

e**SUMMER**

*at* PHILLIPS ACADEMY

# BLUE BOOK

Student Handbook 2021



Phillips Academy  
**ANDOVER**

Dear Students and Families,

Welcome to eSummer at Phillips Academy! We are delighted that you have chosen to become part of our summer community, we are and committed to providing you with an outstanding academic experience.

Please consider this *Blue Book* an essential resource as you navigate your way this summer. In the pages ahead, we highlight our community's shared expectations and values. More specifically, we outline our commitment to respect, inclusivity, honesty, integrity, and service in our everyday behaviors and choices.

We, the faculty and staff at Andover, do our best to create an environment in which you can grow and learn. We seek opportunities to support, guide, and celebrate your progress. We have terrific faith in you, and we do all that we can to help you learn, work, and engage with integrity. We encourage you to lead with moral courage, to care for one another and our community with compassion and generosity, and to persevere with grit and optimism.

We expect that you will use the *Blue Book* to inform your academic decisions and hope it will provide both the guiding principles and the practical details you will need to thrive during the summer. All students and families should read this handbook carefully and be sure to sign the online Enrollment Agreement to confirm acceptance of Phillips Academy's standards and rules.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Beth Friedman', with a long horizontal flourish extending to the right.

Beth Friedman  
Director of Outreach & Summer Session

## STATEMENT OF PURPOSE

Phillips Academy's Constitution charges the faculty to teach "youth from every quarter" to aspire equally to knowledge and goodness. This obligation challenges students to develop what is finest in themselves and others, for others and themselves. Phillips Academy is committed to nurturing an intentionally diverse, inclusive community that encourages students and adults to respect, inspire, and learn from one another. Guided by the ideal of *non sibi*, leading lives "not for self," the Phillips Academy community promotes a balance of intellectual curiosity, engagement, leadership, and service in the pursuit of excellence: academic, civic, and moral.

## STATEMENT OF VALUES

### ***Non Sibi***

We strive to embody the ideal of *non sibi* (not for self) with intentional teaching, learning, and engagement guided by a sense of responsibility toward the global community and natural world.

### **Youth from Every Quarter**

We are committed to creating an equitable and inclusive school in which students from diverse backgrounds, cultures, and experiences—including race, ethnicity, nationality, gender, socioeconomic class, sexual orientation, gender identity, religion, and ability—learn and grow together.

### **Knowledge and Goodness**

We challenge students in mind, body, and spirit such that they may pursue the knowledge, develop the skills, and sustain the integrity needed to lead a responsible, fulfilling life.

## Nondiscrimination Policy

*Phillips Academy admits qualified students of any race, color, national or ethnic origin, sex, gender identity or expression, religion, sexual orientation, disability status, or any other status protected by applicable law, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Phillips Academy does not discriminate on the basis of race, color, national or ethnic origin, sex, gender identity or expression, religion, sexual orientation, disability status, or any other status protected by applicable law, in the administration of its educational, admissions, financial aid, athletic, and other school-administered programs.*

# THE BLUE BOOK

We hope that by being clear about expectations and policies we will inspire positive participation in all areas of the school, promote learning, and encourage the realization that respect for self and for others is at the heart of our community. The sections below are included to clarify the community's expectations of all students.

The *Blue Book* does not limit the discretion of the Academy to alter its rules and procedures. While the rules and procedures outlined in this handbook apply under most circumstances, from time to time there are situations that require nonstandard or atypical responses. Therefore, the Academy reserves the right, in its sole discretion, to deal with instances of inappropriate behavior by taking such actions it deems to be in the best interests of the Academy, its faculty, administrators, staff, students, and overall school community, even if those actions deviate from the general guidelines set forth in this book. The *Blue Book* is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between Phillips Academy and any parent, guardian, or student affiliated with or attending Phillips Academy. The Academy always reserves the right to discipline, dismiss, or require the withdrawal of any student whenever the student's misconduct or suspected misconduct poses a severe risk of harm to self or the community.

