

Hargrave Military Academy

Summer School & Camp 2012



Parent Handbook

Welcome to the Hargrave Military Academy summer program for 2012. It is our desire that each student realizes his goals and leave here at the end of the program proud of their achievements. In addition to the academic work they will perform, we hope that this short period of time will also boost the student's organizational skills, study skills and social skills. We expect a lot of our students, but we are also there to assist in attaining those expectations. Below are listed the departments you will most likely have reason to contact during the summer term. Please never hesitate to call us when you have concerns and they should be dealt with in a timely fashion.

Included is a calendar for the summer and a copy of the rules and regulations for the student. We appreciate your confidence in Hargrave and hope that the summer will prove to be such a positive experience that you will want to return for the regular school year!

STARTING POINTS:

Hargrave Military Academy Switchboard 434-432-2481

Summer School Coordinator 434-441-6719

Dean of Students 434-432-2481 ext 2133

Guidance Office 434-432-2698

Duty TAC/ Residential Life Office 434-432-2685 Fax: 434-432-4303

Transportation 434-432-2691 Fax: 434-432-4303

Athletics 434-432-2690

Student Activities 432-2481 ext 2172

Business Office 434-432-2578/9

Infirmary 434-432-2571

Admissions 800-432-2480

Class Schedule

Student Name _____
Block 1 Course: _____
Room # _____ Instructor: _____
Block 2 Course: _____
Room # _____ Instructor: _____

Daily Schedule

*Please note exceptions to the daily schedule on p. 13, item XXIII.

6:00	Reveille/Morning Preparation
6:25	Formation
6:30-7:25	Breakfast (Mess I)
7:25	Warning Bell
7:30-9:30	Block 1 Course
9:30-9:50	Block 1 IIT/ Unsat Hw makeup
9:50-10:00	Morning Break
10:00-12:00	Block 2 Course
12:00-12:20	Block 2 IIT / Unsat Hw makeup
12:25	Formation
12:25-1:20	Lunch (Mess II)
1:25-2:10	Block 2 Course

2:15-3:00	Block 1 Course
3:20	Formation
3:30-5:00	Camps
5:00-5:45	Free Time, Swim call, or Bull Ring
6:00	Formation / Supper (Mess III)
6:15-7:15	E-mail lab (Cosby 119)
7:25	Recall and Prep for Study Hall
7:30-9:00	Study Hall
9:00-9:30	On Barracks
9:30	TAPS

Notes:

1. **Each Academic Class** will meet twice each day as scheduled.
2. **Unsatisfactory Homework makeup / Individual Instruction Time (IIT)** – Students who fail to turn in satisfactory homework will be required to makeup that homework during the assigned time as per

- the teacher's discretion. Students will be assigned to the IIT time as necessary.
3. **Students with Extra Duty tours** (Bullring) will report to the Military Office at 5:00 PM. *Students with excessive tours may be required to forfeit sports camp to begin Extra Duty at 3:30*

Weekend Schedule: Will vary depending on academic and activities schedule.

General Information about Hargrave

HMA Mission Statement

The purpose of Hargrave is to assist cadets of secondary school age to become knowledgeable, thinking, and responsible citizens of their community, nation, and world. Our educational program is based on rigorous instruction in basic skills and in preparation for further study in the arts and sciences. We believe that to be effective, the educational process must be reinforced by order, structure, and discipline, and we feel that the worth, potential and integrity of the individual must be promoted in every area of school life. For our students to mature spiritually, socially, emotionally, and physically, as well as intellectually, we must seek to achieve our goals within a healthy, wholesome environment, in which the Christian faith and principles pervade all aspects of the school program.

Administrative Personnel

President	BG Doyle “Don” Broome, USA (Ret.)
Chief of Staff	CDR Frank L. Martin, USN (Ret.)
Summer School Coordinator	Dr. Jimmy Tung, Ph.D.
Dean of Academics	LTC Walter R. Sullivan, USA (Ret.)
Dean of Students	COL Michael Cloy, USA (Ret.)
Director of Admissions	Mrs. Amy Walker
Summer School Admissions Asst.	Mrs. Connie Smith
Director of Guidance	Dr. Lynn Baker, PsyD
Director of Athletics	CPT Tim Oditt
Transportation	Mrs. Barbara Loney

The School

Hargrave Military Academy has long been one of the South’s leading military preparatory schools, with its primary mission being the preparation of young men and women for success in college. Over 90 percent of our graduates attend college. Many prominent business, educational, government, and military leaders, and clergymen can claim Hargrave as their foundation school.

