Technology Responsible Use, COPPA & Privacy Policy

**Summer Programs**

2015

**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. Your school-issued or personal device is an 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 students 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 such as loss of e-mail privileges, loss of Network and Internet access, detention, suspension or in extreme cases, expulsion. 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 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.

**As a HBS Summer Programs Student, 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.
- Always treat others with respect.
- Represent the School in a positive light.
As a HBS Summer Programs Student, 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.
- 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.

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](http://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 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 upcoming academic year.

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.

**PRIVACY POLICY**

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. 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, and a Hathaway Brown e-mail account. 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 and Hathaway Brown e-mail account. 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/he 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.