## ACADEMIC EXPECTATIONS AND POLICIES

### Academic Integrity

Honesty is the basic value on which this community rests and is an essential component of academic integrity. Academic integrity is demanded by the very nature of a school community. Honesty in the academic area means claiming as one's own only that work which is one's own. All scholarship builds upon the ideas and information of others; the honest person makes clear in written work exactly what the source of any borrowed information or idea is, whether it be library materials, the internet, classmates, or family members. Since words are the bearers of both information and the unique style of the writer, the words of others, if borrowed, must be properly acknowledged. In addition, work done for one course may not be used to secure credit in another. It is not acceptable to submit one piece of work (e.g., notes, computer programs, lab reports, papers, etc.) to more than one course without prior consultation with and written permission from all instructors involved.

When a student fails to meet Academy expectations of academic integrity, the instructor, consulting with the deans, determines the level of the infraction based on knowledge of the full context in which the infraction occurred. The levels of infraction are as follows:

- **Level 1** infractions: “Failure to follow instructions”
- **Level 2** infractions: “Failure to adequately cite the work of others”
- **Level 3** infractions: “Academic dishonesty”

While administrators will draw on their experience of similar cases to help ensure consistency in applying these levels of infraction to each individual case, interested parties who are not employed by the Academy—including parents and guardians—play no role in making this determination.

**Level 1** infractions do not invoke a formal disciplinary response, but are recorded by the administrative team.

**Level 2** infractions also are recorded by the administrative team; however, **Level 2** infractions require that the student meet via phone or video conference with an administrator, who will issue a formal letter of discipline.

**Level 3** infractions—cases of academic dishonesty—may necessitate that the student have a phone or video conference with the program director.

**Level 2 and Level 3** infractions also may carry an academic penalty (for example, a grade of 0, a lesser grade penalty, or a required redo of an assignment or paper), to be determined by the instructor and administrator. Students are required to read and be familiar with the contents of the online Academic Integrity Primer. If a student is unsure about how a particular provision of the primer pertains to a particular course, the student should discuss the matter with the instructor at the beginning of the course.

## **Workload & Major Assignments**

The specific course load of students will vary depending on the course(s) in which they are enrolled. Generally, each student is expected to put in 60 to 120 minutes of academic work each day, which may include video viewing, reading, writing, project work, etc.

## **Attendance & Absences**

Students are expected to meet all academic obligations, completing and submitting assignments based on course deadlines. A pattern of missed assignments may result in administrative action or a failing grade.

## Academic Reports

Students and families receive midterm academic progress reports from teachers, who may suggest extra help or administrative intervention if needed. At the end of the session, teachers submit narrative reports that are made available to students and families at the program's close.

## Class Behavior

All students in all programs are expected to engage with and participate in courses, and should complete all required assignments on time and to the best of their ability. Unsatisfactory behavior in online forums will not be tolerated and could lead to dismissal from the program. Online interactions with peers and teachers must adhere to the same guidelines of appropriateness as in-person interactions and must model respect and integrity at all times.

Expectations for academic integrity are the same for online programs as for Phillips Academy's in-person courses; violations of the academic integrity policy will be dealt with in a similar manner for these programs as in the case of such infractions on campus.

## Withdrawal from eSummer

Students who withdraw or are dismissed from the program will not receive final grades and reports.

## Grades

All eSummer courses are taken for a mastery rating using an adapted version of Phillip Academy's 0–6 scale.

0	1	2	3	4	5	6
<i>Emerging</i>			<i>Progressing Toward Mastery</i>		<i>Demonstrating Mastery</i>	<i>Extending Mastery</i>
Students rarely meet the standard, or demonstrate mastery of just a few of the standard's component parts.			Students may meet the standard occasionally, but not with reliability.		Students can consistently meet the standard.	Students not only meet the standard consistently, they go above and beyond.

## Transcripts and Credit

Transcripts—which include students' grades and teacher comments—are available to students and families online through the Parent Portal approximately two weeks after the end of the program. Transcripts can also be requested by emailing the Summer programs office with a formal request, along with written permission to share information directly with a student's home institution. **Credit for courses taken at Andover during the summer will be determined by the student's home institution.**

## ACTIONS FACULTY MAY TAKE TO SUPPORT STUDENTS

The eSummer curriculum is fast paced; therefore, academic performance is monitored from the very beginning of the program. Initially, instructors will respond to poor performance with individual help strategies. If the student does not make use of those strategies, the instructor will notify the administrators, who will meet via phone or videoconference with the student to address the academic issues. There are a number of responses to poor academic performance; they are all intended to help the student make full use of the Academy's supportive resources and to teach the student self-reliant study habits. Should the student refuse to become academically engaged in the program, one or more of the formal disciplinary actions outlined in this handbook may be undertaken.

