Responsible Use Policy
Faculty and Staff
2015-2016

The Hathaway Brown School Network is intended to enhance the educational resources of the School, first as a support to the academic and administrative work of the School, second as a communication tool between various parts of the HB community, and third, as a tool for life-long learning. The goal is to facilitate access to resources, improve communication, and encourage innovation. Your school-issued or personal device is a professional and academic learning tool which provides ubiquitous access (wired and wireless) to an array of programs and tools. Use of technology at school is a privilege and its benefits are highly dependent on an atmosphere of mutual respect and trust as you explore the digital world.

It is the expectation of the School that users will behave in a lawful, ethical and respectful manner. There is no expectation of privacy when using the School’s network. If a violation of this policy is suspected, 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. Failure to act responsibly may result in disciplinary consequences up to and including dismissal. Hathaway Brown School will cooperate with any law enforcement agency in the event of suspected illegal or inappropriate activities.

Hathaway Brown School recognizes 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. This includes but is not limited to drug and alcohol references, prejudiced or discriminatory speech, reference to illegal behavior, obscene pictures or language, assuming another person’s identity, or language that libels, bullies or harasses another individual or group. Postings on the Internet are public and permanent, so at no time are users to provide identifying or incriminating information that could put the School community at risk. In general, users should not be posting any material on social media sites that they would not want others to see.

As HBS Faculty or Staff, I Agree To:

● Practice responsible, balanced, and healthy use of technology both at school and at home.
● Be solely responsible for the use of my own account both on and off campus, before, during or after the school day.
● Take care of my 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.
● Abide by the guidelines set forth in the Hathaway Brown Social Media Use Policy.
● Use only my Hathaway Brown email account to communicate with other members of the HBS community.
● Always treat others with respect.
● Represent the School in a positive light.
● 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.

As HBS Faculty or Staff, I Agree NOT To:

● Share personal passwords or other private information about my 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.
● Use inflammatory, derogatory, threatening, obscene, or pornographic language or pictures.
● 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.
● 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.
● Use student, faculty, and parent contact information for personal business
● Engage in activity that is illegal or for personal profit.
● Stream music or videos unrelated to school business or without direct instruction by a teacher.
An annual signature is required by Faculty and Staff to gain access to the Hathaway Brown School Network, their Hathaway Brown e-mail account, and other accounts.

By my signature below, I agree to accept the terms of the Hathaway Brown School Technology Responsible Use Policy and understand that the Hathaway Brown School Administration has the right to make the final decision on appropriate use.

Name (please print) _____________________________________________ Division/Dept ______________

Signature __________________________________________________________ Date ______________