mail account to communicate with us. Hathaway Brown student e-mail accounts allow for students to share work, send files from home to Hathaway Brown, write to their teachers and turn in class work, among other uses. Hathaway Brown requires all parents and legal guardians of students under the age of 13 to review and sign our Technology Acceptable Use Policy, otherwise such student will not receive or will be denied access to her Hathaway Brown e-mail account.

If a Hathaway Brown student chooses to correspond with us through e-mail, we may store, process and/or use the personal information contained therein to communicate with the student and/or her parent or legal guardian, to address technical issues with the student's e-mail account or access to the internet or network, to update our records and perform other administrative functions. We may retain the content of the student's e-mail messages together with her e-mail address and our responses. We may provide the collected information to employees, agents or service providers acting on Hathaway Brown's behalf in connection with the activities described above, but we will only provide those employees, agents and service providers the personal information they need to perform their functions for us. We, however, do not at this time control the use of this information by such third parties. In addition, we may disclose such child's personal information if you, as her parent or legal guardian, direct us to do so, or if we are required to do so as specified in more detail in "Disclosure Exceptions" below.

If you are a parent or legal guardian and are concerned about the disclosure of personal information about your child that we may obtain via this Site, you may prohibit Hathaway Brown from disclosing such information to third parties. You may also review your child's personal information, ask to have it deleted and refuse to allow any further collection or use of the child's information. If you wish to take any of the foregoing actions, please see "Contact Us" below for information on how to contact Hathaway Brown.

Hathaway Brown may also passively collect certain non-personally identifiable information from our users, which may include children under the age of 13, as further detailed in "Non-Personally Identifiable Information; Cookies" above.

For additional information on protecting children's privacy and your rights under COPPA, visit the Kidz Privacy (sic) page at the Federal Trade Commission web site (<http://www.ftc.gov/bcp/online/edcams/kidzprivacy/index.html>).

## **Disclosure Exceptions**

Notwithstanding the above policies, we reserve the right to disclose your personal information to appropriate third parties if we are required to do so by law or we believe that such action is necessary:

- To comply with legal process such as a search warrant, subpoena or court order;
- To protect Hathaway Brown's rights and property or defend against legal claims;
- To protect any other party's rights, property, and safety;
- To report to any law enforcement agency any activities that we, in good faith, believe to be unlawful;
- To investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving harassment, abusive messages or potential threats to the physical safety of any persons;
- To protect against misuse or unauthorized use of our Site;
- During emergencies, such as when we believe someone's physical safety is at risk; or

- In the event that Hathaway Brown is ever sold, acquired or otherwise transferred, we reserve the right to transfer our user databases, together with any personally identifiable information contained therein, to a third party acquiring the assets. In the event we do so, we will place a prominent notice of the sale on the homepage of our Site, with links to information as to how you can change your privacy preferences.

Under the USA Patriot Act, Hathaway Brown may be restricted from notifying individuals that such information has been disclosed.

#### **Access and Correction**

To keep your personally identifiable information accurate, current, and complete, please contact us as specified below in "How to Contact Us." We will take reasonable steps to update or correct personally identifiable information in our possession that you have previously submitted via this Site.

**Security** We take reasonable steps to protect your personally identifiable information as you transmit your information from your computer to our Site and to protect such information from loss, misuse, and unauthorized access, disclosure, alteration, or destruction. You should keep in mind that no Internet transmission is ever 100% secure or error-free. Hathaway Brown cannot warrant the security of any information that you submit to us, and you do so at your own risk.

In particular, e-mail sent to or from this Site may not be secure, and you should therefore take special care in deciding what information you send to us via e-mail. Moreover, where you use passwords, ID numbers, or other special access features on this Site, it is your responsibility to safeguard them. Remember to sign off the Site and close your browser window when you are finished. This is to ensure that others cannot pose as you online.

#### **Links to Other Web Sites**

This Site may contain links or references to other third-party Web sites. Please be aware that we do not control other third-party Web sites and that the inclusion of any link does not imply Hathaway Brown's endorsement of or recommendation for the third-party organization, its Web site, or its products or services. Hathaway Brown's Privacy Policy and privacy practices do not extend to and may differ from third-party Web sites that can be accessed through links on our Site; and we are not responsible for the content, security, or privacy practices employed by other third-party Web sites. If you are concerned, we encourage you to read the privacy policy of every Web site you visit.

#### **Other Terms**

Your use of this Site is subject to our Terms of Use located at: [www.hb.edu/termsfuse](http://www.hb.edu/termsfuse).

#### **How to Contact Us**

If you have any questions, comments, or concerns about this Privacy Policy or the information practices of this Site, or if you would like to review, update and delete any personal information that you provide to us through this Site, please contact us at:

Hathaway Brown School  
Attention: Communications Office  
19600 North Park Blvd.  
Shaker Heights, Ohio 44122  
(216) 932-4214  
[privacypolicy@hb.edu](mailto:privacypolicy@hb.edu)

#### **Changes to This Privacy Policy**

Hathaway Brown reserves the right to change this Privacy Policy at any time in its sole discretion without prior notice to you. If this Privacy Policy changes, the revised policy will be posted on this Site. Please check back periodically, and especially before you provide any personally identifiable information.