At any point in the program, if an adult is concerned about any aspect of a student's performance—including engagement, effort, grades, behavior, or general well-being—that person may notify the administration.

### Academic Warning

Academic Warning signifies that a student has been performing substantially below expectations and, unless there is significant improvement, the student may be advised or required to withdraw.

### Advise/Require to Withdraw

If it is determined that a student is unable to meet the academic demands of the program, the student may be **advised** to withdraw. In some instances, the student may be **required** to withdraw unless substantial improvement is made.

## COMMUNITY EXPECTATIONS & POLICIES

The discipline system of Phillips Academy's summer programs is based on maintaining the safety of all members of the community. Students should expect to be dismissed from eSummer for behavior that violates the community's guiding values and major rules.

We hope that by being clear about expectations and policies we will inspire positive participation in all areas of the school, promote learning, and encourage the realization that respect for self and for others is at the heart of our community. The sections below are included to clarify the community's expectations of all students.

# GUIDING VALUES

## Honesty

Honesty is the basic value on which this community rests. We expect honest behavior in all areas of school life, formal and informal, curricular and extracurricular. Honest and tactful communication among peers, students, parents, faculty, and staff is essential to the healthy functioning of our institution.

## Respect for Self

Respect grows from honesty. Self-respect depends on a willingness to accept intellectual challenge, to care sensibly for the health of one's own body, and to be honest about one's feelings and identity. School is a time of great discovery, and students will inevitably spend valuable time processing the multifaceted nature of their own racial, gender, sexual, and socioeconomic identities and those of others.

## Respect for Others

Despite not being housed on campus, you are a member of our community for the summer—and with that membership comes rare opportunities for cooperation, collaboration, and lasting friendships with peers and faculty. Because we are a diverse school comprising people with a huge range of identities, interests, and traditions, respect for others is paramount to the integrity and fabric of our lives here. We seek to develop cultural competency for all community members to cultivate an inclusive learning community and combat prejudice and discrimination in all forms.

We ask, for example, that you be respectful and appropriate in all verbal and electronic communications and that you consider carefully how your words, dress, and actions influence others and, in certain instances, have the potential to harm if they are not chosen thoughtfully. Words, images, actions, or other conduct that discriminates, attacks, disparages, demeans, intimidates, or offends an individual group based on their identity have no place in our community. Offensive behavior can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets. We expect that students will intervene, as appropriate, and engage a trusted adult when they witness behavior that negatively affects others. By listening when someone else is speaking in class, following directions given by an adult in the community, using public forums appropriately, and considering how behavior and communications affect or influence others, we are showing respect for all members of the Andover community.

## MAJOR OFFENSES

The following list is intended to be a guide, not a comprehensive list, of unacceptable behavior while attending eSummer. If students have a question about whether something is a major school rule, they should ask an instructor, house counselor, or dean. Participating in or aiding, abetting, inciting, encouraging, or supporting any of the following will result in a response from the school, including the deans, school physician, or school psychologist, as appropriate.

### Community

- Actions threatening or posing a risk of harm to the health, safety, or well-being of self or other persons.
- Malicious, threatening, or defamatory remarks of any kind, including words, images, actions, or other conduct that attack, disparage, or demean an individual or group based on identity.
- Infliction of personal injury, including hazing, violation of privacy (including the use of any recording or imaging technologies), or actions or communications (verbal or written) constituting harassment of any kind. Students who are involved in acts of hazing, harassment, or bullying may be virtually called before the Community Conduct Council.
- Misuse of electronic communication devices.
- Serious or repeated absenteeism from required school appointments, engagements, or assignments.

### Dishonesty

- Dishonesty, including but not limited to lying, cheating, plagiarizing, misuse of sources, dual submissions of academic work, or facilitating cheating; or fraud of any kind.

