



## Hawken Upper School 2007-2008 Network/Computing Acceptable Use Policy

Issue date: July 1, 2007

Policy effective August 1, 2007 through August 1, 2008

### ***PLEASE NOTE: THERE ARE SEVERAL CHANGES FROM LAST YEAR – READ THOROUGHLY!***

The Hawken School Computer Network (HawkeNet) is established for the educational and professional use of Hawken students, faculty and staff. The use of the network is a privilege not a right. Hawken regulates access to and use of its network by principles consistent with the educational mission of the school and the rules and expectations published elsewhere (see the Student/Parent Handbook or the Faculty Handbook for other relevant discussion).

Hawken students are expected to comport themselves on the network in the same fashion as they do elsewhere in the community. The rules for HawkeNet are fairly simple and conform to the guidelines of the broader rules and expectations of the school. In general, users are expected and required to avoid actions, which are illegal (such as libel, slander, vandalism, sexual harassment, theft, inappropriate access, and the like), or unkind (such as personal attacks, invasion of privacy, “flames,” and the like). Because the school's network resources are not unlimited we have also instituted other policies to preserve those resources. Students found in willful and/or persistent violation of these guidelines will have their network privileges revoked and may face further disciplinary action.

Students are welcome to bring their own laptops to school, but are expected to conduct themselves as if they were using a Hawken computer (no inappropriate access, no games, no movies, etc.). In addition, students may not connect to the network without permission from the technology department. Finally, students are reminded to secure their belongings or keep all valuables with them during the school day. Hawken School is primarily a PC based environment and uses Microsoft Office products. Students should save their files in a manner that can be easily accessed by Hawken owned software. The Technology Department is not responsible for transferring files, repair, configuration, or maintenance of personally owned equipment, nor the setup of student owned systems onto any Hawken School resources such as projectors. It is suggested that all student files be saved to a USB device for transfer to school owned equipment.

#### **Illegal actions**

1. **Slander and Libel** - These terms are defined specifically in law. In short, slander is “Oral communication of false statements injurious to a person’s reputation.” Libel is “a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person’s reputation or the act or an instance of presenting such a statement to the public.” (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) In effect, students must remember that material distributed through the 'Net is “public” to a degree that no other school publication or utterance is. Any such remark may be seen by millions of people and harmful and false statements will be viewed in that light.
2. **Vandalism** - In this case vandalism refers to deliberate attempts to damage the hardware, software, or information residing on the school network or any other computer system attached through the Internet. Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network with a computer “virus,” attempts at “cracking” into any internal or external computer systems using any method, or other similar actions will not be tolerated. Students may not tamper with any equipment unless employed by the technology department to do so.
3. **Invasion of Privacy** - Users are entitled to a reasonable expectation of privacy for their files and email. No user may have access to another’s private files. The systems administrator will access the private files of users only to purge them (see “preserving bandwidth,” below) or in the event of a suspected or proven violation of school rules or expectations.
4. **Theft** - The network is the repository of incredible amounts of information. Much of that information has been placed there for the free use of users. Nevertheless, law, ethics, and common courtesy require that proper acknowledgment of the use of the intellectual property of others must be made. Students should treat information found electronically in the same way they do information found in printed sources. Rules against plagiarism will be enforced. All students should review the policy statement in the Handbook regarding the copying of software. It is the responsibility of each user to comply with the requirements of the owners of the software regarding its acquisition and use. Hawken will not tolerate the use of our system for the illegal copying or storing of illegally acquired software. (See handbook.)
5. **Harassment** - Students may not use the HawkeNet for purposes of harassment of others, either within the Hawken community or in the broader 'Net. Foul and abusive language, the posting of obscene images or texts, posting of information that injures another, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend someone on the basis of age, sexual orientation, religious or political beliefs, national origin, or

disability will not be tolerated. Students should ask themselves if the information they are posting or sending would be acceptable if displayed or stated in School Meeting or published in the school newspaper.

6. **Inappropriate Access** - Students may not use the HawkeNet to access inappropriate materials found on the Internet. This includes adult content, gambling, violence, weapons, illegal drugs, criminal activity, and other tasteless and offensive materials. Hawken uses Internet filtering software that allows the tracking of Internet sites visited by students. Game playing is not permitted on any Hawken School computer at any time, as it is a waste of both student time and network resources. Students accessing such materials may lose all Hawken computer access.
7. **Abuse of Network Resources** - Chain letters, resource and file sharing systems (like Napster, Hotline, Gnutella, Freenet and others), mass mailings, downloading of games, videos, music, and other such uses of the Hawken system are wasteful of scarce network resources and are forbidden. In addition, the acquisition and sharing of copyrighted materials are often illegal and unethical. Users found to be engaging in such behavior may lose the privilege of using the Hawken network.
8. **Software Policies** - Most computer software is protected by the United States Copyright Act. This includes programs purchased on CDs and printed material that accompanies them. If a computer program is copyrighted, a user (including students) may make one copy for his/her own use and use it on only one system. It is a violation of federal law for the student to make more than one copy of such a program.  
Hawken policy does not permit students to make copies of Hawken-owned software. The Policy also prohibits students from using Hawken-owned computer hardware for the purpose of copying anyone else's software. It is also against policy to bring in copyrighted software to school and place it on the School's computers or network.
9. **Email** – Email accounts are for the purpose of promoting communication within the Hawken School community and for school related business. For this reason all students are provided with an email account. Student use of the email system is a privilege not a right. Email is not private and may be accessed by members of the administration and/or the Technology Department should they suspect that email is being used inappropriately. Hawken regulates access to and use of its email system by principles consistent with the educational mission of the school and the rules and expectations published elsewhere (see the Student/Parent Handbook or the Faculty Handbook for other relevant discussion). It is the responsibility of students to maintain their email accounts by removing old and excessive email when it becomes a burden to the system. Students found using their email accounts inappropriately will have their accounts disabled and further disciplinary measures may be taken.
10. **Printing** – Hawken School printers are for the purpose of printing school related documents. Printers, like other school resources, are to be used in a responsible manner. Cartridges and paper, along with printer repairs and replacement are very expensive. Please keep this in mind when using school equipment.

### **Preservation of Resources**

All resources are limited; computer resources are not an exception. Because space on disk drives and bandwidth across the lines that connect our network both internally and externally is limited, neither programs nor information may be stored on the system without the permission of the Directory of Technology, Ms. Ulrich. Each student is permitted reasonable space to store email, web, and personal files. The school reserves the right to require the purging of files in order to regain disk space. The use of HawkeNet resources by students is governed by the same expectations of common courtesy and mutual respect, which govern the other rules of the school. Users whose need for the resource is more pressing have priority. Generally, the following hierarchy will prevail in governing access to the 'Net:

1. Class work, assigned and supervised by a faculty member
2. Class work, specifically assigned but independently conducted
3. Personal correspondence (email - checking, composing, and sending)
4. Training (use of such programs as typing tutors, etc.)
5. Personal discovery ("surfing the 'Net")
6. Other uses - access to resources for "other uses" may be further limited during the school day at the discretion of the system administrator. These include, but are not limited to, personal web spaces, video sites, and the use of instant messaging.
7. Users are expected to be considerate of others' needs and permit reasonable access to network resources. Schoolwork should take precedence over email and instant messaging.

### — Additional Questions/Concerns —

All additional questions and concerns may be directed to either of the following:

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