

## ***Excerpt from the NYA HONOR CODE***

North Yarmouth Academy seeks to provide opportunities for educational excellence, both inside and outside the classroom, and to assist students in developing the social and ethical values necessary for community life, including personal integrity, judgment, and an appreciation of cultural and ethnic diversity. North Yarmouth Academy thus expects students, staff and faculty to conduct themselves in a manner that is consistent with the Academy's pursuit of its educational objectives, as the integrity of the North Yarmouth Academy community depends on each member's acceptance of individual responsibility and respect for the rights of others. All North Yarmouth Academy students must understand and respect all Academy policies and should recognize that membership in the North Yarmouth Academy community is a privilege. All members of the school community are honor bound to refrain from dishonest acts; dishonest acts include, but are not limited to, stealing, lying and cheating.

## ***COMPUTER USE POLICIES***

The NYA computer network places both great power and great responsibility in the fingertips of its users. The ethical questions related to the network do not differ from those related to other areas of school life, and students should be aware that the values in the school's Honor Code apply to their use of the computers.

Each student is provided with a password-protected user account on the network. All student work should be saved and stored on this account; this is the only personal account students should access from school equipment.

Students should keep in mind that their use of school computers, networks and Internet services is a privilege, not a right. The computers remain under the control, custody and supervision of the Academy. Students should have no expectation of privacy in their use of school computers.

While precautions will be taken to supervise student use of the Internet, NYA cannot reasonably restrict or prevent all inappropriate uses, including access to objectionable materials. Students are reminded that adherence to the Honor Code can help them develop appropriate judgment; when in doubt they should consult a faculty member for guidance.

The following are examples of unacceptable uses that may be considered violations of the Honor Code or incidences of severe misconduct:

- 1) Deliberately accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing and/or illegal.
- 2) Using the school's computers, networks and Internet services for any illegal activity or activity that violates other Academy policies, procedures and/or rules.
- 3) For safety, it is important that students never give out over the Internet personal information (address, phone number, etc.) to someone they do not know. ***It is imperative never to release such information about another individual.***
- 4) The security of the school's computers, networks and Internet services is a high priority. Any student who identifies a security problem should notify the system administrator immediately. The student shall not demonstrate the problem to others. Any student who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.
- 5) Copying or downloading copyrighted materials without the owner's permission.
- 6) Representing as one's own work any materials obtained on the Internet, such as term papers, articles, etc. When Internet sources are used in student work, the author, publisher and website must be properly identified.
- 7) Copying or downloading software without the express authorization of the system administrator.
- 8) Using the school's computers, networks and Internet services for non-school-related purposes, such as shopping, private financial gain, or commercial or political advertising or solicitation purposes. Incidental use for personal communication is permissible, provided such use complies with school policies, procedures, and rules.
- 9) Sharing passwords, using other students' passwords, and/or accessing other students' accounts.
- 10) Any malicious use, disruption or harm to the school's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- 11) Accessing chat rooms or news groups without specific authorization from the system administrator.
- 12) Accessing personal email accounts and/or creating from within the school homepages other than those provided by the school for student use.
- 13) Using the school's computers, networks and Internet services for games, including online games or games included within homepages.
- 14) Using the school's computers, networks and Internet services to forward any chain letter or spam-type mass mailing.
- 15) Using the school's computers, networks and Internet services to send any mass mailing without prior permission from a faculty/staff member who is specifically copied on any such communication.

