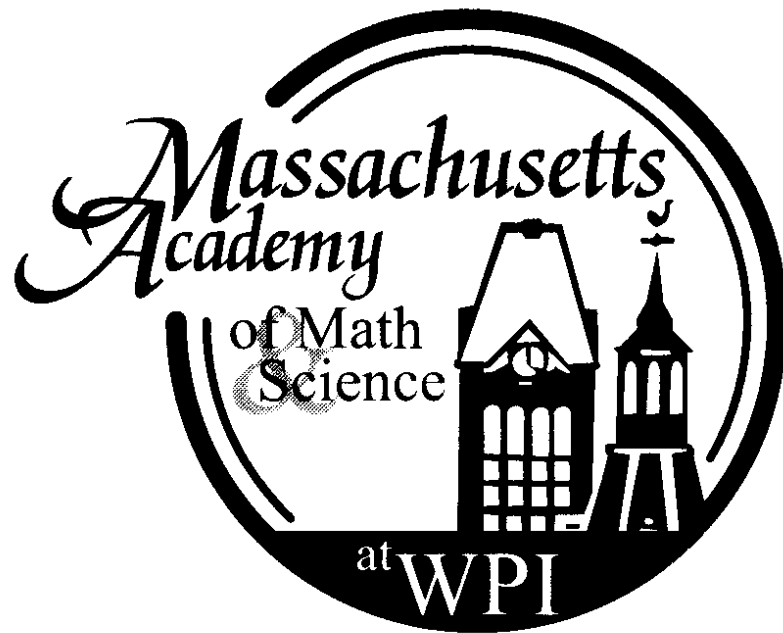


Student Handbook

2007-2008



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This Handbook is the joint effort of the Academy faculty,
administration, staff, and students.

The Handbook is an annual document. It will change as our
community evolves.

Modified June 2007

Our Mission

The mission of the Massachusetts Academy of Mathematics and Science is to address the changing needs of the technologically advanced community of the 21st century by pioneering a new vision of mathematics and science education. In keeping with this vision of creating a public laboratory school focused on nurturing the potential of students with exceptional aptitude in mathematics and science, we have formed a community of learners committed to the following:

- Lifelong learning by providing the tools, skills, and strategies for students to engage actively in their own scholarship
- Excellence and innovation in teaching practice, providing a model for schools in the Commonwealth of Massachusetts
- Evolving curricula which are project-based, interactive, and infused with technology
- The value of a liberal arts education

Our Community

The Massachusetts Academy of Mathematics and Science is a community of enthusiastic learners who are committed to excellence. Faculty and students work closely together thereby creating an environment that encourages collaborative learning, respect for individuals, and a willingness to learn and to explore both individually and in groups. Our community is open to all qualified students regardless of race, sex, color, religion, national origin, sexual orientation or disability.

Our Values

We expect all members of our community to demonstrate the following:

- Civility in social interactions, with an emphasis on support for one another
- Honesty, diligence, persistence, and curiosity in all academic endeavors
- Involvement in community affairs and activities
- Intellectual, moral, and social growth

We support the following:

- Passion for ideas with an emphasis on open, rich communication
- Thoughtful conduct
- Respect for diversity
- Service to community

Our School

The Academy represents a collaboration among the Commonwealth of Massachusetts, Massachusetts' public high schools, and Worcester Polytechnic Institute (WPI). Located near the main WPI campus, the Academy offers students access to many WPI services, activities and facilities. During their tenth grade year, students from Massachusetts public and private schools may apply for admission to the Academy's two-year program (grades 11 and 12). Students in grade eleven attend a full-day program taught by Academy faculty. Students in grade twelve, together with matriculated WPI students, attend college classes taught by WPI faculty.

Academic Requirements

Academic requirements are based on the belief that all Academy students are capable, interested, and motivated, and that all Academy staff are highly competent, attuned to student needs, and willing to mentor and guide students. In the rare instances where there is academic failure, policies exist that address the best interests of students and that meet obligations to the Commonwealth.

Grade 11

Academy staff maintain high expectations for student performance. In a variety of ways, all core courses are rigorous and fast moving. Teachers employ many teaching styles, especially non-traditional ones. Student assessment occurs in many forms, including written tests, portfolios, presentations, individual and group projects, and classroom participation. With regard to standardized assessment, the College Board PSAT must be taken at the Academy, as must the MCAS, if the latter has not been passed elsewhere.

Students, parents, and/or guardians receive performance reports for core and elective courses each term. At the end of Term A, a narrative describes each student's progress toward mastery of school and state standards, and a parent-teacher conference follows. At the end of Term B an interim letter grade is given. At the end of Term C both an interim grade and a narrative are given. A final grade for the year comes at the end of Term D. Parents, faculty, or administration may request additional meetings throughout the school year.

Core courses use a grade scale of A, B, C, D, or F. Most electives are Pass/Fail.

During Term D, students choose a full year of classes at WPI that must be pre-approved by the Academy faculty. Promotion to the senior year, however, is not automatic; eligibility is determined during a review of each student's year-long performance, which is based on our values and academic requirements. Students must earn

final grades of C or better in all core courses and pass all electives taken. They must also fulfill our chemistry requirement. Students who do not meet the above requirements will likely be dismissed from the Academy.

The Academy does not calculate class rank or GPA, and a statement to this effect appears on the Academy transcript.

Grade 12

The standard Grade 12 academic program consists of twelve college-level courses (including a basic skills math exam), a Senior Independent Study Project (SISP), and summer reading. Academy seniors must successfully complete all of these.

Seniors must take three courses (approved by Academy faculty) in each of WPI's four, seven-week terms (A, B, C, and D). Each term must include one mathematics course, one humanities course, and one science, computer science, or engineering course. Two of the math courses must be Calculus I and II or their equivalent. Two of the humanities courses must be in English Language and Literature; a third must be in United States history unless the student has previously fulfilled this requirement.

In Terms B, C, or D a student may opt to take a fourth WPI course (an overload) at his or her own expense. This option may be exercised only if the student has earned an "A" grade in each course in the immediately preceding term and only with the written approval of the Academy administration. Passing an overload course will neither reduce the three-course-per-term requirement nor serve as a make-up course (see below).

