



# HOLTON-ARMS SCHOOL

## COMMUNICATION AND INFORMATION SYSTEMS CODE OF CONDUCT FOR STUDENTS, 2009-2010

Holton-Arms students are expected to respect each other and each other's property, and behave with integrity. This is especially true in regards to how students use technology. Because technology allows for fast and easy communication and passing of knowledge, and because information passed across digital mediums is difficult to delete, students have a particular responsibility to ensure personal integrity and respect one another when working with technology. The School policies given below outline the ways that students can uphold these principles. However, because technologies change so rapidly, this should not be considered an exhaustive listing. Therefore, Holton-Arms feels it necessary to reaffirm the guiding principles of the School in this document.

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The Holton-Arms School provides communication and information equipment, systems, networks, software, and other related devices and resources, including computers, Internet access, network access, and electronic mail (to grades 7-12) to aid students of Holton-Arms in their school work. All Communication/ Information Systems owned by Holton-Arms:

- (a) Are the property of Holton-Arms or are used pursuant to a license granted to Holton-Arms, and
- (b) Are to be used only in connection with a student's work at Holton-Arms and, unless otherwise noted, in accordance with the following policies.

### **Computer Purchases**

Holton-Arms requires all students in grade seven through twelve to purchase a laptop computer for completion of school work. These machines are owned by the family, and purchased through a third party vendor. Beginning in the 2007-2008 school year, students new to the laptop program must all have and use the laptop designated by the School. Students who began the laptop program during the 2007-2008 school year or later may not bring a non-designated laptop to school for school use.

### **Communication/Information Systems Support and Staffing**

The Technology Department has access to certified Lenovo technicians and is able to diagnose problems and arrange for necessary repairs within warranty parameters for students with Lenovo laptop computers. In the event an on-site technician is not able to complete work on campus, laptops are sent off campus for repairs. In the event that a student machine is sent out for repairs, the School will make every effort to provide the student with a loaner computer for that period of time. Because the Technology Department is authorized to provide only Lenovo laptop warranty coverage and is bound by the services provided within the warranty, the Department is unable to provide services of this kind for any other type of laptop. The Technology Department does not provide any service to any systems other than Lenovo.

Many machines are infected by viruses or other means that may corrupt data on the student's laptop. In many cases, data on a laptop is not able to be retrieved. Help Desk technicians will use normal means to try to recover any data lost on a machine, however, cannot spend more than thirty minutes recovering data on any one machine, in order to be able to help all students, faculty, and staff in need. Therefore, it is every student's responsibility to back up her work daily so that she does not lose any data on her laptop. The School provides limited storage space for school work, and school work only. Students are shown how to access School storage space during orientation and are reminded to use back-up storage space many times a year. Any personal documents on a laptop (movies, pictures, music, etc.) may not be stored on Holton systems both because of space available and so as not to violate copyright laws. We strongly encourage students to back up personal documents to other devices (such as a thumb drive or external hard drive).

Laptop service for students is available during the school year from 8am-4pm each day of classes. In the event of a machine breakdown over a school break, families may take computers to Richards Computer for repair. Please note that some repairs involve data transfer or data recovery. These services from Richards may involve additional fees. Because the Help Desk maintains campus

systems, supports Creative Summer, and sets up new machines and systems in the summer time, any help during the summer months needs to be set up in advance with the Help Desk. To schedule a time to come in over the summer break, students should email the Help Desk at [helpdesk@holton-arms.edu](mailto:helpdesk@holton-arms.edu).

Once a student graduates or leaves Holton, the Help Desk does not support the student's laptop.

### **Prohibited Use**

Students are to use the Holton-Arms Communication/Information Systems for Holton-Arms School-related purposes, except as otherwise noted in this policy. Accordingly, all messages and files created, sent, received or stored within Holton-Arms systems should be related to Holton-Arms School. Communication/Information Systems are not to be used for other purposes, including, in particular but not limited to any of the following:

- (a) For any illegal, fraudulent, or unauthorized purpose;
- (b) To solicit or to address employees regarding commercial, religious, or political causes;
- (c) To send, receive, download, store, or post any messages, files, or other materials that are derogatory, defamatory, discriminatory, disruptive, obscene, pornographic, offensive, sexually-oriented, or otherwise inappropriate and/or harass, threaten, disparage, bully, or intimidate another person;
- (d) To disseminate or print copyrighted materials, including articles and software, in violation of copyright laws;
- (e) To send, receive, print, or otherwise disseminate proprietary data, trade secrets, or other confidential information of Holton-Arms in violation of company policy or proprietary agreements;
- (f) To operate a business, usurp business opportunities, or solicit money for personal gain;
- (g) To send chain letters; or
- (h) To conduct any other activity in violation of any Holton-Arms policy.

### **Access**

Holton-Arms has the right to restrict and/or terminate an student's access to Communication/Information Systems, including network privileges and/or access to the Internet, at any time for any reason. Holton-Arms has the right to remove any documents or materials of any type from Holton-Arms Communication/Information Systems.

### **Emails**

Students are given email accounts for School related messages. Students are expected to check their Holton-Arms account at least once per school day. Students should not use the Holton-Arms email system for personal messages. Students may access third party email systems while using the Holton-Arms Communication/Information Systems for personal messages.

### **Internet**

Holton-Arms provides content-filtered Internet access to students for Holton-Arms School-related and other noted uses and purposes. Students are not to use School-provided Internet access for non-school-work-related reasons, except as otherwise noted in this policy. Accordingly, students should limit Internet browsing or otherwise using Holton-Arms facilities and equipment to access the Internet for other non-School purposes. Without limiting the foregoing, students are not to use the Internet to:

- Access, copy or disseminate pornographic or other offensive materials;
- Participate in illegal activities, such as on-line gambling;
- Use or operate peer-to-peer networks;
- Post information that may tend to disparage or harass others;
- Post, view, or access social networking sites, chat websites, or Instant Messaging services unless authorized by the Director of Technology;
- Use proxy servers or other methods to avoid Internet content-filtering;
- Bring food or drink into a computer lab or place food or drink near a School computer in an office or classroom;
- Reveal personal information including name, address, phone numbers, credit card information, and she will especially not reveal the personal information about another person;
- Post images, movies, messages, digital content, or any media form without the permission of those depicted in such content;
- Attempt to or gain access to accounts and files owned by another user or conference group; or
- Post a "home page" or otherwise disseminate information that suggests Holton-Arms as the source or which relates to Holton-Arms unless authorized in writing by the Director of Enrollment and Marketing.

Students should have no expectation of privacy from the use of Holton-Arms' Internet connection. Holton-Arms may, without notice:

- Monitor any individual's usage of Holton-Arms' Internet connection;
- Keep logs of the Internet sites visited by any individual;
- Identify the individual sites that have been visited;
- Monitor the number of times a site may be visited;
- Identify the pages within a site that have been visited;
- Determine the duration of any visit to any site and to each page of a site; and
- Monitor any other information or statistic that may be available.

Students are expected to act professionally and appropriately when using the Internet at the School.

### **Privacy, School Property, and Monitoring**

Holton-Arms Communication/Information Systems are not private even if passwords or other security measures are used. There is no assurance of privacy or confidentiality, and students should have no expectation of privacy in their use of Holton-Arms Communication/Information Systems. Holton-Arms has and will have access to, and reserves the right to access and monitor, any and all Holton-Arms Communication/Information Systems. Holton-Arms may examine, read, retrieve, listen to, or otherwise review any and all data, information, messages, and other materials sent, received, or stored therein or thereon (including all email, text, instant or other messages sent or received by any student, as well as voice mail received or stored in Holton-Arms' voice mail system). Holton-Arms may disclose, use, edit, delete, or remove any data, information, messages and other materials in Holton-Arms Communication/Information Systems. Students should be aware that even though a message or file is deleted or erased, it may still be possible to retrieve that message or file.

- Holton-Arms students should not use Holton-Arms email systems for personal messages. Any data, information, or materials that a student does not want to have accessed, monitored, read, or listened to should not be conveyed by, processed on, disseminated by, or stored in Holton-Arms' Communication/ Information Systems. Unauthorized access, copying, and/or removal of data, information, or materials from Communication/Information Systems are prohibited.

### **Software**

It is the policy of Holton-Arms that there be no illegal copying, distribution, reverse assembly, reverse compiling, translation, or alterations to computer software used at Holton-Arms, whether on computers or Holton-Arms' network. Software acquired, developed, or licensed by Holton-Arms may not be given to any third party (including family and friends) or transferred or made available electronically over a timesharing service, network or other system that provides access to multiple users unless a proper license (such as a network license) has been obtained.

### **Online Conduct**

The growing use of the Internet has blurred the lines between personal and School-related conduct. Students should understand that certain expectations for conduct extend into the personal online world of social networking, blogs, and other communication tools, especially as regards any mention of the School, or members of the school community. Students should at all times respect the privacy of the Holton-Arms community, and not divulge or post online personally identifying information about any member of the school community without permission (including names, addresses, phone numbers, email addresses, photos, videos, etc.). Students must take proper care in any online interactions and maintain high standards of conduct. Conduct which reflects poorly upon students or the School may be grounds for disciplinary action.

Because social networking sites are designed specifically to share personal materials, there are inherent risks that one takes as an individual when communicating on social networking sites. Students should not contact employees of Holton-Arms using social networking sites, but should use Holton-Arms communication methods (including Holton-Arms email) for such interactions.

### **File Downloading**

Viruses, spyware, and malware can seriously damage Holton-Arms Communication/Information Systems. Students must avoid activity potentially harming the School's computer systems and networks, including, but not limited to, creating or propagating viruses, storing personal non-academic files on the School's network, disrupting services, damaging files, or sending "chain letters" or excessively large messages or attachments that can cause congestion of the network or otherwise interfere with the work of others. Users shall run virus scans on their primary computer(s) at least once per week.

Users shall not download or open attached files from emails or websites if the site or sender's identity is unknown, and shall not open files with a filename that ends in ".exe", ".bat", or ".com," even if the sender is known, without first consulting with the Holton-Arms Help Desk. Users shall immediately contact the Help Desk whenever they believe that a system has been infected with a virus. This will allow steps to be taken promptly so that no further infection takes place and that experts needed to eradicate the virus are promptly engaged.

#### **Mobile Devices**

With advances in technology, mobile devices have become more like small computers rather than simple devices for making phone calls. Students are expected to follow the division specific policies for using mobile devices while on campus and know that all guidelines set forth in this document also apply to the use of a mobile device.

#### **Policy Violations**

Any violation of this policy is grounds for Holton-Arms to: (a) take disciplinary action against the student; (b) revoke and/or restrict the student's use of or access to Communication/Information Systems, including restricting networking privileges, access to the Internet and/or use of e-mail; and/or (c) take such other action as Holton-Arms determines appropriate in its discretion. Students should report any policy violations to the Director of Technology, their Division Director, and/or the Head of School.