Hargrave provides a very well-structured academic environment in which college-bound students can realize their potential. The military department works hand-in-hand with the academic office and the faculty in providing an organized program. The Academy believes that student involvement in athletic, spiritual, and various other extra curricular activities is also an important part of intellectual and social maturity.

The Academy is attractively situated on a beautiful 215-acre campus with woods, pastures, trails and ponds in the hills of the Piedmont region of southern Virginia. In addition to the extensive academic and athletic facilities, the campus has a skeet range, obstacle course and rappelling tower. The 50-meter indoor swimming pool is among the finest on the East Coast.

Summer Program

Hargrave offers a non-military summer program. Students can earn credit in two repeat and/or elective subjects or one new subject. As in the regular school session, all new students are required to complete a course in study skills. Selected English, math, history, science, reading, and college prep classes are offered.

A Brief History

Hargrave Military Academy traces its roots to the Chatham Training School, founded in 1909 by the Reverend T. Ryland Sanford, the pastor of Chatham Baptist Church, Mr. Jesse H. Hargrave, a mercantilist, and his son, Mr. J. Hunt Hargrave. During the 1909-1910 session, seventeen boarders and eighteen day students were enrolled at Chatham Training School.

On July 18, 1911, a formal charter was granted by the Commonwealth of Virginia for the Chatham Training School and was recorded in the Clerk's Office of Pittsylvania County. In 1913, the Baptist General Association of Virginia made its first gift to the school, and since that time the school has continued an affiliation with the association. The school was granted accreditation by the State Board of Education in 1917 and by the Southern Association of Colleges and Schools in 1920.

Although the Academy was repeatedly approved for Junior ROTC, the trustees, fearing that such a program would overemphasize the military and lessen the academic, decided that they preferred to operate under paragraph 55C of the National Defense Act, which enabled the school to place less emphasis on military instruction in the classroom. In response to appeals from patrons and students who were motivated by the country's involvement in World War I, military training was approved as part of the course of study.

In 1925, the name of the school was changed from Chatham Training School to Hargrave Military Academy. The change in name served two purposes. It corrected misunderstandings that anyone may have had about the type of applicant to be enrolled, and it established a memorial to Mr. J. Hunt Hargrave, whose sustaining interest, faith, and collateral security contributed greatly to the realization of the venture which was undertaken in 1909.

The junior school was organized as a separate department in 1925, and this led to the construction of the Junior School Building (renamed Floyd Hall in April 1964, in honor of Colonel E. A. Floyd), which was ready in September 1929, with four classrooms and ample space to house 50 Students.

World War I had little effect on the enrollment at Hargrave. In the depression years of 1931 to 1935, enrollment dropped from 186 to 122. The 1970's was the most trying time in modern history for military schools in general. Public opinion turned against military academies; many closed while others, including Hargrave, suffered losses of students. Following that low point, Hargrave enrollment turned upwards in 1977 and has increased to nearly 430 students.

Hargrave has achieved over a century of proven success in developing student scholarship, citizenship, and leadership. This success is made possible through the cooperation of an excellent caring faculty and staff and students who accept the opportunities provided here at the Academy. Your commitment to proper study, preparation and active participation will result in the personal success, which we believe should be the goal for each student.

Accreditation and Memberships

Hargrave Military Academy is accredited by the Virginia Association of Independent Schools (VAIS) and AdvancED (formerly the Southern Association of Colleges and Schools (SACS). The school is a member of the Association of Military Colleges and Schools of the United States (AMCSUS), the Virginia Association of Military Schools, the National Association of Independent Schools (NAIS), the Council for Advancement and Support of Education, and is affiliated with the Baptist General Association of Virginia.

Notice of Nondiscriminatory Policy as to Students

Hargrave Military Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

General Instructions for Summer School

I. Room Assignments

- A. Room assignments are made by the Military Department at matriculation.
- B. Room changes only by the approval of the Military Department.
- C. Assignments will be made by age and grade level when possible.