Each seven-week WPI course is equivalent to a fourteen-week course in a standard college semester, and each course necessarily moves very quickly. At the midpoint of each term, the Academy requests an informal report from each WPI faculty member who has Academy seniors enrolled in his or her course. The Academy staff contacts and advises any student whom we learn to be in difficulty.

It is imperative, however, that Academy seniors monitor their own performance and, if necessary, seek immediate assistance from Academy faculty, WPI faculty, and/or members of the WPI Math and Science Help (MASH) organization or the WPI Writing Center.

Performance of Academy seniors in WPI courses is evaluated in the same manner as WPI students. Grades for WPI courses are A, B, C, or “NR”(No Record). A grade of NR appears on Academy transcripts as “NC”.

For an Academy senior, a WPI grade of NR is a failure, as is a SISP grade of F (see below). **Failure in a Term A course results in dismissal from the Academy program.** The intent of this policy is to ensure that a student who is failing in the program has an opportunity to transfer to another high school and to complete that school's graduation requirements by the end of the senior year.

A failure in Terms B, C, or D will prompt a reevaluation of the student's enrollment in the Academy and may lead to dismissal. In the event of a Term B, C, or D failure, a student who is not dismissed must make up the failed course or project between the end of Term D and September 1st of the year of graduation in order to receive an Academy diploma. The make-up course must be pre-approved by the administration and must be taken at the student's expense. An Academy senior who fails two or more WPI courses or a WPI course and SISP will not receive an Academy diploma and may not participate in the Academy commencement.

At the end of each term, WPI issues grades electronically and reports them to the Academy for inclusion in the student's Academy transcript. A WPI transcript may be obtained upon request to the Registrar's Office at WPI. An Academy transcript, which includes WPI grades, may be obtained upon request to the Academy.

SISP requires the student to plan and execute an independent study project of about 100 hours duration. Topics range widely. The SISP advisor approves the topic, monitors progress, and awards a grade. Details appear in the SISP Guide. SISP grades are A, B, C, F.

There is a summer reading requirement. Faculty identify books for summer reading at the end of the junior year. The texts are discussed and written about near the start of A term of the senior year. Summer Reading is graded pass/fail.

Community Service

Each academic year, every Academy student must complete 56 hours of documented, supervised community service (112 hours total). This service represents an opportunity for the students of the Academy to acknowledge the support of the citizens of the Commonwealth by working in a direct way with the disadvantaged members of our society. Students may not receive payment for their service, and it should not primarily benefit organizations, clubs, teams, associations, or churches, etc. to which the students belong.

The Academy administration must pre-approve community service and register that approval on community service forms. On the same forms, supervisors at the community service site must “sign-off” on the work of the Academy students. Juniors must complete and document the year’s community service requirement to enroll for senior year courses. Only seniors who have completed and documented the year’s community service requirement will be eligible to receive a diploma from the Academy.

Graduation

The Academy grants a high school diploma for successful completion of the program. A student who wishes to receive a diploma from his or her sending high school should check with that school. All students participate in the Academy’s commencement exercises unless they have received two or more NC’s. Students who receive one NC or who do not complete their community service requirement will not receive their diploma at commencement. An Academy diploma will be subsequently issued,

however, if the requirements have been met before September 1st of the year of graduation

Academic and Collegiate Advising System

Each senior has several advisors with distinct and overlapping roles.

- Faculty serve as a source of information and personal advice. They understand the difficulties students face, respect their privacy, welcome their perspective, and provide overall support.
- Academic advisors monitor the academic performance of seniors in their WPI classes through regular (typically weekly or bi-weekly), mandatory meetings. There are only a few academic advisors and they include members of the administration.
- College advisors coordinate the college application process and related issues, such as SAT prep, scholarship applications, and college selection. They welcome opportunities to meet with parents.

Communication

Clear and effective communication between the school and student families is vital. Parents or guardians who have information to share or questions to ask should call the Academy between the hours of 8 AM and 4 PM. Calls can be made to the appropriate teacher to discuss a particular junior course, to a student's advisor to discuss his or her overall progress and adjustment, or to the college counselor to discuss the college search and application process. Administrators, teachers, and staff appreciate feedback and welcome the insights of others.

Extra-Curricular Activities

Academy students and faculty create extra-curricular opportunities in response to their own needs and interests. A number of activities have become institutionalized: Yearbook, Drama, Literary Magazine, Math Team, FIRST-Robotics, Mock Trial, Envirothon, and ACSL.

Although we have no school-sponsored sports teams, Academy students frequently create their own informal athletic activities, including teams that compete in the WPI intramural athletic program. Both juniors and seniors are welcome to participate in WPI extra-curricular activities except those that involve intercollegiate athletic competitions (i.e., all teams and some clubs) or those sponsored by fraternities or sororities. Every year, some students participate in musical and theatrical ensembles and other organizations at WPI. Some WPI activities may require an activity fee.

The Massachusetts Interscholastic Athletic Association has ruled that Academy students may participate in competitive sports sponsored by their sending high school. **A participation agreement must be reached between the principals of the sending high school and of the Academy before the athletic season begins.** The Academy attendance policy, the conflict between the school-day hours of the Academy and the schedules of nearly all high school sports programs, and the demands of the Academy program make such participation difficult for juniors to manage. On the other hand, the flexible schedule of seniors may facilitate their participation.

Student Government

Each class elects student government representatives. These include:

- President
- Vice President
- Secretary

- Treasurer
- Committee Chair
- FIRST Representative (junior year only)

Every student is encouraged to participate in class decision-making and activities.

National Honor Society

The Academy has a local chapter of the National Honor Society (NHS). To become a member of NHS, the student must write a letter to the NHS advisor, giving the reasons for his or her application according to NHS criteria, and submit this letter no later than May 1st of junior year. By meeting this deadline, NHS membership will be included in the student's record in time for college applications.