### Technology

- Violation of the [Academy's Technology Acceptable Use Policy](#), including failure to comply with copyright laws; repeated or excessive downloading and sharing of any copyrighted material (movies, music, video, etc.); and/or any destructive, inappropriate, and/or hacking behavior. Students are responsible for all content contained on or communicated from personal devices.
- Downloading, distributing, or sharing sexually explicit material.
- Engaging in cyberbullying.

## Other

- Gambling.
- Failure to live up to the terms of probation.
- An accumulation of offenses that have resulted in repeated disciplinary responses or that otherwise clearly indicate an unwillingness or inability to participate within school behavioral guidelines.
- Failure to cooperate in an investigation regarding a possible rule infraction.

## **Sexual Misconduct, Harassment, Discrimination, Hazing, and Bullying and the Community Conduct Council (CCC)**

The Academy is committed to establishing an environment that respects diversity, encourages people of diverse backgrounds and beliefs to understand and respect one another, and is free from discrimination and harassment based upon any legally protected status, including race, color, sex, religion, national origin, gender identity, gender expression, sexual orientation, age, or mental/physical abilities.

Sexual misconduct, harassment, discrimination, hazing, and bullying (including cyberbullying) are serious offenses, prohibited by federal and/or state law as well as the Academy's policies. Verbal, physical, or electronic conduct that has the effect of creating an intimidating, hostile, or offensive environment for any member of the community or of materially and substantially disrupting the educational process or the orderly operation of the Academy, will not be tolerated. This conduct is prohibited at all times in all places and online spaces as part of a student's engagement with Phillips Academy. In addition, retaliation against any individual who has brought inappropriate behavior to the attention of the Academy or who has cooperated

Faculty, administrator, and staff members must maintain healthy, respectful boundaries and relationships with students at all times. Romantic or sexual relationships between Academy employees and students of any age, including students over the age of 18, are strictly prohibited. Faculty and staff are advised that physically, emotionally, or sexually abusive conduct by faculty or staff directed toward students of the Academy under the age of 18 must be reported to the Massachusetts Department of Children and Families and other law enforcement agencies.

The Academy endeavors to achieve an educational environment that is free from sexual misconduct, harassment, discrimination, hazing, and bullying. The Academy has created a Community Conduct Council, which has the responsibility of supporting the administration in responding to, investigating, and making recommendations intended to remedy such conduct.

## Reporting Complaints

Students who have experienced sexual misconduct, hazing, harassment, discrimination, or bullying by another student or by an adult, who have witnessed such an incident, or who otherwise have relevant information about such an incident, should bring the matter immediately to the attention of a trusted adult, the director of outreach and Summer Session (978-749-4410), the regular session dean of students (978-749-4175), the director of human resources (978-749-4105), or the Summer CCC (978-749-4739). Parents/guardians, students, faculty, and staff may also make reports through the Academy's confidential web intake, [www.andover.ethicspoint.com](http://www.andover.ethicspoint.com), or by calling 844-302-0434. The website and hotline number are hosted externally by Ethics Point.

The individual receiving the complaint will ensure that it reaches the proper channels for investigation. Also, any student who is subject to retaliation or who knows of another student who has been subject to retaliation as a consequence of reporting such an incident is likewise required to report it promptly. A parent who has witnessed or otherwise has relevant information about sexual misconduct, harassment, discrimination, hazing, or bullying of a student is strongly urged to promptly notify the deans or the director. Any member of the faculty or staff of the Academy who witnesses or otherwise becomes aware of sexual misconduct, harassment, discrimination, hazing, or bullying in violation of this policy or who becomes aware of retaliation against a student or adult who provides information concerning a violation of this policy is required to report it immediately to the director, a dean, or the CCC. Members of the faculty or staff may not make promises of confidentiality to a student or parent who informs them of an allegation of sexual misconduct, harassment, discrimination, hazing, bullying, or retaliation.

