

Pen Pal Program Code of Conduct

SAMPLE

In order to participate in the pen pal program, participants must observe the following code of conduct. Please read it and sign at the bottom.

- The school asks students that correspondence be conducted with our school email accounts (name@hewittschool.org)
- Correspondence between students will be subject to Hewitt rules and regulations
- Hewitt students must treat the recipient with the same respect as their fellow students
- Hewitt students must abide by Hewitt's code of conduct as outlined in the Upper School Community Handbook 2015-2016
- Hewitt students must be vigilant about good digital citizenship
- Hewitt students should never ask for or share important information or overly personal details and be especially cognizant of social media sharing
- Should a Hewitt student receive any communication that they consider inappropriate, they should share that immediately with the supervising teacher. Students should cease communication until advised.
- Bullying and cyberbullying are prohibited on The Hewitt School's campus, at school events, in any vehicles used by the school, and through technology used or operated by The Hewitt School. Should a student experience bullying or harassment, she or her family should immediately contact the upper school office.
- Examples of cyberbullying may include, but are not limited to:
 - Teasing
 - Inappropriate comments relating to things such as race, sex, gender, ethnicity, nationality, sexual orientation, etc.
 - Threatening to cause harm
 - Rumor spreading
 - Embarrassing someone publicly