II. Dress and Personal Appearance

- A. General: The appearance of any uniform and the manner in which it is worn are significant indicators of individual pride and unit discipline, moral and esprit. Students are required to maintain their uniforms and personal appearance in a meticulous manner at all times.
- B. Dress for class and study hall will consist of white socks, shoes/sneakers (no shower shoes or sandals), HMA khaki shorts with black web belt and black HMA polo shirts.
- C. Nametags are to be worn on the upper right chest area. (Nametags will not be worn during athletic activities.)
- D. Shirts will be tucked in, the black web belt fastened securely with khaki shorts, and shorts pulled up to the hips.
- E. Dress for sports camp time will consist of HMA PT shirts, HMA PT shorts, white socks, and tennis shoes.
- F. Dress for check out, activities, and passes is khaki shorts and the black HMA polo shirt.
- G. Jewelry: Students are permitted to wear only one necklace, bracelet, watch, and ring. No earrings are permitted at any time, to include tongue rings or body piercing of any kind.
- H. Haircuts are required to be neat.
 - 1. Sideburns and back will be trimmed and evenly tapered so as to present a neat appearance. Blocking of the hair in the rear is not permitted.
 - 2. Tapering of the hair will start with a clean line established by shaving the base of the sideburns above and around the ears to the back of the neck. From this line upward the taper will be graduated as it approaches its maximum length or depth on top of the head so that at the cap line the hair will not protrude beyond the cap base either on the sides or back.
 - 3. The base of the sideburns will not extend downward beyond a line parallel to the ground and drawn horizontally even with the top of the opening of the ear. Sideburns will be neatly trimmed and not flare at the base.
 - 4. No fad haircuts are permitted. Hair must be off the collar and not covering the ears.
- I. When going to and from the pool, shoes, bathing suit, and shirt will be worn.
- J. Dress for meals will be the same as for class.

III. Mail will be distributed by assigned mail orderly after Mess II each day.

IV. Infirmary

- A. Medication time is 6:00 – 7:20 a.m., after eating breakfast.
- B. Students will not be sent to the infirmary during class time or study hall except in an emergency.
- C. A student must have a permission slip from his instructor or study hall monitor to go to the infirmary
- D. All medicines (including over the counter, antibiotics, or supplements) are to be kept in the infirmary unless approved by the nurse.
- E. Medical appointments away from HMA are strongly discouraged.
- F. Day Students only:
 - 1. If classes will be missed due to illness, a parent must call the Infirmary (434-432-2571) by 7:30 a.m. that day to report the student's absence.
 - 2. The Infirmary nurse must evaluate day students that become ill during the school day before being allowed to depart school. A parent will be contacted before departure is permitted.

V. Religious Activities

- A. All boarding students are required to attend Sunday church service in the chapel and Thursday evening Vespers services.
- B. Proper conduct and dress is required at all services.

VI. Vending Area and Student Activities Lounge

- A. Students must be properly dressed in the student activities lounge (game room).
- B. Trash will be disposed of in a proper manner. Failure to do so may result in privileges to use the facilities being revoked.

VII. Visiting Areas During Authorized Visitation Times

- A. ALL VISITORS MUST SIGN IN AND OUT AT THE MILITARY OFFICE.
- B. The front of the campus (during daylight hours only).
- C. The snack bar, when open, and student lounge areas.
- D. Visitors are to report no earlier than fifteen minutes prior to visitation time or school sponsored activity, and must leave campus fifteen minutes after activity ends or visitation time ends.
- E. Visitors are not permitted on barracks.

VIII. Off-Limits Areas

- A. All vacant barracks and stairways
- B. Students must get Commandant's permission for guests to visit barracks otherwise barracks are off-limits to all visitors and females at all times
- C. Chapel worship areas except for services
- D. All classrooms and classroom floors except during class times
- E. All elevators
- F. The following areas except when permission is given or for scheduled activities:
- G. The following areas except when permission is given or for scheduled activities:
 - 1. Gymnasium 2. Weight Room 3. Quartermaster 4. Pool
 - 5. Camden Hall Main Level (Includes Admin Offices and Business Office)
 - 6. Faculty (English) Lounge 7. Fallout Shelter 8. Ponds on Campus
 - 9. Repelling Tower 10. Obstacle Course 11. Leadership-Reaction Course
 - 12. Back Campus Wooded Areas 13. Student Parking Lot

IX. Safeguarding Valuables

- A. All valuables should be labeled clearly.
- B. There is to be no loaning or borrowing of money or property.
- C. There is to be no buying or selling of property.
- D. Students should secure all valuables in a footlocker with padlock when leaving their rooms.
- E. Students are responsible for locking their own room door. Combinations should not be given to any other students.
- F. Cash exceeding \$20 should be deposited in the Business Office. Do not leave cash lying around!

X. Dining Hall

- A. Each student will conduct himself in an orderly manner, and show proper respect to all dining hall personnel.
- B. Proper table manners will be used at all times and each student will police his own area before leaving the dining hall.
- C. Talking is not permitted until after grace is given.
- D. Food is not to be removed from the Dining Hall.

XI. Pass and Leave Procedures

- A. Parents or an authorized adult must be present whenever a student checks out on leave or pass.
- B. If going on pass or leave with anyone other than a student's own parents or guardians, WRITTEN PERMISSION must be on file in the Commandant's office forty-eight hours prior to departure. NO PHONE CALLS can or will be accepted for AUTHORIZATION.
- C. Students check out in the summer school uniform.

XII. Fire Drills

In the event of an actual fire or fire drill, the following action should be taken:

- A. Teachers should escort their students to the chapel and maintain the class as a group. Teachers will report total number of students present to the Fire Marshall at the front of the chapel.
- B. Students report to Company Street if on Study Hall or barracks after class hours.

XIII. Room Standards

- A. Rooms are to be cleaned and dusted each morning.
- B. Beds are to be made before breakfast using two sheets, and a blanket as an outer cover with hospital corners.
- C. Desk is to be in order, clean and with only school materials allowed on it. Chair must be under the desk.
- D. Sink and mirror are to be cleaned each morning.
- E. Closets are to be neat and orderly.
- F. Trash cans are to be emptied and cleaned each morning.
- G. All food is to be stored in sealed containers.
- H. All fans and radios are to be turned off, as well as room lights whenever leaving room.
- I. No appliances such as irons, hot plates, TV's, coffee makers or refrigerators are allowed.
- J. No audio equipment is to be used during study hall, class time, quiet time, or after taps.
- K. All valuables should be locked-up in the footlocker before leaving the room (i.e. MP3 players, jewelry, cash)
- L. Footlockers, shoes, athletic equipment, and personal items are to be kept in closet.
- M. No weights are permitted in rooms.
- N. Damages to rooms will be charged to the person causing the damage to include an administrative fee. A damage sheet will be completed with the Duty TAC within 48 hours after the damage has been reported.
- O. Window screens are not to be removed at any time.
- P. Doors are to be open whenever room is occupied and closed when room is unoccupied and at taps.
- Q. Over-the-counter medications, nutritional supplements, vitamins and other similar substances are not allowed on barracks.

XIV. Personal Hygiene

- A. Every student will shower daily.
- B. Underwear should be changed daily or more if needed.
- C. Socks will be changed daily or more if needed.
- D. Hands and face will be washed prior to each meal and hair combed.
- E. Teeth must be brushed at least twice daily.
- F. Students may not eat in bed.
- G. Students needing to shave must do so daily. No beards or mustaches are permitted.

XV. Courtesy

- A. Adults (parents, faculty, staff, and administration)
 - 1. Should always be addressed and referred to by rank/title and name, or the words “sir” or “ma’am.”
 - 2. When meeting an adult, a student should exchange the verbal greeting of the day, (e.g., good morning, good evening).
- B. Flag (Retreat, if not in formation):
Face the flag, stand at attention and on the first note of “To the Colors” place your right hand over your heart.
- C. The official method of reporting to be used at all times when entering the offices of the Academy staff is:
 - 1. Knock on the door whether open or closed.
 - 2. When told to enter, move to three (3) steps in front of the officer and report “Sir, Student (name) reports to the Commandant (or the staff officer).”
 - 3. Remain until dismissed.

XVI. Payday

Students will receive an allowance every week (not to exceed \$20.00). Students are not otherwise permitted to go to the Business Office without permission. Students are encouraged to deposit excess money into their Business Office account.

XVII. Library Information

- A. An adult must escort a student needing to use the library during class time.
- B. Conduct in the library:
 - 1. The library is a place for research during the class day. Students may browse in the library under the supervision of their teacher.
 - 2. If a student is dismissed from the library for misconduct, he may not use the library again without a special pass from the Summer School Coordinator.
 - 3. Decorum (proper behavior, speech and dress) will be required in the library at all times.
 - 4. No food, chewing gum, or drinks should be brought into the library.
- C. Checking out materials:
 - 1. Overdue books:
If the books are not returned by the end of the summer session, the student will be reported to the business office and may be charged for the replacement cost of the material.

