

**Contract for PROCTOR ACADEMY
LAPTOP and
Technology/Acceptable Use Policy
2009-2010**

**Please read the attached pages, initialize, sign and return this page of the agreement.
Please return by June 15, 2009 to:**

Admission Office
Proctor Academy
P.O. Box 500
Andover, NH 03216
Fax (603) 735-6284

We have read and understand the 2009-2010 Proctor Academy Laptop Policy and Acceptable Use Policy. We understand that use of Proctor Academy's network services, including Internet access, telephone, and voice mail is a privilege not a right. After reading both Policies, I understand and will abide by the Laptop and Technology Acceptable Use Policy. I also understand that my failure to comply with the stated guidelines can result in loss of my network/ phone privileges as well as more serious disciplinary and/or legal action.

Please initial below that you have read these pages.

Parent/Guardian	Student		
Page 1 ___	___	(Guardian)_____	(Date)_____
Page 2 ___	___		
Page 3 ___	___		
Page 4 ___	___		
Page 5 ___	___	(Student)_____	(Date)_____
Page 6 ___	___		

(Print Student's Name)

TECHNOLOGY FEE: All new students must pay a yearly technology fee which includes the use of a wireless laptop during the academic school year. The fee is also used to defray the ever increasing costs of technology which includes but is not limited to the following:

- Yearly maintenance fees.
- A. Printers
 - B. Software
 - C. Online resources
 - D. Internet access
 - E. Hardware
 - F. Technology support

Any concerns with the expense of the technology fee should be directed to the Proctor Academy Business Office. This year's technology fee is \$800. Proctor reserves the right to change the technology fee as need dictates.

This document defines Proctor Academy's policies regarding the Student Laptop Initiative and Acceptable Use.

STUDENT LAPTOP INITIATIVE

As the world becomes digitally dependent, Proctor feels that all students need to have access to electronic communication and information-rich technologies. In education today, having and using a computer is as fundamental a skill as using pencil and paper. We believe this program will help us close the digital divide for Proctor students. We also hope that this program will make the expense of technology more reasonable for all Proctor parents.

In an effort to keep our faculty trained and excited about technology, all Proctor faculty and students are given wireless laptop computers. Wireless reception stations are set up in all buildings. The faculty and students have found this new tool indispensable. Wireless access allows them to be within 150 feet of a reception station and still access online resources. All Proctor students have the same level of access to information and communication to help them find academic success.

The Laptop Initiative is also designed to help Proctor cover the increased cost of educational technology including software, Internet access, and support.

2009-2010 LAPTOP COMPUTER

The laptop provided by the school for 2009-10 will be an Apple Macbook. This unit was chosen for consideration to assure compatibility with the campus computing network, classroom equipment, and program requirements. It will be useful throughout the student's program at Proctor. A specific unit is chosen so that Proctor can provide adequate classroom, maintenance, software, network, and user services support. The level of support that we believe students deserve cannot be provided if members of the entering freshmen, sophomore, junior, and senior classes use a variety of different computers.

HARDWARE CONFIGURATION: The *Laptop* provided has the features needed by most students. Additional equipment students are most likely to find desirable at some point during their studies at Proctor may include an external harddrive or memory stick. Once students arrive on campus, they may elect to purchase the mentioned options through Proctor or an outside vendor. **Warranty and maintenance responsibility for external options, unless purchased through Proctor, lie with the vendor from whom the computer equipment was purchased and not with Proctor Academy.**

UNAUTHORIZED COPYING OF SOFTWARE is a violation of the Academy's policy for responsible computer use and is illegal as software is protected by copyright law. With the exception of the user's right to make a backup copy, the U.S. Copyright Code states that "it is illegal to make or distribute copies of copyrighted material without authorization." Unauthorized duplication is a Federal crime for which fines of up to \$100,000 and jail terms of up to five years can be assessed. It makes no difference whether the duplication is done for profit or for free distribution.

Students will be required to provide proof that they have purchased software loaded on their computers.

SOFTWARE: The laptop will come with a pre-configured suite of software for academic purposes. This suite provides all of the software that is required for courses. It also includes programs which, while not required, will be useful. Additional software that may be convenient or desirable can be downloaded from the network in cases where the vendor has given legal permission to do so. It is the individual student's responsibility to back up files on his/her hard drive. Procedures are available from the Help Desk in the Fowler Learning Center. Students are encouraged to use and back up files to the Student File Server.