School Hours

School hours for juniors are M-F 7:45 AM to 4:00 PM, except on Wednesday, when school hours are 7:45 AM to 12:00 PM. Juniors must report to advisory by 7:50 AM. A junior's **parent/guardian** must notify the Academy office before 7:45 AM if a junior is too ill to attend school on a given day. **Unless specifically excused for some urgent reason, all juniors must stay until the end of the school day.** Certain mandatory out-of-school activities, such as competitions or field trips, may require students to return to the Academy for dismissal after 4:00 PM. Students and their families will always be notified in advance if such a late dismissal is anticipated. If absences, tardies, or early dismissals become excessive, serious action will be taken. (*See Attendance Policy in Appendix A.*)

School hours for seniors are dictated by their individual schedules. Nevertheless, **seniors must check in at the Academy before their first scheduled class of the day.** (The Academy will be open from 7:15 AM to 4:45 PM Monday through Friday.) On days when the Academy junior program is cancelled due to inclement weather and

WPI is not, a sign-in sheet will be available for early-bird seniors to fulfill their requirement to check-in before class. Unless ill, seniors must attend all WPI classes, labs and conferences noted on their schedules, meet their advisors as arranged, and attend all senior class meetings. If a senior does not attend school due to illness, Academy policy requires a **parent/guardian** to notify the Academy office at the beginning of the day. For any missed class, seniors must communicate with individual professors. (*See Attendance Policy in Appendix A.*)

Cancellation and Delayed Opening Procedures, and related Travel-Permitted Considerations

For juniors, should extreme weather conditions occur, classes will be cancelled when Worcester Public Schools (WPS) close for the day. This includes delayed openings. Radio stations WTAG (580 AM), WORC (1310 AM) and WSRS (96.1 FM) and local TV stations carry the cancellations for WPS. (Note: look for Worcester Public Schools, not Mass Academy). For days when the WPS are not in session (e.g. February break), the Academy will email students and families, and put an information message on the school phone (508-831-5859).

Early dismissal of classes for juniors due to bad weather occurring during the day will be determined by the Academy. In this case, parents/guardians will be notified by telephone and email.

For seniors, classes will be canceled only if WPI classes are canceled. WPI closings can be checked by calling 508-831-5744.

Whether classes for juniors and/or seniors are cancelled or not, parents/guardians must decide if road conditions permit safe travel between home and school. If school is in session, but a parent/guardian decides that travel is unsafe, the parent/guardian must notify the Academy of the absence before the first class of the day. Seniors should notify each instructor of the class or classes that they will miss. It is every student's responsibility to make up missed

work, get copies of class notes, get information about assignments, and ensure that the instructor understands the reason for the student's absence. (*See Attendance Policy in Appendix A.*) **(Note: travel to school during inclement weather does not excuse seniors from the school check-in policy.)**

Lunch

Juniors bring lunch and snacks from home and eat at the Academy. The brickyard area contains a refrigerator, microwave ovens, spring water cooler, and vending machines.

Seniors may use campus dining facilities. If they wish to do so, they may purchase a WPI meal plan. Seniors may also bring lunch and snacks from home and make use of the equipment and vending machines at the Academy.

Health Policy and Services and Safety

The Academy determines its health policy and procedures in counsel with the offices of Health Services and Student Services at WPI. As with all public schools, the Academy requires physical exams, vaccinations, etc. These and other requirements appear in various WPI health forms.

For services, the Academy can provide only short-term emergency care. Usually, this support comes from a Campus Security First-Response team which determines whether a student needs to be transported by ambulance to the nearest hospital or mental health center. For occasional and short-term mental health intervention, the Academy retains outside professional help.

In the event of a medical emergency concerning a student, the Academy administration and faculty will attempt to reach a parent or guardian as soon as possible. If they are unable to do so, they will use their best judgment until the wishes of a person legally responsible for the student can be ascertained. Parents and guardians should note, however, that some health issues that concern students

age 18 or older might require permission from the student for treatment and for notification to parents.

Health insurance for Academy students may be purchased through WPI.

The Mass Academy resides within the safety net provided by the WPI Campus Police. Its officers patrol the Academy building and its environs as part of their regular routine. Our security alarms connect directly to their main office. Furthermore, their escort service, SNAP (Security Night Assistance Patrol, 508-831-5433), is available from 4 PM to 4 AM every day.

Facilities and Resources

The Academy building contains classrooms, offices, multi-purpose rooms, study areas, and computer areas. Some Academy classes and events utilize WPI facilities. Mailboxes and lockers are available to all students, and students are expected to store their belongings in their lockers. Backpacks are not allowed in classrooms.

The Brickyard area is a common space that is used for social and academic activities. All food and drink must be consumed in the Brickyard area. The Academy expects students to maintain a clean environment.

The library is another common space where students may engage in study or other academic activities. We ask that everyone limit activities to those that are appropriate to a quiet learning environment.

Seniors have access to the same resources offered to WPI students in connection with the requirements of their courses. Academy students and faculty may freely use the college library (including borrowing privileges), media center, and computer laboratories.

All members of the Academy community have the privilege of their own account on the WPI computer system. WPI rules apply to

Academy students using its facilities. *(See Policy on Use of Computers in Appendix C.)*

Visitors

The Academy is an exciting place to learn, and we welcome visitors. All visitors must sign in at the Academy office on the day of the visit. To schedule a visit call 508-831-5859. Visitors include anyone who is not an Academy staff member or student.

Expenses

Students' families pay for field and class trips, textbooks, software, PSAT and SAT fees, and minor supply material related to Research Seminar and Engineering classes that are required for Academy or WPI classes. If any of these create financial hardship, a parent or guardian should contact the principal or director of the Academy as soon as possible. The school cannot help with expenses related to transportation of students to and from school.

Standards

As a community, civility is necessary in order to make everyone's work at the Academy personally and intellectually safe and productive. We want our community to be one in which individuals flourish as a result of mutual respect and concern. This includes respect for each other's property and for the property of the school. Furthermore, our passion for ideas insists on a psychologically safe environment, one in which learners take and allow intellectual risks.

Use of Controlled Substances

Based on Chapter 71 of the General Laws of the Commonwealth, any student who is found on school premises or at a school-sponsored or school-related event, including athletic games, in possession of a dangerous weapon, including but not limited to, a

gun or knife; or in possession of or under the influence of a controlled substance, as defined in Chapter 94 C, including but not limited to alcohol, marijuana, cocaine, and heroin, may be subject to expulsion from the school district. Students who are part of a group that is using or in possession of illegal substances may share in the responsibility and may receive the same penalty as all members of the group.

Neither students nor any member of the Academy faculty or staff may use tobacco, drugs or alcohol in any form on campus or at any school-sponsored event or activity. This policy also applies to WPI events.