XVIII. Classroom Discipline

- A. The classroom is an area where learning takes place. Discipline in the classroom is the responsibility of the instructor.
- B. A student upon being dismissed from a classroom is to report directly to the Summer School Coordinator with a note from the teacher.

XIX. Absence from class:

- A. More than two absences from class will result in no credit being awarded for the course. Every class day during the summer session is equivalent to an entire week of the regular school year.
- B. Exams will be given at the two-week mark and at the end of the summer session. No exams will be given early or late. If absent for an exam, the resulting grade will be a zero. The two exams account for twenty-five percent of the final summer school grade.
- C. Any absence from class due to a medical or family emergency will be dealt with on a case by case basis through the summer school coordinator.

XX. General Discipline

- A. Profanity and obscene or pornographic literature are not permitted, including electronic access.
- B. A Barracks Supervisor will be appointed by the Commandant, and all students are to obey and follow his instructions.
- C. Gambling and card playing are not permitted. Dice are not allowed, nor playing any game requiring dice.
- D. Boarding students may not have an automobile, motorcycle, or bicycle at school or stored in the vicinity of HMA. Day students are to drive cautiously and park vehicles in the lower parking lot behind the Landon Davenport Science Center.
- E. All contraband material (e.g., weapons, dice, cards, and books) taken from students will not be returned.
- F. No roughhousing or horseplay is permitted on the barracks or in hallways, classrooms, and dining hall.
- G. No fireworks of any kind, explosives, knives, or guns are allowed on campus.
- H. No student will ride or sit in an automobile without an authorized adult present.
- I. A student will be punished by tours, or may be dismissed for the following:
 - 1. Tampering with fire alarm system or equipment, or pulling a false fire alarm.
 - 2. Lying, stealing, or cheating at any time.
 - 3. Unauthorized absence.
 - 4. Fraudulent use of credit cards of any kind.
 - 5. Hazing of any student physically or mentally.
 - 6. Smoking or possession of tobacco products.
- J. Special Offenses
 - 1. Intoxicants—Any Student using intoxicants or controlled substances of any kind, to include medication, except that medication prescribed by a physician and administered under the supervision of the infirmary, bringing the same into the barracks, at tempting to take from the infirmary, having the same in possession, returning to campus after having used the same or possessing drug paraphernalia will be subject to dismissal.
 - 2. Sexual activity—Any Student involved in sexual activity on campus will be dismissed. Having females on barracks will be subject to punishment up to and including dismissal.
 - 3. Stealing—Any Student caught stealing on or off campus or in possession of an article reported stolen has violated the Honor Code and will be subject to punishment up to and including dismissal.
 - 4. Hazing—Any Student involved in physical hazing and/or intimidation will be subject to punishment up to and including dismissal.
 - 5. Any Student using profanity toward a member of the faculty or staff will be subject to punishment up to and including dismissal.
 - 6. Any Student bringing a weapon or explosives on the campus will be subject to punishment up to and including dismissal.
 - 7. **Drug Testing**—The Academy may, without notification to the Parent(s)/Guardian(s), require any Student to undergo a urinalysis, blood test, hair follicle test, saliva test, breath test, or any other test now in existence or hereafter developed which detects the presence of alcohol, illegal drugs, controlled substances, drugs, or other intoxicants administered from time to time at the sole discretion of the Academy. **The Parent(s)/Guardian(s) shall be solely responsible for all costs associated with the Drug Test and the cost may, at the discretion of the Academy, be deducted from the deposit/account fund.** A report of a Drug Test that is positive shall be cause for dismissal of the Student from the Academy.
- K. Bullring will begin at 5 p.m. Monday through Friday and weekends as posted. Tours will be 30 minutes long.

XXI. Study Hall Regulations

Study Hall will be conducted in the student's room under supervision of a staff or faculty member. Every student is expected to follow the guidelines listed below.