Students may purchase and load their own software on the laptops. However it's the individual student's responsibility to load and configure additional software he or she may buy beyond that included in the suite. *Students must be careful when installing such additional software not to make inadvertent changes that disable or alter the functionality of the suite. They must be especially careful to assure that software brought from home, obtained elsewhere, or downloaded from the Internet is virus free and is a legal copy. A fee will be charged if the software suite must be restored because a student has failed to properly install or configure additional software or to adequately check for viruses. All non-Proctor software will be removed at the end of the school year.*

ORIENTATION SESSIONS AND DISTRIBUTION OF THE LAPTOP COMPUTER

An orientation session has been planned to introduce new students to their laptops and to the school's online resources. The session is designed to impart the basic skills and confidence to begin class work with the laptops and to introduce the ethics of responsible computer use. The computer and case will be distributed at orientation session.

MAINTENANCE

Proctor Academy Information Services (PAIS) will coordinate service. Only the original system configuration and any peripheral purchases through Proctor will be covered.

The Maintenance agreement excludes damage due to:

- 1) Accident.
- 2) Unreasonable use, abuse, neglect, alterations.
- 3) Improper service, improper installation, improper connections with peripherals.
- 4) Other causes not arising out of defects in materials or workmanship.
- 5) Any service or repair provided outside the scope of the limited warranty.
- 6) Damage to or loss of any programs, data, or removable storage media, whether it occurs during warranty repair or other repair service.
- 7) Software programs contained in or provided with equipment and warranted in accordance with the applicable software license agreement.

Students should pay special attention to item 5 above. Any attempt by students to dismantle, repair, alter, or modify school issued laptops will invalidate the manufacturer's warranty and the maintenance agreement. Repairs required for any of the reasons above will result in charges.

In many instances, repairs will be performed on campus. When they are not, the computer will be returned to the vendor. Units returned to the vendor for service during the first year of warranty are shipped air express, both ways. Shipping time and/or weekends may add three to five days to total time needed to return a repaired unit to a student. PAIS will maintain a loaner pool of laptops that can be loaned out while repairs are being made.

IF YOU RECEIVE A LOANER LAPTOP, YOU WILL BE RESPONSIBLE FOR DAMAGE THAT OCCURS TO IT AND/OR FOR ITS LOSS OR THEFT.

You will not receive your laptop until the loaner is returned, and you must return the loaned laptop within 24 hours of being notified that your computer has been repaired. This will help assure that loaner units are available for students who need them. For this reason we cannot guarantee that a loaner unit will always be available.

STUDENT EXPECTATIONS

Portable computers are expensive and easily stolen. Your best insurance against theft and damage is you! Be careful with your computer and treat it with respect. Your classroom performance depends on it. Always know where it is! Lock your room. Buy a laptop lock. Do not leave your computer in the Wise Community Center, common room, or dining hall. Never leave it lying around on the ground or in a backpack. Do not loan your laptop, laptop battery, or laptop power cord to anyone else. When your laptop is not in use, store it in the computer bag provided.

If a laptop has been lost or stolen, the student must notify his/her dorm parent, the Dean of Students, and PAIS **immediately**. The student is required to file a written police report with the Dean of Students and a written summary with PAIS. Students are reminded that the act of filing a false report may result in disciplinary action.

Parents will be responsible for a deductible of the current tech fee for a loss or theft claim. The deductible must be paid by the student before the stolen or lost unit is replaced. In the event a student reports a laptop stolen more than twice, parents will be responsible for the cost of a new replacement unit; all future technology fees due thereafter by the student will continue to be due.

NOTE: All school-issued laptops, power cords, and computer bags must be turned in to the technology office no later than the day before senior graduation for maintenance and upgrades that must be done while Proctor is on summer vacation. Returning students will receive their upgraded laptop upon their return in the fall.

Student withdrawal or dismissal: A student who has withdrawn or has been dismissed from the school must return the laptop, power cord, and computer bag before leaving campus. If the equipment is not returned, the student will be billed for the cost of replacements.

Proctor Academy reserves the right to alter the conditions of this policy from year to year depending on the history of theft and damage claims filed by Proctor students using laptop computers. Parents will be notified in advance of any changes to the policy or in rates and/or deductible.

Contract for Proctor Academy Technology Acceptable Use Policy

You are responsible for knowing and following these policies.

These policies promote the ethical use of networking at Proctor and apply to all telephone, voice mail, and data communications.

In support of Proctor Academy's mission of teaching and research, the school provides both computer and voice networks to facilitate access to information resources. Internet access is available to the Proctor community of students, faculty, and staff because we believe the Internet offers vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting millions of users all over the world. With access to computers and people all over the world, there comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials; an industrious user may discover controversial materials. Proctor Academy firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the school's educational goals.