Respect for the Feelings, Rights, Concerns and Property of Others

Civility is essential to the well-being of a small community and must be the hallmark of communication (oral, printed, and electronic) among all members of the community. Inappropriate language and/or behavior will not be tolerated and will lead to sanctions, including suspension and dismissal.

Neither Academy students nor any member of the Academy faculty or staff may demean another by engaging in any behavior that is verbally or physically malicious. Academy students must also respect all WPI policies and observe all WPI regulations. This prohibition specifically includes hazing, which is “any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person” (*WPI Judicial Policies, Section XII, Hazing Policy*). Further, hazing is in violation of Chapter 269 of the General Laws of the Commonwealth, and organizers or participants in hazing incidents may be severely fined. A fine may be imposed on those who fail to report an incident of hazing.

Any person who subjects another to physical, verbal, or sexual harassment has no place in our community and is subject to dismissal.

- *Physical harassment* includes, but is not limited to, pushing, hitting, punching, or other unwanted physical contact between students, as well as one person not permitting another person freedom of movement.
- *Verbal harassment* includes, but is not limited to, any threats or negative remarks based on another's race, gender, physical appearance, sexual orientation, religion, national origin, or abilities.
- *Sexual harassment* is any unwanted physical or verbal sexual attention. It includes, but is not limited to, sexual gossip, unwanted sexual comments, pressure for sexual activity, and/or unwanted physical contact.

A student who has experienced harassment or discrimination should speak to an administrator, college counselor, or member of the faculty. The Academy has a grievance/complaint procedure to help resolve any alleged violations. (*See Grievance/Complaint Procedure in Appendix E.*)

No student, nor any member of the faculty or staff, may violate another person's privacy. This includes, but is not limited to, mailboxes, lockers, book bags, briefcases, handbags, desks, personal computers, or entry into another person's computer account without appropriate approval. (*see Policy on Use of Computers in Appendix C.*)

Theft, including intellectual and software theft, is absolutely unacceptable at the Academy. (*see Policy on Use of Computers in Appendix C.*) Nevertheless, we suggest that members of the Academy not bring unnecessary cash or valuables into school and not leave their belongings unattended. In addition, the Academy encourages students to register their laptops with STOP, an anti-theft program administered by the WPI campus police. The Academy cannot be held responsible for lost or stolen items.

Respect for community property requires cooperation to maintain the common areas and classrooms in a safe, clean, and orderly condition. Persons who destroy or deface Academy or WPI property will be held responsible for replacing or repairing the damaged property, and further penalties, including dismissal, may be imposed.

Academic Honesty

Academic honesty is essential for the well being of a school community. The Academy expects every student to be intellectually honest in the preparation of all academic assignments. Effective evaluation of student work and helpful instruction can take place only in an environment where this value is respected. All members of a school community play an important role in upholding standards of academic honesty (*see Standards of Academic Honesty in Appendix B*). Students are expected to read these standards carefully. Students should constantly monitor their work to assess its originality and seek a faculty or administrator review when they are uncertain. If a student is aware of a violation of academic honesty, he or she is expected to communicate the knowledge both to the person who has violated these standards and to a faculty member. When a violation of academic honesty occurs, the individual instructor and an administrator will conduct a review as soon as possible and determine appropriate consequences. (*The foregoing section has been modeled on academic integrity policies from Assumption College, Beloit College, and Middlebury College as posted on their respective websites.*)

Persons who violate the letter or spirit of the Academy's standards may suffer penalties up to, and including, dismissal.

Students who are enrolled in WPI courses are also subject to the WPI Academic Honesty Policy. That policy is available at:
<http://www.wpi.edu/Pubs/Policies/Judicial/sect5.html>.

Appendix A

Attendance Policy for Juniors and Seniors

Juniors:

Regular attendance at school is necessary for academic success. This is especially true at the Academy. Although the classroom experience is not easily replicated, all students are responsible for missed work. Please note the following:

- **Students not in Advisory by 7:50 AM will be considered tardy.** Tardiness negatively affects student performance and disrupts classroom activities. Students and parents should respect the rights of all members of the Academy community by being on time.
- If a student is too ill to attend school, a parent/guardian must call the Academy office at (508) 831-5859 before 7:45 AM on **each** day that the student will be absent. On the day the student returns to school, a note, explaining the illness and written by the parent/guardian, must be received by the office.
- Medical, dental, or personal appointments should not be made during the school day. If an unavoidable appointment necessitates dismissal for any period during the school day, a parent/guardian must notify the Academy in writing in advance. The student must discuss the situation with his/her teacher(s) concerning the class(es) she or he will miss.
- On rare occasions, students may be excused from school for participation in an educational experience or religious obligation that requires their absence for a day or more. **Students must submit a request for absence at least a day prior to the anticipated period of absence for the principal to review the request.** The principal will consider such factors as the nature of the activity, the student's academic standing, and the student's attendance record before deciding whether or not such an absence will be approved. If approved, the student needs to make arrangements for missed work.
- Juniors are expected to be in the Academy building at all times with the following exceptions: with permission from an administrator, juniors may pursue independent academic activities (e.g. independent work in a WPI lab for Research Seminar) or when participating in a class activity accompanied by a teacher (e.g. Robotics elective).
- Vacations other than those noted on the school calendar are strongly discouraged because they interrupt the educational process.

Seniors:

Regular attendance at WPI is essential to academic success; however, if a class is missed, the student is responsible for the missed work. Please note the following:

- Students must check in at the Academy office **BEFORE** their first scheduled class of the day. This allows the Academy to 1) take state required attendance, 2) confirm that the student is indeed “on-campus,” and 3) personally communicate information that may be relevant to the student.
- If a student is too ill to attend school, a parent/guardian must call the Academy office at 508 831-5859 as early as possible in the school day. This allows the Academy to notify WPI administrators and faculty of the absence in a timely manner. On the day the student returns to school, a note, explaining the illness and written by the parent/guardian, must be received by the office.
- Medical, dental or personal appointments should not be made during the school day. If an unavoidable appointment necessitates absence from a class, a parent/guardian must notify the Academy in writing in advance. The student must discuss the situation with his/her professor(s)/instructor(s) concerning the class(es) s/he will miss.
- On rare occasions, students may be excused from school for participation in an educational experience, religious obligation, or college interview that requires their absence for a day or more. **Students must submit a request for absence at least a day prior to the anticipated period of absence for the principal to review the request.** The principal will consider such factors as the nature of the activity, the student’s academic standing, and the student’s attendance record before deciding whether or not such an absence will be approved. If approved, the student needs to make arrangements for missed work.
- Vacations other than those noted on the school calendar are strongly discouraged because of the interruption of the educational process at WPI.
- Each term (4 per year), seniors will be required to attend a mandatory class meeting, at the request of the principal.

Failure to adhere to this attendance policy will result in disciplinary action that could include detention, a meeting with parents, or a review by faculty and administration to ascertain the suitability of this student continuing in the program.

Appendix B

Standards of Academic Honesty

Students, teachers and families should all be concerned about the following violations of academic honesty:

- **Cheating:** an act of deception by which a student misrepresents that he or she has mastered information on an academic exercise that he or she has not mastered.

Examples of cheating include the following:

- Copying from a student's paper or receiving unauthorized assistance during a quiz, test or examination, problem sets, or homework assignments
 - Copying from an essay from any printed or electronic source
 - Using books or notes when not authorized
 - Copying reports, laboratory work, electronic information, or computer programs/files
 - Using electronic translations as one's own
- **Fabrication:** the intentional use of invented information or citation. Falsification of research or other findings is considered fabrication.

Examples of fabrication include the following:

- Falsification of research or other findings
 - Invention of sources
- **Plagiarism:** a student's work that is not primarily his or her own creation with copied, paraphrased, or summarized material without citation of sources is considered plagiarism.

Examples of plagiarism include the following:

- A close restatement of another's idea using approximately the language of the original without proper acknowledgement
- Summaries which utilize wording and structure that are similar to the original and do not provide proper acknowledgement

- Direct quotations of phrases, sentences, or passages that are not contained in quote marks and do not properly acknowledge the source
- Facts and information presented in one's research which are not common knowledge and appear without proper acknowledgement

Consequences of such violations may include disciplinary letters to student files, acknowledgement on college applications if required, and dismissal from the Academy.

Appendix C

Policy on Use of Computers

Academy members must abide by the WPI Acceptable Use Policy, which is included herein.

The computer networks and systems at the Academy are to be used as tools for academic purposes. These computers are an extension of the classroom and must be used accordingly. All students must adhere to our community's standards of civility and academic honesty when using computers, e-mail, and the Internet. Additionally, the following are unacceptable:

- Academy aliases used for other than Academy purposes.
- Emailing chain letters, jokes, stories, arguments or discussions is unacceptable.
- Emailing derogatory remarks concerning an individual, or individuals, and threatening language.
- Installing or playing games on the Academy computers or on the campus network.
- Posting sexual, vulgar or drug related text, graphics or links on a Web home page.
- Use of instant messaging software on the WPI system.

WPI Acceptable Use Policy

www.wpi.edu/Pubs/Policies/AUP

Summary of the Rules (details begin on p.25)

General Rules

- Comply with Intended Use of the System
 - Don't violate the intended use of the systems and network at WPI.
- Assure Ethical Use of the System
 - Don't let anyone know your password(s).
 - Don't violate the privacy of other users.

- [Don't copy or misuse copyrighted or licensed material.](#)
 - Copyright
 - Fair Use
 - Licenses
 - Don't use the systems or network to harass anyone in any way.
 - WPI is a signator to [DMCA](#) and will pursue claims of copyright infringement. The DMCA agent for WPI is [Allan E. Johannesen](#). As outlined in this document, it is not acceptable use of WPI resources to violate copyright.

- [Massachusetts Computer Crime Law](#)

[WPI Systems and Services](#)

- [Assure Proper Use of System Resources](#)
 - [Don't abuse your e-mail, Web, or other communications privileges.](#)
 - [Don't perform commercial activities on WPI systems.](#)
 - [Don't interfere with the functioning of computer systems.](#)

[WPI Networking](#)

- [Assure Proper Use of Network Resources](#)
 - [Don't abuse network bandwidth](#)
 - [Don't use the WPI network for commercial activities](#)
 - [Don't interfere with the functioning of the WPI network](#)
 - [Don't interfere with the functioning of other networks](#)
- [Residential Networking](#)
 - [Minor Offense](#)
 - [Major Offense](#)

- [Termination Offense](#)
 - [Wireless Networking](#)
 - [Internet Bandwidth and Usage](#)
-

General Rules

Comply with Intended Use of the System

It is important that you understand the purpose of the systems and network so that your use of these resources is in compliance with that purpose.

- **Don't violate the intended use of the systems and network at WPI.**

The purpose of these facilities is to support research, education, and WPI administrative activities, by providing access to computing resources and the opportunity for collaborative work. All use of the WPI network must be consistent with this purpose. For example:

- Don't try to interfere with or alter the integrity of the system at large, by doing any of the following:
 - Permitting another individual to use your account.
 - Impersonating other individuals in communication (particularly via forged email, chat, news, etc.).
 - Attempting to capture or crack passwords or encrypted information.
 - Destroying or altering data or programs belonging to other users.
- Don't try to restrict or deny access to the system by legitimate users. e.g.

- Don't try to crash systems or networks, either at WPI or off campus.
 - Don't attempt to make a computer impersonate other systems.
 - Don't consume unneeded resources; to include network bandwidth, compute time, disk, or processes. The web has traffic limitations; a site without an academic mission should not consume extensive resources.
- Don't use the facilities for private financial gain.
 - Don't transmit threatening or harassing materials.

Assure Ethical Use of the System

Along with the many opportunities that the computer systems and networks provide for members of the WPI community to share information comes the responsibility to use the system in accordance with WPI standards of honesty and personal conduct. Those standards, outlined elsewhere in this manual, call for all members of the community to act in a responsible, professional way. Appropriate use of the resources includes maintaining the security of the system, protecting privacy, and conforming to applicable laws, particularly copyright and harassment laws.

- **Don't let anyone know your password(s).**

While you should feel free to let others know your username (this is the name by which you are known to the whole Internet user community), you should never ever let anyone know your account passwords. This includes even trusted friends, and computer system administrators (e.g. the Computing and Communications Center staff). You will note that you specify a one-time password and your choice of login name to the operator to gain CCC UNIX system access. When you first use that password to login you must specify a

personal password. This assures you that you are not sharing knowledge of your password with a staff member. We have taken this step so that your password is private to you; please maintain that secrecy.

Giving someone else your password is like giving them a signed blank check, or your credit card. You should never do this, even to "lend" your account to them temporarily. Anyone who has your password can use your account, and whatever they do that affects the system will be traced back to your username -- if your username or account is used in an abusive or otherwise inappropriate manner, you will be held responsible. Much of the software on the WPI computer systems is licensed only for current students, staff, and faculty; use of the computers by others violates that contract.

In fact, there is never any reason to tell anyone your password: every WPI student, faculty member, or on-campus staff person who wants an account of his or her own may obtain one. If your goal is permitting other users to read or write some of your files, there are always ways of doing this without giving away your password.

For information about how to manage the security of your account, including advice on how to choose a good password, how to change passwords, and how to share information without giving away your password, see the on-line documentation or email [helpdesk](#).

- **Don't violate the privacy of other users.**

The Electronic Communications Privacy Act (18 USC 2510 et seq., as amended) and other federal laws protect the privacy of users of wire and electronic communications.

The computer and network facilities of WPI facilitate information sharing. Security mechanisms for protecting information from unintended access, from within the system

or from the outside, are minimal. These mechanisms, by themselves, are not sufficient for a large community in which protection of individual privacy is as important as sharing. Therefore, you must supplement the system's security mechanisms by using the system in a manner that preserves the privacy of themselves and others.

All users should make sure that their actions don't violate the privacy of other users, if even unintentionally.

Some specific areas to watch for include the following:

- Don't try to access the files or directories of another user without clear authorization from that user. Typically, this authorization is signaled by the other user's setting file access permissions to allow public or group reading of the files. If you are in doubt, ask the user.
- Don't try to intercept or otherwise monitor any network communications not explicitly intended for you. These include logins, e-mail, user-to-user dialog, and any other network traffic not explicitly intended for you.
- Unless you understand how to protect private information on a computer system, don't use the system to store personal information about individuals which they would not normally disseminate freely about themselves.
- Don't create any shared programs that secretly collect information about their users. Software on the WPI computer systems and network is subject to the same guidelines for protecting privacy as any other information-gathering project at the university. This means, for example, that you may not collect information about individual users without their consent.

- Don't remotely login to (or otherwise use) any workstation or computer not designated explicitly for public logins over the network -- even if the configuration of the computer permits remote access -
- unless you have explicit permission from the owner and the current user of that computer to log into that machine.
- Do not port scan or perform remote version requests for systems that you do not have explicit permission for even if the configuration of the computer permits it.
- **Don't copy or misuse copyrighted or licensed material.**

- **Copyright**

Copyright is a form of protection provided by the laws of the United States ([title 17, U.S. Code](#)) to the authors of original works of authorship including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works.

You should assume materials you find on the Internet are copyrighted unless a disclaimer or waiver is expressly stated. Note that there does not have to be a statement that the material is copyrighted for it to be copyrighted; any original work created in recent years is automatically copyrighted according to U.S. law. The copyright holder has [extensive rights](#). You must contact the copyright holder and ask permission to display the material.

If you do not abide by these legal and contractual restrictions, you may be subject to civil or criminal prosecution.

Although this is not an exhaustive list, you are likely to violate copyright by:

- Displaying pictures or graphics you have not created.
- Offering sound recordings you have not recorded yourself. Even if you have recorded them, you must have permission from the copyright holder.
- Placing any materials owned by others, (i.e. copyrighted works) on your Web page, or for other display, without the expressed permission of the copyright owner.(Examples: cartoons, articles, photographs, songs, sound bites, movies, software, graphics scanned in from published works or other web pages).

Placing copyright attribution on the displayed material is not sufficient to enable its display; you must contact that copyright owner to be assured that the display is acceptable. Do this before display is attempted.

○ **Fair Use**

Educational institutions enjoy special exemptions from copyright protection, called Fair Use, whereby reasonable portions of copyrighted material may be distributed by instructors to students in a class. If copyrighted materials are to be placed on the web for a course, the materials must be restricted to the course. We offer assistance to accomplish this end. All class materials do not have to be protected in this way, but if the instructor places the information which is copyright protected in its own directory in the web and then uses a [web page we designed to restrict logins to a class](#) it will be acceptably protected. The [fair use code](#) is simple, but for further

information please see the [Stanford University Copyright and Fair Use World Wide Web site](#).

- **Licenses**

The programs offered for use on the campus computers typically have licenses which restrict use to the computer where they are installed and for educational purposes. The software is usually copyrighted, too. Although this is not an exhaustive list, you are likely to violate license and/or copyright by:

- reselling or giving away licensed programs or data
- using educational-licensed programs or data for non-educational purposes
- using programs or data for financial gain
- using programs or data without being among the individuals or groups licensed to do so
- making WPI license keys publicly available without authorization

- **Don't use the systems or network to harass anyone in any way.**

Harassment is defined as any conduct, verbal or physical, on or off campus, which has the intent or effect of unreasonably interfering with an individual's or group's educational or work performance at WPI or which creates an intimidating, hostile or offensive educational, work or living environment. Harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation, or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group.

The university's harassment policy extends to the networked world. For example, sending email or other electronic messages which unreasonably interfere with anyone's education or work at WPI or any other institution, using WPI as a base, may constitute harassment and is in violation of the intended use of the system. Do not print or display material that may be considered offensive unless you have an academic reason. This includes pornography, both pictures and written material.

Any member of the WPI community who feels harassed is encouraged to seek assistance and resolution of the complaint. To report incidents of on-line harassment, send email to the NetOps@wpi.edu. If you believe you are in danger, call the Campus Police immediately at x5555.

The Massachusetts Computer Crime Law

The Massachusetts Computer Crime Law, enacted on January 24, 1995 has four points:

1. Any unauthorized access into any computer system, either directly, by network, or by telephone is prohibited.
 2. All electronically stored or processed data is now deemed as "property". As such, any destruction or corruption of such data is illegal.
 3. Electronic copies of files will now be admissible as evidence in court.
 4. Computer crime can now be prosecuted and punished in either the county where the perpetrator was physically located or in the county of the computer system and data that were accessed.
-

WPI Systems and Services

Assure Proper Use of System Resources

WPI's computer resources are powerful tools that can be easily misused. Your use of the system should be consistent with the intended uses of these resources. In particular, you should not overload the systems or otherwise abuse them.

- **Don't abuse your electronic mail (email), web, or other communications privileges.**

Electronic mail is a fast, convenient form of communication. It is easy to send electronic mail to multiple recipients, and you can even send a message to many recipients simply by specifying a single list name (i.e., by using a mailing list). However, this ability to send messages to many people makes it easy to misuse the system. The general rule is: use email to communicate with other specific users, not to broadcast announcements to the user community at large.

For example, while it is appropriate to use email to have an interactive discussion with a set of people (even 20 or more users) or to use email to send a single copy of an announcement to some "bulletin board" facility with a wide readership (e.g. Network News, or an event), it is not appropriate to use email as a way to broadcast information directly to a very large number of people (e.g., an entire WPI class). This is true whether you include the recipient usernames individually or by using a mailing list: under no circumstance should you use the email system to get a general announcement out to some large subset of the WPI community.

These guidelines are not based on etiquette alone: the mail system simply does not have the capacity to process a very large number of email messages at once. When a user sends out an announcement to a huge list of recipients, the mail servers get overloaded, disks fill up, and staff intervention is

required. The overall result is a negative impact on the quality of service provided for all users.

Finally, the proliferation of electronic chain letters is especially abusive of the mail system and the network. Chain letters waste valuable computing resources, and may be considered harassment. Creating or forwarding chain letters may subject you to university disciplinary proceedings.

The web has specific traffic limitations; a site without an academic mission should not consume extensive resources.

The web at WPI has a multitude of uses. Potential students can learn about WPI and even apply to WPI. Researchers can get information on programs at WPI. Alumni can peruse information especially for them. Students, faculty, and staff can offer their web pages. Unfortunately, excessively popular pages can swamp the web so that these functions cannot be accomplished.

Any individual whose site gets 10% of the usage of the WPI user web server (users.wpi.edu) will be warned to reduce the traffic on their web. They will have 1 week to bring the traffic down to a reasonable level. 10% may not sound like much, but that is actually a large fraction of the resource, given how many people at WPI are sharing the resource. A site will be shut down if the owner has not managed to tame their web within a week.

A site, which is over 20% of the traffic, will be shut down immediately, as an emergency measure to preserve web functionality. Other grounds for immediate shutdown are copyright violations, commercial ventures, and other Acceptable Use Policy violations.

It is possible that some web page, which is consistent with the academic mission of WPI, will become very popular, and

we will try to deal with that situation should it arise. We have not yet seen crippling traffic problems from any pages of this sort, however.

- **Don't perform commercial activities on WPI systems.**
 - The university's name must not be used in ways that suggest or imply the endorsement of other organizations, their products, or services.
 - Fundraising and advertising may be conducted on the WPI network only under the supervision of officially recognized campus organizations.
- **Don't interfere with the functioning of the network or computer systems.**

Your computer and network devices must not perform actions that might interfere with others. Do not cause this sort of trouble attacking either WPI's computers or computers elsewhere. You must not use or distribute any virus or other tools by which you or others might attempt to accomplish this disruption. Any attempt at disruption of others is unacceptable. A few examples are:

- Run processes on computers to bog them down; making them less useful for others.
- Break computer security.
- Cause broadcast of email.
- Destroy others' files.

WPI Networking

Assure Proper Use of Network Resources

- **Don't abuse network bandwidth**

Network bandwidth is a finite resource that must be managed in a reasonable fashion. As such bandwidth-intensive

research work and other such enterprises should always be cleared with WPI Network Operations before proceeding. Also, non-academic applications may be blocked or limited in use if found to be causing problems with normal day to day operations.

- **Don't use the WPI network for commercial activities**

The WPI network was created to promote new ideas and thoughts as well as pass useful and timely information to the WPI community. Commercial activity on the WPI network is only permitted for business done on behalf of WPI or its organizations, not for the benefit of private individuals or other organizations without authorization.

- It is not permitted to run a private business on the WPI network.
- Advertisements on webpages run from the WPI network are not permitted
- Reselling network IP services over WPI's network is not permitted.

- **Don't interfere with the functioning of the WPI network**

Since the WPI network is for the use of the entire school body, denying its use to the school body is forbidden.

- Broadcast a storm of packets, causing excessive network traffic, making the network run slowly for others.
- Running unapproved network equipment (i.e. Routers, DHCP servers, Wireless Access Points, Etc...)
- Circumventing security, Hacking/Cracking or disrupting normal operations
- Sniffing

- **Don't interfere with the functioning of other, non-WPI networks**
 - Off campus Hacking/Cracking is not permitted

Residential Networking

Residential systems fall under the WPI AUP, as do all campus systems. Resident systems not found to be compliant will be addressed according to the following schedule.

Examples of each level of offense are given. Certainly, this list cannot completely list all violations; it can only show the areas into which violations might fall and attempts to offer guidelines about which action might fit into the area. CCC is the arbiter of the severity of the violation.

CCC may also notify appropriate authorities, e.g. Dean of Students, Campus Police, or FBI, depending on the situation.

All notifications and warnings below consist of email to the station owner's CCC login name.

- **Minor Offense examples are:**
 - Storage of copyright materials, only if it appears to have been possible that someone else might have stored the materials on the system (e.g. due to careless security of the system).
 - Harassment of others using the network as an instrument
 - Apparent password hacking or other security intrusions, where the intruder might not have been the machine owner (i.e. on multi-user systems)
 - Major bandwidth use, where the bandwidth is not due to other AUP violations. For example, offering pictures or programs to the Internet, where the material is not copyright violating, can still affect the WPI Internet connection and constitutes an AUP

problem. Running mud servers, or other games, might cause the same problem.

- Commercial, fraudulent, or illegal mailing or posting.
- Distribution of software keys

The consequence is suspension of connectivity until the resident comes to Network Operations during normal working hours for a discussion of the AUP and an explanation of the violation. Prompt compliance is expected.

- **Major Offense examples are:**

- A second minor offense.
- Not correcting the minor offense.
- Apparent password hacking or other security intrusions, where the intruder very likely was the machine owner of an on campus system, hacking an off-campus system.
- Hacking that results in actual intrusion or damage to any system, either here or elsewhere on the Internet.
- Storage of copyright materials, where it appears that the individual stored the material by their own hand. The materials might not have been absolutely known to be copyright violations.
- Massive commercial, fraudulent, or illegal mailing or posting.
- Sniffing and other forms of network wiretapping.