1. The Summer School Coordinator will determine any special considerations for struggling students.
2. Students will be in their seats when the bell rings and will remain there for the study period.
3. There should be no talking.
4. There will be a 5-minute stretch break at the middle of the study hall period. During this time students may use the rest room and get water from the fountains. Students are expected to be back in their seats at the end of this break.
5. If a student needs assistance from a study hall supervisor, he should wait for the study hall monitor to arrive at their room and ask at that time. Students should not be out of their seats during study hall.
6. Students should have all of their assignments, books and materials prior to study hall. Student Planners should be open on the desk for the monitor to check during the study hall period.
7. If all work is completed to the supervisor's satisfaction, parallel assignments may be used. Students should not be engaged in any non-academic work. If they do not have appropriate work for study hall, they should use the time to review, work practice tests, study ahead, etc.
8. Classroom dress standards apply.
9. All work will be performed by the individual student without interaction with other students. There will not be any student group work or student tutoring during this time without express permission of the Summer School Coordinator.

XXII. Contact Information

Your student's address while here this summer:

Student's name
Hargrave Military Academy
Chatham, VA 24531

XXIII. Telephones

- A. Cell Phones are not permitted during the summer session at Hargrave Military Academy and will be confiscated and held by the military office until picked-up by a parent or until the end of the summer school session.
- B. Telephone conversations at the student phone bank should be limited to ten minutes in length so others can use the phones.
- C. Phone credit cards are not authorized.
- D. Students should show respect for others using the phone by holding the noise down in the telephone area.
- E. Calling cards are sold through the quartermaster.
- F. ***For Parents trying to contact a student in an Emergency:*** Call HMA and ask to speak to the Duty TAC, Commandant, or Summer School Coordinator.
- G. Important Phone numbers:

Main Switchboard	(434) 432-2481
Infirmary	(434) 432-2571
Commandant	(434) 432-2582
Transportation	(434) 432-2691
Duty TAC Officer	(434) 432-2685
Summer School Coordinator	(434) 441-6719
FAX (Military)	(434) 432-4303
FAX (Infirmary)	(434) 432-3059

XXIV. Exceptions to Daily Schedule:

Parents Day (14 July)

7:30-9:00	First Block Exam
9:00-9:25	Break
9:30-11:00	Second Block Exam
12:00-3:00	Parent Teacher Conferences in classrooms (Sign-up sheets are posted at teachers doors at 11:00 on a first come first served basis. Each conference is 10 minutes in length.)

Final Exam (28 July – 29 July) Schedule

Saturday

Regular Morning Schedule through Mess II

1:30-3:00	First Block Exam
3:00-3:30	Break
3:30-5:00	Second Block Exam
5:00-5:45	Extra exam time as needed, otherwise freetime
6:00-6:55	Mess III
7:00-9:00	Barracks Cleanup

Sunday

7:30	Reveille
7:55	First call breakfast
8:00	Fall-in breakfast (Mess I)
8:50	First call chapel/awards
8:55	Fall-in chapel/awards
9:00	Chapel/Awards Ceremony, Checkout to follow

Saturday

This is a general schedule. Check for exceptions if you plan to participate in weekend activities.

8:00-11:00	Extra Duty (as assigned)
10:00-12:00	Walk-in Brunch
1:00-4:00	Extra Duty (as assigned)
5:30	Supper (Mess III)
7:00-9:00	Extra Duty (as assigned)

Sunday

7:30	Reveille
7:55	First call breakfast
8:00	Fall-in breakfast (Mess I)
8:50	First call church
8:55	Fall-in church
9:00	Chapel
12:25	First call lunch
12:30	Fall-in lunch (Mess II)
1:30-5:30	Student Activities or Free Time
5:40	First call supper
5:45	Fall-in supper (Mess III)
6:15-7:15	E-mail Lab Open (Cosby 119)
7:00	Passes End
7:15	Recall to rooms
7:30-9:00	Study Hall

Thursday evening: Vespers

5:45	Cadet Time Ends
6:00	Mess III formation
6:15	Supper (Mess III)
6:15-6:45	E-mail Lab Open (Cosby 119)
6:50	First Call - Vespers
7:00 - 7:30	Vespers
7:40	First Call - Study Hall
7:45 - 9:15	Study Hall

XXV. Technology Acceptable Use Policy

HMA will not be liable for the users' inappropriate use, either on site or off site, of HMA's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. HMA will not be responsible for ensuring the accuracy or usability of any information found on the Internet. HMA intends for electronic communication resources to be operational during all designated hours, but with technology there is no guarantee; therefore, HMA is not responsible for loss of information.