Proctor Academy's Internet usage is to support research and education by providing access to unique resources and the opportunity for collaborative work. A student's account must be used in support of education and research and be consistent with our educational objectives.

Rights and Responsibilities:

Computer networks and telecommunication services provide access to resources on and off campus as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Sending or receiving any material in violation of any U.S. or state regulation is prohibited.

The use of the Proctor Network, which includes phones, e-mail, and Internet access, is a privilege not a right, and inappropriate use may result in a major violation and or a cancellation of that privilege. The system administrator, Dean of Students, or The Harrassment Committee will judge what is inappropriate use, and their decisions are final. Also, the system administrator may close an account at any time as required. The administration, faculty, and staff of Proctor Academy may request that the system administrator deny, revoke, or suspend specific user accounts.

System administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of misuse and/or unauthorized use or misuse or that have been corrupted or damaged.

Existing Legal Context:

All existing laws (federal and state) and Proctor Academy regulations and policies apply, including not only those laws and regulations that are specific to computers and networks but also those that may apply generally to personal conduct.

Misuse of computer network or information resources, such as the phone, Internet, or e-mail, will result in disciplinary action by Proctor, loss of right to use Proctor's computer system, and/or legal action. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable campus policies or procedures. Complaints alleging misuse of Proctor Academy resources will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of software protected by U.S. Copyright Law is subject to civil damages and criminal penalties, including fines and imprisonment.

Specific Agreements (The specificity of this section shall not limit the effect of the more general agreements contained elsewhere herein.)

The Student Agrees:

1. Never to share the password of various private accounts for email, file storage, and online resources with anyone and accepts responsibility for the use of the assigned accounts. The student understands that violations of these rules can be traced to his/her account.
2. Not to vandalize computers, software, voice or data network devices, or cabling.
3. To obey the rules of copyright.
4. Not to post personal communications in a public forum without the author's prior consent. All messages posted in a public forum such as a news group may be copied in subsequent communications, so long as proper attribution is given.
5. Not to use the network for any illegal activities. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or vandalism or destruction of computer files. In some cases, such activity is considered a crime under state and federal law.
6. Not to deliberately spread computer viruses. Computer viruses are programs that have been developed as pranks and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of Proctor Academy's network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
7. To use appropriate language. Profanity, obscenity or disrespectful language will not be tolerated on Proctor Academy's network. The student must use language appropriate for school situations as indicated by school policy.

8. To avoid offensive or inflammatory speech. Internet users must respect the rights of others, both in the local community and in the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a personal attack ("flame"), bring the incident to the attention of a harassment committee member, teacher, or system administrator.
9. To be aware that giving out personal information on the Internet can be dangerous.
10. Not to use a school account or network to post anonymous or false information. Individuals must take responsibility for their actions and words.
11. Not to intentionally search for, view, and/or distribute inappropriate materials.

Examples of Misuse:

This list is comprehensive, *but it should not be considered all inclusive*. If the school deems that a violation in the spirit of "tampering" has occurred, the student can not use as a defense that there has been no infraction simply because it does not appear on the list.

1. Using a computer account that you are not authorized to use.
2. Obtaining a password for a computer account without the consent of the account owner.
3. Using the campus network to gain unauthorized access to any computer systems. Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, voice or data networks.
4. Knowingly running or installing on any computer system or network or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, worms, and peer-to-peer sharing programs.
5. Attempting to circumvent data protection schemes or uncover security loop holes
6. Violating terms of applicable software license agreements or copyright laws. This includes software and music.
7. Deliberately wasting computing resources.
8. Using e-mail, instant messaging, iTunes, podcasting, blogs, or any other form of communication available through the digital network or voice mail to harass or to be disrespectful to others.
9. Masking the identity of an account or machine.
10. Posting on electronic bulletin boards or in chats materials that violate existing laws or Proctor's codes of conduct.
11. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner
12. Hosting a server, of any kind, without prior approval from the Network Manager is prohibited.
13. Tunneling of any kind is not allowed.
14. Wireless/Wi-Fi, switches, hubs, or any network reception devices can not be installed without prior approval from the Network Manager.

If you have questions or concerns about these policies, please contact Jim Cox or Susan Currier.

Jim Cox, Director of Technology
 Proctor Academy
 P.O. Box 500 - 204 Main Street
 Andover, NH 03216
 Tel: (603) 735-6288
 Fax: (603) 735-6801
 E-mail: jcox@proctornet.com

Susan Currier, PAIS Manager
 Proctor Academy
 P.O. Box 500 - 204 Main Street
 Andover, NH 03216
 Tel: (603) 735-6655
 Fax: (603) 735-6801
 E-mail: susanc@proctornet.com

Revised 5/13/2009 smc