

# The Haverford School: Responsible Use Policy

## *Students, Faculty, Staff, and Guests*

### STATEMENT OF RESPONSIBLE USE

The Haverford School uses and maintains its technology to promote educational excellence through networked information and participation in online communication services. The School's technology supports its mission; access to the technology is a privilege and is subject to the highest ethical standards. This policy is intended to be an addition to existing School rules and regulations, and does not supersede or modify any other School policy, rule, or regulation. The Responsible Use Policy applies to *all* users of the school's networked information technology resources – whether accessed in school, from home, or elsewhere.

*Networked information technology resources* include, but are not limited to, all hardware, software, data, communication devices, mobile devices, printers, servers, Internet resources, online communication services, and local and wide area networks.

As a community, we rely on The Haverford School's stated values of respect, honesty, and integrity, and the School's *Principles of Community* to trust that, when users log onto their school-provided accounts or use any available technology, they are, in effect, promising not to abuse the system or other users of the system, nor the trust the School places in them. The Haverford School also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit and maintains content filtering and safety practices.

### POLICY: NETWORK USAGE

This policy does not attempt to articulate all required or proscribed behaviors by users of Haverford's networked information technology resources. Each individual must rely on his/her judgment of appropriate conduct, based on compliance with all federal, state, and other applicable laws; all generally applicable School rules and policies; all applicable contracts and licenses, and additional guidelines set forth below.

#### **General Network Usage:**

*Authorized and Appropriate Use:* Students, faculty, staff, and guests must use only those information technology resources they are authorized to use, and to use them only in the manner and to the extent authorized. Do not use Haverford's information technology in any way as to disrupt its use by others.

*Etiquette:* When using Haverford School's information technology, users are expected to follow generally accepted network etiquette which includes, but is not limited to: be polite, use appropriate, non-abrasive language. Do not use the network resources to make defamatory remarks, sexual, gender-related, or racial slurs, or to use obscene or profane language.

*Consumption:* Haverford's information technology is a finite resource. Respect the finite capacity of those resources so as not to consume an unreasonable amount of them or to interfere unreasonably with the activity of other users.

*Non-Educational Use:* Only use Haverford's information technology resources for School-approved activities. Non-educational use would include, but is not limited to: commercial, illegal, religious and/or political activities, or solicitations, even for charitable purposes. This includes mass mailings, chain letters, and other abuses of e-mail.

*Data Access and Security:* Users shall not attempt to harm or destroy data in any way (including introducing viruses and other forms of vandalism), change network settings or any other applications, reconfigure or attempt to disrupt the network in any way.

*Network Administration:* Only licensed, School-related software shall be downloaded or installed.

*Care for Equipment:* School-supplied equipment may be re-issued at any time, therefore, altering school-supplied physical equipment in any way, including affixing stickers, or any personalization that requires removal, is prohibited. Users must not vandalize school computers.

## **Privacy, Security, and Safety**

All users of The Haverford School's information technology resources must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Unauthorized disclosure, use, or dissemination of personal information regarding minors or other members of the School community is prohibited.

Internet IDs and passwords are provided for each user's personal use only. Passwords should not be revealed or shared with anyone. Other than the Network Administrator, as directed by School Administration, users are not permitted to attempt accessing technology resources using another person's account or password. Each account owner is responsible for all activity under their account.

*If users wish to protect the privacy of personal information or communication, do not use The Haverford School's networked information technology resources to create, store, or transmit it.* Students, faculty, staff, and guests should have absolutely no expectation of privacy when using Haverford's information technology. Any and all activities performed on the School's network can be monitored, with or without a user's permission. As an example, this policy covers electronic mail messages that might otherwise be privileged or confidential, even if they are sent or viewed by way of a user's personal, password-protected Internet e-mail account, when the School's networked information technology resources are used to view or send those e-mails. Use of The Haverford School's networked information technology resources constitutes a waiver of any privilege or other confidentiality protection that might otherwise have applied.

By creating, transmitting, or otherwise storing any information or files on any of The Haverford School's networks, users consent to the School's disclosure, use, and/or dissemination of such information or files as it sees fit in its sole discretion. Deleting or erasing information,

documents, or messages maintained on The Haverford School's networked information technology resources is, in most cases, ineffective. All users should understand that any information placed on The Haverford School's networked information technology resources – even if only briefly – may be electronically recalled or recreated regardless of whether it may have been “deleted” or “erased” by a user. Because The Haverford School periodically backs-up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, users who delete or erase information or messages should not assume that such information or messages are confidential.