The student is expected to follow all guidelines stated below, as well as those given orally by the staff and to demonstrate ethical behavior that is of the highest order in using the network facilities. Students are also expected to realize that the **opportunity** to use the technology goes hand in hand with the **responsibility** to use all resources properly. **Access is a privilege, not a right. Access entails responsibility.**

Since access to networks by students is a privilege, any actions that might harm the computer equipment or software, impair their effective use, or show disregard for the proper procedures set up for network access, will **NOT** be tolerated. If a student's behavior is found to be inappropriate, he or she may lose some or all of these privileges. Computer users should be aware that the school computers, server storage, e-mail use and Internet use may be monitored at any time and subject to administrative review at any time; there should be no expectation of privacy using the school's computer system. HMA reserves the right to remove anything that is deemed inappropriate from any HMA computer and server storage. HMA's goal is to protect its resources so that they will be available for all users. Any User (**including the User's parents if the User is a student**), by use of HMA's electronic communications resources, agrees to indemnify and save and hold harmless HMA from any liability arising from any such uses by the User.

The major purpose of the installation of HMA network, access to the Internet, and the electronic mail system is to enhance learning and communication for the members of the HMA community. The use of appropriate software for general or specific curricular purposes is expected. Research on the Internet, submission of assignments via e-mail, and sending e-mail to teachers, experts in various fields of study, friends and family is encouraged.

Students should never allow others to use their account name and/or their password. Violation of this rule could jeopardize everyone's access to the Internet, and students who violate this rule will immediately lose all network and computer access. **USE OF ANOTHER'S ACCOUNT OR PASSWORD IS CONSIDERED AN HONOR VIOLATION AT Hargrave Military Academy** and will be dealt with by the Honor Council.

Recent news accounts have shown that abuse of chat rooms, other real-time communications and e-mail can lead to serious crimes. Students are strongly encouraged never to divulge personal contact information, including names, photographs, home and school addresses or telephone numbers, social security numbers or credit card information in any electronic format. BE CAREFUL!

Violations/Sanctions: As with any disciplinary and honor violations at Hargrave Military Academy, enforcement of this policy depends on the responsible actions of all members of the community. **Any User** violating these provisions or applicable state and federal laws is subject to loss of network privileges and any other disciplinary actions deemed necessary by HMA, including criminal prosecution.

In conjunction with the IT Department, the Summer School Coordinator, Commandant, or President will make the final determination as to what constitutes unacceptable use. Their decision is final.

Student E-mail Instructions

All students have access to e-mail. In order to access the Hargrave computer network for e-mail the student must enter their login name and password. Login name is their last name plus first initial unless someone else already has that same login. In case of duplicate logins, a single digit such as 2 or 3 will be attached to the end of their login. The student's login name and password (a six digit computer generated number) are printed on the E-mail instruction sheet distributed to students during matriculation. Students

must memorize their own password and not allow anyone else to know their password. Students will be held responsible for any inappropriate activity occurring on a computer logged in under their name. If students lose the sheet with their login name and password before memorizing it, they should report to the Technology office to obtain another copy.

Computer Lab:

1. The computer lab, located in Cosby 119, will be open Sunday through Wednesday evenings from 6:15 to 7:15 and Thursdays from 6:15 to 6:45.
2. The computer lab is open for access to Hargrave e-mail accounts only. Personal e-mail accounts (gmail, yahoo, etc.) may not be accessed. Use of the Internet for any purpose is against regulations during Summer School.
3. To access your Hargrave e-mail, double click on the GroupWise icon on the desktop. You will be prompted to enter your login name and password at that time.

Parent E-mail Instructions

All students have access to e-mail. During matriculation, students and parents are given information sheets containing all the necessary information to enable use of this service. The information sheet for parents has the student's email address.

Students must memorize their own password and not allow anyone else to know their password. Students are held responsible for any inappropriate activity occurring on a computer logged-in under their name. If students lose the sheet with their login name and password before memorizing it, they should report to the Technology office to obtain another copy.

Any violation by a student of the Technology Acceptable Use Policy regarding e-mail will result in loss of network privileges and could result in dismissal.

The student's e-mail address is their last name first initial@hargrave.edu.

Example: John Doe would be doej@hargrave.edu

If two or more people have the same last name and first initial, a single digit such as 2 or 3 is attached to the end of the second or third identical login.

Example: doej2@hargrave.edu

If you have any questions about e-mail, please call:

LTC Joe Merricks, Network Administrator, Ext. 3181
Mrs. Kneyokee Shelton, Laptop Administrator, Ext. 3182