Technology Responsible Use, COPPA & Privacy Policy

Primary School Students
2014-2015

An annual signature is required by Student and Parent/Guardian to gain access to the Hathaway Brown School Network (wired and wireless), the Student’s Hathaway Brown e-mail account, and other School accounts.

If you have any questions about this policy, please contact Carole Lechleitner (Primary School Technology), Barry Kallmeyer (Director of Academic Technology), or Kathy Maimone (Director of Network Technology).

TECHNOLOGY RESPONSIBLE USE POLICY

The Hathaway Brown School Network is intended to enhance the educational resources of the School. The goal is to facilitate access to resources, improve communication, and encourage innovation. Part of our responsibility in preparing students for the 21st century is to provide them with access to these tools that they will use as adults. Use of technology at school is a privilege and its benefits are highly dependent on an atmosphere of mutual respect and trust as students explore the digital world.

The purpose of the Technology Responsible Use Policy is to make sure students understand Hathaway Brown’s policies for using the Network, the Internet, e-mail, and other accounts. 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 K-3 students will only have access to e-mail through a class account so that their communications can be supervised. 4th grade students will have their own e-mail account. A teacher will be aware of and available to a student communicating through e-mail.

Rules to be followed when using the Network, Internet, e-mail, and other accounts 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.
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. I will not download any games.
9. I will not damage any technology equipment, such as computers, iPads and SMARTBoards.
10. I will take care of my school-issued iPad, protect it from damage or theft, and have it ready to use at school each day.
11. I will not use my home e-mail account while at Hathaway Brown School.
12. I will not trespass in other people’s folders, work or files.
13. I will not use other people’s network account passwords or e-mail accounts.

Violations may result in:

- Not being able to access 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.
COPPA (Children’s On-line Privacy Protection Act)
VERIFIABLE PARENTAL CONSENT
In order for Hathaway Brown School to continue to be able to provide students with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below. Hathaway Brown School utilizes several computer software applications and web-based services, operated not by Hathaway Brown School, but by third parties. These include Dropbox, Evernote, Google Apps for Education, and similar educational programs. A complete list of the programs with the privacy policy for each can be found at www.hb.edu/techtools. In order for our students to use these programs and services, certain personal identifying information, generally the student’s name and school email address must be provided to the web site operator. Under federal law, these web sites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as Hathaway Brown School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. This form will constitute consent for Hathaway Brown School to provide personal identifying information for your child consisting of first name, last name, email address and user name to the following web-operators: Google Apps for Education, Dropbox, Evernote and to the operators of any additional web-based educational programs and services which Hathaway Brown School may add during the 2014-2015 academic year.

COPPA and PRIVACY POLICY
COPPA requires that web site 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 thirteen when such students use their 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 (http://www.hb.edu/privacy) for further information on COPPA, the School’s privacy practices, and for a parent or legal guardian’s options with respect to consent.

AGREEMENT FORM
As parent or legal guardian, I have read this Technology Responsible Use & COPPA Policy (together with the School’s Privacy Policy http://www.hb.edu/privacy) and have discussed it with my child.

On the associated signature Agreement Form, I grant permission for my 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, a Hathaway Brown e-mail account (grade 4 only), and other School accounts. 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 my child’s access to and use of the Network, Internet, Hathaway Brown e-mail (grade 4 only), and other School accounts. I also understand that it is impossible for Hathaway Brown School to restrict access to all controversial materials and will not hold the School responsible for materials acquired on the Internet. I understand that my child will face disciplinary action if she violates the Hathaway Brown School Technology Responsible Use Policy, whether that misuse occurs on campus, or off, on School computers, or on technology that is privately owned.