Students and parents may make reports anonymously, but generally no disciplinary action will be taken based solely on an anonymous report. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Also, while the Academy cannot promise strict confidentiality because information must be shared in order to conduct an effective investigation, the Academy will treat information that it receives regarding potential sexual misconduct, harassment, discrimination, hazing, bullying, and retaliation with sensitivity and only on a need-to-know basis, such as to conduct a comprehensive and effective investigation or to ensure that the requirements of this policy and applicable law are met. It is important to note that the Academy is responsible for the safety of the entire school community and, therefore, may need to share information and investigate concerns about sexual misconduct, hazing, harassment, or bullying once the Academy becomes aware of it, even if a formal complaint has not been filed. If a notifying individual requests confidentiality and/or requests that the Academy not investigate, the Academy will weigh this request against

concerns regarding the safety of the full Academy community. If the Academy reasonably believes that the reported conduct poses safety risks to the community, the Academy must take action, such as through an investigation, regardless of the request for confidentiality and/or not to investigate.

### **Reporting to Authorities**

In accordance with Massachusetts law, the Academy will report to the Department of Children and Families (DCF) any incident of suspected abuse or neglect of students under the age of 18. The director or regular session dean of students (or designee) will also report suspected instances of unlawful conduct involving students to local law enforcement agencies as appropriate and/or required by law.

### **Investigation Process**

Once contacted, either by a student or an adult, the deans, Director, and/or the CCC may pursue an informal or formal process depending on the nature of the complaint. In situations for which an informal process is appropriate, the CCC may provide advice to the complainant as to how to respond to the situation independently. Alternatively, the CCC may obtain support for the complainant to moderate a conversation, in person or in writing, between the complainant and the respondent. Such mediation may be conducted by a dean, counselor, or other appropriate individual.

In the event that an informal process is unsuccessful or inappropriate, the CCC will initiate a formal investigation of the complaint. All members of the Academy community are expected to cooperate fully with any investigation under this policy. A CCC investigation may include, but is not limited to, interviews of those individuals directly involved in the incident and relevant witnesses, and collecting documents and any other evidence bearing on the incident. The CCC may need to interview involved parties more than once in order to gather pertinent information. Each participating student is encouraged to have an adult member of the community present as support. The CCC will at all times during the process maintain confidentiality to the extent, in its judgment, the situation permits.

## **DISCIPLINARY RESPONSES TO RULE VIOLATIONS**

When there is sufficient concern, the community responds to the student as a whole by encouraging personal growth and the acceptance of responsibility. In all instances of major offenses, parents/guardians will be notified before and after disciplinary action.

When a rule violation is suspected, a faculty or staff member normally will question the student about the suspected violation and ask for a response. As necessary, a member of the faculty or administration will investigate the event. When appropriate, parents/guardians are also notified.

Once it is determined that a rule violation has occurred, administrators will investigate the violation and determine the appropriate response. Dishonesty by a student during a disciplinary investigation will lead to a recommendation for an immediate dismissal. **Any student who is dismissed, regardless of when that dismissal occurs during the summer program, will not receive grades, reports from instructors and house counselors, or a completion certificate.**

### Censure

Censure is given by administrators to a student who has shown very poor judgment, particularly in connection with a major rule, or whose behavior warrants the immediate attention of the student's parent/guardian. A letter or email is sent home to the student's parent/guardian.

### Probation

Probation is given by administrators to a student who has broken a major rule or whose behavior has raised the question of whether he or she should continue to be part of eSummer. A telephone call is made to the parent/guardian, and a letter or email is sent home. Any additional rule violation may result in dismissal.

### Dismissal

A decision for dismissal is made by the director in consultation with other administrators and relevant faculty when a student's behavior has made it impossible to allow him or her to continue in the eSummer program. **Failing grades are not a reason for dismissal; however, an egregious pattern of unacceptable behavior could lead to a requirement to withdraw.** A telephone call is made to the parent/guardian in cases of dismissal.

## COMMUNICATION RESOURCES

Students are responsible for retrieving and responding to all official notices sent to them via email and text, as well as those housed in the Academy's internal portals and learning management system. All students **MUST** check their mobile phone and Andover email **AT LEAST ONCE A DAY** for messages.

# TECHNOLOGY ACCEPTABLE USE POLICY

## Scope

The Academy's technology policy applies to all authorized users who access the Academy's network or equipment using Academy-owned or personally-owned equipment.

## Purpose

The technology resources at Phillips Academy include, but are not limited to, all networking, hardware and software, internet access, email, telephone equipment, WPAA radio station, and voicemail. These services are provided to support the educational and administrative activities of the school and should be used for those purposes. Use is a privilege, not a right.