## **Social Networking**

Students, faculty, staff, and guests should ensure that online activities, including those on social networks (e.g. Facebook, Twitter, etc.) do not violate harassment, discrimination, retaliation, confidentiality, or other similar policies of The Haverford School. Haverford students, faculty, and staff must adhere to School guidelines that prohibit posting to the Internet or via e-mail, personal contact information, confidential information, private/non-public information, derogatory comments about other people or about the School, or inappropriate artwork, photographs, digital images, or unauthorized video of the School or of School personnel. When in question, the appropriateness of postings shall be determined by The Haverford School Administration.

If a teacher uses a social networking site (e.g. Facebook,) as a component of his/her course or activity, the following restrictions apply: a.) the site should be distinct from any of the teacher's personal social network sites and be designed for the sole purpose of facilitating the delivery of that course or activity; b.) only students who are members of that class or activity should be invited to or have access to the site; c.) the content and dialogue of the site are to be consistent with School standards and fall under the jurisdiction of the School's disciplinary policies and procedures; and d.) the Division Head and divisional Dean of Students will be provided with full access to the site. *Under no circumstances should a faculty member “friend” or invite a current student to join his/her personal social network.*

## **Legal Compliance**

All users of Haverford's networked information technology resources must comply with federal, state, and other applicable laws, in addition to all generally applicable School uses and policies. Users must not use information technology resources for any purpose that is illegal, unethical, dishonest, damaging to the reputation of the School or other members of the School community, or inconsistent with the mission and values of the School. Examples of such laws include, but are not limited to: laws of defamation, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking,” “cracking,” and similar activities.

Users must comply with the law with respect to the rights of copyright owners in the use, distribution, or reproduction of copyrighted materials, including but not limited to, music or

video files. Any material obtained from the Internet and included in one's own work must be cited and credited by name of by electronic address or path on the Internet, attributed to Creative Commons licenses, or confirmed to be licensed for educational use.

## **FILTERING**

Not all material accessible through the Internet is of educational value. Students are expected to refrain from seeking, accessing, or downloading material that is not relevant to their assignments, course work, or School-approved activity. The Haverford School will take reasonable precautions to filter out controversial and/or inappropriate materials; however, it is impossible to monitor all materials.

## **SCOPE**

This policy applies to *all users* of School information technology resources, whether affiliated with the School or not, and to *all uses* of those resources, whether on campus or from remote locations. Members of the School community who use resources not owned by the School must adhere to this policy when connected to School networks.

## **POLICY ENFORCEMENT**

*Violations:* The School considers any violation of this policy to be a significant offense and reserves the right to disconnect systems from the Haverford network and suspend violators' use of information technology resources. A Network Administrator may suspend or close a user's account and/or prohibit access at any time. Any user identified as a security risk may lose their account and/or access privileges.

Violators will be subject to the regular disciplinary processes and procedures of the School that apply to students, faculty, and staff; this process may result in the loss of computing privileges and other measures, up to and including, expulsion from the School, or loss of employment. Illegal acts involving School information technology resources may also subject violators to prosecution or other sanctions by local, state, or federal authorities.

*Enforcement:* Decisions regarding violations of this policy will be made by Division Heads and Deans if involving students; and by the Director of Human Resources, in consultation with the Assistant Headmaster, if the violation involves an employee. In the event that a violation reaches beyond the School community, the Director of Public Safety will also be notified.

## **RELATED DOCUMENTS AND DEFINITIONS**

- Confidentiality Policies

- Faculty Policy Regarding Professional Use of Social Networking Sites and On-line Course Management Websites
- Harassment Policy
- The Children's Internet Protection Act (CIPA)

### **RESPONSIBLE USE POLICY ACKNOWLEDGEMENT AND AGREEMENT**

I have read The Haverford School's *Responsible Use Policy* and agree to abide by its terms and conditions. I understand that violation of any law or regulation is unethical and may be a criminal offense; if violated, I understand that account privileges may be revoked, School disciplinary action may be initiated, and legal action may follow.

Printed Name:

Son's Name:

Signed:

Date: