



Hathaway Brown School
Technology Acceptable Use Policy
For Faculty and Staff
For 2010-11 School Year

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. Network use is a privilege and its benefits are highly dependent on an atmosphere of mutual respect and trust. With this privilege comes the responsibility of protecting the safety and reputation of all members of the Hathaway Brown community.

It is the expectation of the School that users will behave in a lawful, ethical and respectful manner. All users have a reasonable expectation of privacy; however, if a violation of this policy is suspected, private files or correspondence may be investigated, and social media sites may be monitored. 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 used. It is an expectation that a member of the Hathaway Brown community will not use the School name, its nickname, or symbol in any media content that is in conflict with the School's mission. This includes but is not limited to drug and alcohol references, prejudiced or discriminatory speech, reference to illegal behavior, obscene pictures or language, or language that libels 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 community at risk.

HBS Faculty and Staff Users Agree To:

- Be solely responsible for the use of her or his own account.
- Maintain the privacy of self and others.
- Always treat others with respect.
- Represent the School in a positive light.
- Abide by the guidelines set forth in the Hathaway Brown Social Media Use Policy.
- Adhere to copyright laws, licensing agreements and terms and conditions of use.
- Conserve the limited common resources of the Hathaway Brown Network.
- Report misuse of the Network.

HBS Faculty and Staff Users Agree Not To:

- Share personal passwords or other private information about their account.
- 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.
- Alter, destroy, or obstruct the settings, configurations or resources of the Network.
- Connect any personal computer equipment to or install personal software on the Network or workstations without permission.
- Engage in activity that is illegal or for personal profit.



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*An annual signature is required by Faculty and Staff
to gain access to the Hathaway Brown School Network
and their Hathaway Brown e-mail account.*

By my signature below, I agree to accept the terms of the Hathaway Brown School Technology Acceptable 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** _____



Hathaway Brown School
Social Media Use Policy
For Faculty and Staff
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Common sense should rule the day. Hathaway Brown employees are public figures. Social media sites are not private. As such, Hathaway Brown has a right to expect faculty & staff to abide by certain reasonable standards as their actions reflect on the School. Though the School does not regularly monitor social media sites, it reserves the right to do so. This policy supplements the Technology Acceptable Use Policy (AUP).

Please observe the following guidelines:

1. Employees should represent the School in keeping with the AUP, avoiding language, images, or links that are inconsistent with the professionalism we expect.
2. Employees should use the privacy settings that reasonably restrict public access to their page.
3. Given that the nature of social media is to share communication, discretion should be used in sharing private information. Reasonable consideration for others' privacy should be used. At all times, employees should conduct themselves in social media as they do in the physical world, with respect for appropriate boundaries.
4. Initiating or accepting "friend" requests or similar contact from current students is prohibited.
5. Employees have discretion in either accepting or not accepting contact with or "friending" former students and parents. A consistent personal policy should be used to avoid the appearance of favoritism.
6. Any issue in which the safety or well-being of a member of the Hathaway Brown community is at stake should be brought to the attention of an administrator.

Common Questions or Concerns

- It is acceptable but not required to identify yourself as a Hathaway Brown School employee on social media sites.
- Most employees who responded to the HB survey felt it was appropriate to accept or make offers to link with former students or parents for either a school related or social purpose.
- Based on the results of the survey in which teachers overwhelmingly agreed that it was inappropriate for teachers and current students to have "friend" relationships, except in situations directly related to the business of the School (clubs, groups, alums, etc.), the School currently has taken the position of prohibiting teacher-current student links. We acknowledge that this position may change in the future, based on faculty needs.
- One should always remember the fact that it is easy to impersonate others on the Internet, and this should be a factor in decision-making in sharing information.
- Employees serve as role models for student behavior, and as such should model acceptable use in their Internet involvement.
- Because current students might be linked to former students' social networking sites, a risk of exposure of sensitive information exists. Employees should use privacy settings protecting their pages, restricting access to "friends" or direct contacts only.
- If you wish to see the full survey results, please visit <http://tinyurl.com/hbsocialsurvey>. The password is "hbsurvey" without the quotes.



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.

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

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.