Code of Conduct & Acceptable Use Policy

###### As a Middlebury Interactive Languages (MIL) student, you are subject to the rules and restrictions implemented by your school and the Student Code of Conduct and Acceptable Use Policy.

This document describes the policies and guidelines for the use of the MIL courses and exists to ensure that all MIL students are aware of and understand their responsibilities when accessing and using MIL resources.

MIL reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to MIL instructional resources.

As a student enrolled in MIL courses, you should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Acceptable Use Policy.

Failure to follow these guidelines could result in the:

* removal of your access to MIL instructional resources
* your removal from the course
* restriction from social networking anywhere in the MIL system
* involvement with law enforcement agencies and possible legal action.

# Student Conduct

Respect for the law and for those persons in authority shall be expected of all students. This includes conformity to your school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in MIL courses.

# Academic Integrity

All work submitted is assumed to have been completed on your own. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit and revoked access to course(s) and additional disciplinary action. The use of digital, printed, or live translators is strictly forbidden.

# Use of Copyrighted Materials

All materials in the courses are copyrighted and provided for the exclusive use by enrolled students. Enrolled students may print or photocopy material from the website for their own use but distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s) and disciplinary action.

Users shall not upload, download, transmit or post copyrighted software or copyrighted materials such as MIL curriculum, materials protected by trade secrets or other protections. This includes copyrighted graphics of cartoon characters or other materials found that may appear to be non-copyright protected. Unauthorized copying or distribution may result in revoked access to course(s) and disciplinary action.

# Plagiarism

Plagiarism is the act of submitting someone else’s work as your own original, creative production. If you use another person’s writing or original work, you must cite their words using an appropriate manuscript style in the Works Cited page, Endnotes, or in a Bibliography. The exact wording should be in quotation marks or paraphrased in the paper and referenced as such in the paragraph in which it appears. You may not copy and paste directly from the Internet without giving appropriate credit to the author. Plagiarism is a serious academic violation. Plagiarism will result in no credit and will also be considered as a disciplinary issue and may result in removal from MIL courses.

# Source Citation

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you're citing information found on a Web site, provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available.

# Monitoring E-mail and other Material

MIL reserves the right to review any material transmitted using MIL instructional computing resources or posted to an MIL instructional computing resource to determine the appropriateness of such material. MIL may review this material at any time, with or without notice. E-mail transmitted to MIL is not private and may be monitored.

# Acceptable Use Policy

You understand that all information, data, text, software, music, sound, photographs, graphics, video, messages, tags or other materials ("User Content"), whether publicly posted or privately transmitted, are the sole responsibility of the person from which such User Content originated. This means that you and not MIL are entirely responsible for all User Content that you upload, post, email, transmit or otherwise make available via the Services.MIL does not control the User Content posted via the Services and, as such, does not guarantee the accuracy, integrity or quality of such User Content. Under no circumstances will MIL be liable in any way for any User Content, including, but not limited to, any errors or omissions in any User Content, or for any loss or damage of any kind incurred as a result of the use of any User Content posted, emailed, transmitted or otherwise made available via the Services.

By posting information in or otherwise using any interactive service that may be available to you on or through the Services, you agree that you will not upload, post, or otherwise distribute or facilitate distribution of any content—including text, communications, software, images, sounds, data, or other information—that:

Could be harmful to minors; is unlawful, threatening, abusive, harassing, defamatory, libelous, deceptive, fraudulent, invasive of another's privacy, tortious, contains explicit or graphic descriptions or accounts of sexual acts (including but not limited to sexual language of a violent or threatening nature directed at another individual or group of individuals), uses vulgar language in the creation of a username, or otherwise violates these Terms or any applicable School policy;

Victimizes, harasses, degrades, or intimidates an individual or group of individuals on the basis of religion, gender, sexual orientation, race, ethnicity, age, or disability;

Infringes on any patent, trademark, trade secret, copyright, right of publicity, or other proprietary right of any party;

Constitutes unauthorized or unsolicited advertising, junk or bulk e-mail (also known as "spamming"), chain letters, any other form of unauthorized solicitation, solicits passwords or personally identifiable information, or any form of lottery or gambling, sweepstakes or advertising;

Disrupts the normal flow of dialogue, cause a screen to "scroll" faster than other users of the Services are able to type, or otherwise act in a manner that negatively affects other users' ability to engage in real time exchanges where available;

Interferes with or disrupts the Services or servers or networks connected to the Services, or disobeys any requirements, procedures, policies or regulations of networks connected to the Services;

Provides material support or resources (or to conceal or disguise the nature, location, source, or ownership of material support or resources) to any organization(s) designated by the United States government as a foreign terrorist organization pursuant to section 219 of the Immigration and Nationality Act; “stalks" or otherwise harasses another;

Contains software viruses or any other computer code, files, or programs that are designed or intended to disrupt, damage, or limit the functioning of any software, hardware, or telecommunications equipment or to damage or obtain unauthorized access to any data or other information of any third party; or impersonates any person or entity, including but not limited to any employee or representative of MIL. You also agree that you will not harvest or collect information about the users or Users of the Services or use such information for the purpose of transmitting or facilitating transmission of unsolicited bulk electronic e-mail or communications.

You further agree that you will not knowingly solicit or collect personal information from a minor (anyone under 18 years old) without appropriate prior verifiable parental consent. Personal information includes but is not limited to name, address, phone number, or name of their school.

MIL generally does not pre-screen, monitor, edit or remove User Content. MIL and its agents, however, have the right (but not the obligation) at their sole discretion to pre-screen, monitor, edit or remove any User Content that, in MIL’s judgment, does not comply with these Terms or is otherwise harmful, objectionable, or inaccurate. MIL is not responsible for any failure or delay in removing such User Content. You agree that you must evaluate, and bear all risks associated with, the use of any User Content, including any reliance on the accuracy, completeness, or usefulness of such User Content. In this regard, you acknowledge that you may not rely on any User Content created by MIL or submitted to MIL.

You acknowledge, consent and agree that MIL may access, preserve, and disclose your account information and User Content if required to do so by law or in a good faith belief that such access, preservation or disclosure is reasonably necessary to: (a) comply with legal process; (b) enforce the Terms; (c) respond to claims that any User Content violates the rights of third-parties; (d) respond to your requests for customer service; (e) protect the rights, property, or personal safety of MIL, their users and the public; or (f) utilize Your usage and/or assessment data associated with the Services for internal analytic statistical, development, educational or quality control purposes.

You understand that the technical processing and transmission of the Services, including your User Content, may involve (a) transmissions over various networks; and (b) changes to conform and adapt to technical requirements of connecting networks or devices.