The consequence is a one-week suspension of connectivity. After a week has expired, the resident must come to Network Operations during normal working hours for a discussion of the AUP and an explanation of the violation. Requests for

reactivation before one week expires will not be honored.

- **Termination Offense examples are:**

- An offense after a major offense.
- Storage of copyright materials, where it appears that the copyright was obvious. Software packages the individual stored the material by their own hand, where are obvious violations, since anyone who ever saw a software distribution would be aware that the materials were not to be distributed.

Pictures or sounds would only fall under major offenses, since they are not usually so definitively labeled. If we can determine that the picture came from a magazine or the sounds came from a CD, that would be a termination offense, since those media would be labeled as copyrighted sources.

The consequence is termination of connectivity for a calendar year; note that networking fees are not refundable. An application for connectivity will not be accepted within a calendar year of the termination.

The resident may request that Network Operations initiate a WPI campus judicial procedure to adjudicate the suspension.

The above policy has been reviewed by the CCC support staff

Wireless Networking

The WPI wireless network is an extension of the WPI wired network and should be treated as such. However special care must be taken to promote security and uninterrupted accessibility.

- Don't use the WPI ESSID and keys in non-WPI wireless access points
- Don't use wireless sniffers
- Don't use non-WPI wireless access points on campus
- Don't bridge the WPI wired network to ANY wireless network

- Don't use wireless services that interfere with normal functionality
- Don't distribute the WPI Wireless keys

The result will be a Major offense as defined under Residential Networking.

Internet Bandwidth and Usage

The WPI campus is connected to the Internet through a 50 Mbps line. This line is shared amongst the entire campus, including dorms, fraternities, Academic and Administrative buildings. This is the primary link to major Internet services and must remain tightly managed for efficient use. No one entity may monopolize the link.

- Hosts that exceed 1% inbound or outbound traffic over the course of 24-hour period, without authorization, will be suspended from network use. Greek and Dorm hosts will be treated as a minor AUP offense under the Residential Networking rules. Academic and Administrative machines will be audited for use.
- Non-academic services (i.e. network games, p2p services, etc) will be monitored for use and will be addressed on a case-by-case basis
- Network Operations may block services that create large security issues or disrupt normal operations at any time.

The WPI Acceptable Use Policy is an integral part of the standards of the Academy and persons who violate these may suffer penalties in addition to those enumerated in the WPI AUP including dismissal from the community.

Appendix D

Emergency Protocol

In the case of an emergency event, the following protocol will be followed:

1. Staff arrives by 7:00 AM after being informed of the event
2. As juniors arrive, they will go to their advisories, where counseling and support will be provided
3. Classes will resume at the discretion of the principal
4. On-call counselors will be made available to talk with students
5. At any time of the day, the principal may call an all-school meeting.
6. Staff will also be made available to talk with seniors about the event as they return to the Academy throughout the day. Seniors arriving before 8:00 AM will be invited to join juniors in advisory.

Procedure if an event occurs during the day.

1. The faculty and staff will be informed of the event.
2. The principal will call an all-school meeting to inform the students.

3. Students and faculty will go to their advisories.

Other emergency procedures can be found in the School Crisis Handbook.

Appendix E

Grievance/Complaint Procedure for Students

Purpose: The following grievance/complaint procedure is established to meet the requirements of the Federal Civil Rights Laws: **Title VI** (race, national origin), **Title IX** (sex equity), **Section 504** (disability) and **General Law c.76 sec. 5** (race, color, sex, religion, national origin, sexual orientation). Any student filing an alleged violation should use this procedure.

Scope: This grievance procedure is an internal procedure of the Academy. Use of this procedure does not prevent the claimant from pursuing other remedies available under the law through the Office of Civil Rights or the Department of Education. It is suggested, however, that the internal procedure be attempted first to resolve any alleged violations.

How to file a complaint

Step One:

- A student with a concern should first contact his/her assigned advisor to discuss the issue with the objective of resolving the issue promptly and informally. The student should do this as soon as possible following the alleged violation, but no later than thirty (30) days after the incident. If needed, a meeting involving the parties and the principal can be held.

Step Two:

- If the complaint has not been resolved in Step One or if the student does not wish to use Step One, the student should file the complaint in writing. The complaint should include the

name, address and telephone number of the student filing the complaint and should describe the circumstances giving rise to the complaint. A faculty or staff member may assist the student in registering the complaint if the student wants help.

- Reasonable accommodations, such as a personal interview or a tape recording of the complaint, will be made available for students with disabilities who are unable to submit a written complaint. Complaints will be treated with confidentiality.
- Complaints should be addressed to:

Robert Traver
Principal
Massachusetts Academy of Math and Science
85 Prescott Street
Worcester, MA 01605

- The complaint should be submitted as soon as possible, but no later than ten (10) working days after the conclusion of Step One or thirty (30) calendar days after the alleged incident. An investigation, as deemed appropriate, shall follow the filing of the complaint. The principal may meet with the student to discuss the complaint. Any other interested persons will be given an opportunity to submit evidence relevant to the complaint.
- A written determination as to the validity of the complaint and the description of the resolution, if any, shall be issued by the principal and a copy forwarded to the complainant no later than twenty (20) school working days after its filing. The response will explain the position of the Academy and offer options for substantive resolution of the complaint. These deadlines may be waived by mutual agreement.
- The principal shall maintain the files and records of the Academy relating to any complaints that are filed.

Step Three:

- If the complaint has not been resolved in Step Two, the student may appeal that decision to the director of the Academy.

Robert Salvatelli
Director
Massachusetts Academy of Math and Science
85 Prescott Street
Worcester, MA 01605

- Such appeal must be filed in writing with the director no later than ten (10) working days following the issuance of the principal's report.
- Within fifteen (15) school working days, the director shall meet with the student and interested parties and review the complaint and the report of the principal. The director shall respond to the appeal in writing within fifteen (15) days of the meeting.

Step Four:

If the complaint has not been resolved in Step Three, the student may appeal that decision to the Provost of WPI:

John Orr
Interim Provost
Academic Affairs
Boynton Hall, 2nd Floor
WPI
100 Institute Road
Worcester, MA 01609