Use should always be legal, ethical, and consistent with the Academy's Statement of Purpose, its policies on honesty and integrity, its general standards for community behavior, and the Written Information Security Policy.

Incidental personal use of the Academy's technology resources must not interfere with the community member's performance or with the community's ability to use the resources for professional and academic purposes.

Use of the Academy's technology resources or data for personal business, political campaigning, or for a commercial purpose is prohibited, except as authorized by the Academy.

## Authorized Use

An authorized user is any person who has been granted authority by the Academy to access its computing, network, or telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the Academy's network using Academy-owned or personally-owned equipment, you have consented to the Academy's exercise of its authority and rights as set out in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.

Students are provided with email accounts and internet access.

Whenever a user ceases being a member of the Academy community, access to the Academy's computing, network, and telephone systems shall cease effective on the date of separation.

## Privacy Expectations

The Academy's network resources, including all telephone and data lines, are the property of the Academy. The Academy reserves the right to access, view, or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the Academy's network. It may be required by law to allow third parties to view stored data and said data may become evidence in legal proceedings. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, message delivery issues, or monitoring.

Users must recognize that there is no guarantee of privacy associated with their use of Academy technology resources. Users should not expect that email, voicemail, or other information created or maintained in the system (even when marked "personal" or "confidential") are private, confidential, or secure.

## Legal and Responsible Use

No user may act in ways that invade the privacy of others, are unethical, or fail to comply with all legal restrictions regarding the use of electronic data. All users also must recognize and not violate the intellectual property rights of others.

All users must maintain the confidentiality of information specified in federal and state laws and the Written Information Security Program (WISP). This excerpt from the WISP defines Personal and Sensitive information.

"This Program sets forth the Academy's policies for accessing, collecting, storing, using, transmitting, and protecting electronic, paper, and other records containing Personal Information, as well as sensitive Academy information resources.

For Purposes of this Program, "Personal Information" means an individual's first name and last name, or first initial and last name, in combination with any one or more of the following data elements that relate to such individual: (a) social security number, (b) driver's license number or state-issued identification card number, or (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number, or password that would permit access to an individual's financial account. "Personal Information" does not, however, include information that is lawfully obtained from publicly available information, or from federal, state, or local government records lawfully made available to the general public. In addition to "Personal Information" as defined above, the Academy also defines the following as Sensitive in nature and thereby subject to safeguards commensurate with the risk and sensitivity of the information: (a) health information, (b) student records, (c) employment information, (d) donor and alumni information, and (e) any information that, if disclosed, altered, or lost, would pose a reputational risk to Phillips Academy."

Making public remarks that defame or disparage the Academy's students or that recklessly disregard or distort the truth of the matters commented on, is prohibited.

All users must refrain from acts that waste Academy technology resources or prevent others from using them. Users will not access, modify, or delete others' files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to tamper with or degrade the performance of an Academy computer system, telephone system, or network or to deprive authorized users of access to or use of such resources are prohibited.

Students may not send broadcast email or broadcast voicemail without prior permission from the dean of students or director of student activities.

Users are responsible for both the content and possible effects of their messages on the network. Altering electronic communications to hide your identity is considered forgery and is prohibited.

Cellular devices should always be turned off or placed on vibrate mode during classes, concerts, and lectures, and in a library setting, computer center, or any venue where a ringing phone may cause disruption.

## **Copyright and Licensing**

Users will abide by all copyright, trademarks, patent, and other laws governing intellectual property.

No software may be installed, copied, or used except as permitted by law. Users must strictly adhere to all software license provisions.

Software downloaded from the internet or obtained elsewhere cannot be installed on Academy equipment unless approved by the Office of Information Technology.

Use and/or distribution of others' intellectual property (including, but not limited to, text, images, sound, and software) without permission of the copyright holder is a federal crime and can result in criminal penalties, even if the material is distributed for free, with no monetary gain to you.

## **Inappropriate Materials**

The Academy prohibits faculty, staff, and students from keeping pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files, or other electronic materials.

Use of the Academy network or equipment by any authorized user to create, access, download, edit, view, store, send, or print materials that are illegal, offensive, harassing, threatening, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene, or otherwise inconsistent with the values and general standards for community behavior of the Academy is prohibited. The Academy

will respond to complaints of harassing or discriminatory use of its technology resources in accordance with its Anti-Harassment and Anti-Discrimination Policy. These provisions are not intended to prohibit an authorized user from carrying out assigned educational, employment, or administrative functions.

The receipt of any inappropriate material, as described above, should be saved and reported as described in [Policy Enforcement and Sanctions](#).

## Security

Each user is responsible for the security and integrity of information stored on the user's computer, third party storage platforms (Dropbox, iCloud, etc.), or voicemail system. Computer accounts, passwords, security codes, and other types of authorization are assigned to individual users and must not be shared with or used by others. Phillips Academy, at its sole discretion, reserves the right to bypass such passwords and to access, view, or monitor its systems and all of their contents. By accessing the Academy's system, you have consented to the Academy's right to do so.

Anyone accessing Phillips Academy systems is required to change their Active Directory password every 12 months (365 days).

Use of voicemail security codes is required.

Procuring, removing, or relocating Academy-owned technology resources requires prior authorization from the Office of Information Technology.

Students and faculty who live in dormitories are provided the opportunity to connect to the Academy network. Student use of modems in the dormitories is prohibited. For faculty members, modem use is prohibited on computers that are directly connected to the Academy network.

Users may not attempt to circumvent or subvert the security provisions of any other system.

For security and network stability reasons, personally owned devices such as hubs, switches, routers, wireless access points, and servers or server services cannot be installed on the Academy's network or anywhere on campus, unless authorized by the Office of Information Technology.

Users are required to have updated virus protection software on their computers when connecting to the Academy network. Any computer found to be infected with viruses or malware to the extent that it may negatively affect other computers or general network performance will lose network services. Services will be restored once a member of the Office of Information Technology has verified that all viruses and malware have been removed and proper, updated anti-virus software is installed.

## The Internet at Andover

There are risks involved with using the internet. To protect personal safety, internet users should not give out personal information to others via email, social networking sites, bulletin boards, or other systems. The Academy cannot guarantee that users will not encounter text, pictures, or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. As with email, information that a user places on the internet is akin to sending a postcard rather than a sealed letter. Its contents can last indefinitely and may be accessed by system administrators on this campus and elsewhere.

- Users must be aware that some material circulating on the internet is copyrighted and subject to all copyright laws. Materials taken from the internet must be properly footnoted.
- Users must be aware that some material circulating on the internet is illegally distributed. Users must never use the Academy's system to download illegally distributed material.
- Users are cautioned not to open email attachments or download any files from unknown sources, in order to avoid damaging their computers and bringing destructive viruses into the Academy's system.

## Policy Enforcement and Sanctions

All members of the community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the loss of computer, telephone, or network access privileges, disciplinary action, and dismissal/termination from the Academy. Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the Academy may initiate or assist in the prosecution of any such violations to the full extent of the law.

Any suspected violation of this policy should be reported immediately to the director of the Office of Information Technology, as well as to the dean of students (if the suspected violator is a student), the dean of faculty (if the suspected violator is a faculty member), or the director of human resources (if the suspected violator is an administrator or staff member).

## CONTACT

### Summer Programs Main Office

978-749-4400

#### Office Fax

978-749-4415

### Summer Programs Office Email

summer@andover.edu

### Office Hours

#### Main Office

Monday through Friday

8:30 a.m.–4:30 p.m.



Phillips Academy

**ANDOVER**

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The rules and procedures set forth in this *Blue Book* are of general applicability and are intended to be followed in normal situations. There are, however, situations from time to time that require immediate, nonstandard responses, and the Academy reserves the right to enforce rules and take actions in the manner it deems to be in the best interest of the school, its faculty, and its students. Therefore, the rules and procedures set forth in this handbook do not limit the authority of the Academy to alter its rules and procedures to suit changed circumstances. Students should, at all times, be familiar with the Academy's general expectations and the general procedures that will be followed in the event of any deviations from those expectations.

Those who show an unwillingness to conform to the rules and spirit of eSummer, accumulate a record of lesser offenses that have resulted in numerous appearances before the deans, or neglect their work, commit plagiarism, or jeopardize the welfare of others will be required to withdraw or be placed on probation. Failure to meet the requirements of probation will result in dismissal.