

2012 DUCA STUDENT COMMITMENT FORM

This form must be completed and signed by the student and parent/ guardian and returned by

Saturday, May 31, 2012

Please send to Drexel University – The iSchool at Drexel, Attn: DUCA, 3141 Chestnut St., Philadelphia, PA 19104

I will attend Drexel University Computing Academy, June 24 through July 28, 2012.

I am prepared to participate wholeheartedly in this intensive academic program. I have read and understand the enclosed “Is DUCA Right for Me?” form.

I will remain in residency for the full session. Only in an extreme emergency will I or my parents request permission for me to leave campus.

I have carefully read and agree to abide by the rules, regulations and policies of the DUCA as stated on the reverse side of this form.

Student's Signature

Date

Student's Name (Please print clearly)

Parent/ Guardian's Signature

Date

DUCA POLICIES & PROCEDURES

1. All DUCA policies and rules are in effect for the duration of the program, whether students are on or off campus.
2. **ATTENDANCE and PUNCTUALITY:** Students are expected to attend and participate in regularly scheduled classes, student meetings, workshops, student presentations and guest lectures. Students are expected to arrive on time for all scheduled classes and activities.
3. Parents may not attend program events or classes except during Family Day, the date and time of which will be announced prior to the start of the program.
4. **CURFEW, QUIET HOURS:** A curfew is established each night by the program director. It is strictly enforced. The program establishes quiet hours each night. Students wishing to listen to music during this time must do so with headphones.
5. **RESPECTING THE RIGHTS OF OTHERS:** Students are expected to exercise mature judgment in respecting the rights of others. Good manners during classes, presentations, field trips and all program activities are expected. Quiet hours in the residence halls are to be respected.
6. **TOBACCO USE:** Tobacco use by DUCA students is prohibited for the duration of the entire program, from the point of arrival and the point of departure. This includes field trips and off-campus visits. This is state law. Students found using tobacco will be expelled from the program.
7. **UNIVERSITY PROPERTY AND POLICIES:**
 - a. Students are responsible for the weekly exchange and final, complete return of linens issued to them by the University linen service.
 - b. Students may not damage or alter the walls, floors, ceilings and furnishings in any campus facilities, including the dormitory. Students may not change furnishings from room to room. Students and their families will be held financially responsible for the costs of damage to or loss of University property.
 - c. Students must have returned all library materials by the date set by the program director. Students must return materials in person and are financially responsible for the damage or loss of books.
 - d. Students must return non-disposable items on loan from the dispensary.
 - e. Students are responsible for maintaining and returning keys, linens and identification cards.
8. **RESIDENCE HALL PROCEDURES:**
 - a. DUCA living quarters are exclusive and gender-separate. Only DUCA students and assigned program staff may enter the living areas. Furthermore, men may not enter women's living quarters and vice versa. Service personnel will enter by pre-arrangement and be escorted by program staff. Students may not entertain guests in the dormitory during the program.
 - b. Students may not keep pets of any kind in the dormitory.
 - c. Fire drill and emergency procedures will be explained upon arrival.
 - d. The DUCA reserves the right to have authorized staff enter any student's room without notice if there is reasonable cause to believe that program policies are being violated.
9. **CHANNELS OF COMMUNICATION:**
 - a. Residential hall directors and their assistants are responsible for resolving any residential life problems that may arise during the program, for referring them to their appropriate superior. A student should feel free to approach any Residential Life staff member with a problem.
 - b. If a student is missing from class or from another assigned program activity, staff will conduct a search. If the DUCA staff cannot locate the student, then campus security is asked to assist. If the student is still missing after a thorough search on campus, the program director will ask the city and/or Pennsylvania State Police to assist. The family will be notified at this point.
10. **EXPULSION:** A student will be expelled promptly for any of the following reasons: possessing or using alcoholic beverages; possessing or using illegal drugs; entering an establishment whose primary purpose is to serve alcoholic beverages, unless accompanied by a parent or legal guardian; stealing; violent behavior; behavior that is considered potentially harmful to oneself and/or to others; malicious damage to property; possession of weapon(s); leaving the program without permission; leaving the dormitory after curfew; violations of tobacco use policy or curfew policy; violation of the electronic communication policy, or other serious violations of program policies.
11. **PRESENTATION POLICY:** DUCA is a program for high school students who represent the social, ethnic, economic and geographic diversity of the Commonwealth. For five weeks, students live and work together and are provided with several forums in which they may share their work with each other, the faculty and official visitors. They may also mount their work in electronic forums. Inasmuch as students are minors under the law, and to accommodate the range of audiences for their presentations and products, the following guidelines are provided for mounting student work in programmatic forums:
 - a. Work must be deemed authentic (free of plagiarism), complete and ready for presentation.
 - b. Work shared with other students, faculty, official visitors and others must appropriately reflect respect for the breadth of audiences' backgrounds. Work should avoid pervasive content or language that can be interpreted as offensive on the basis of gender, race or ethnic background; or violent or explicitly sexual in the extreme.
 - c. Judgment regarding the appropriateness of material to be presented rests with the program director or person delegated by the program director to make these decisions.
12. **ELECTRONIC COMMUNICATIONS:** DUCA provides students with the opportunity to use computers, networks and other telecommunication facilities to share information for research and communication. Students are expected to use that technology in a responsible, professional and ethical manner. The following guidelines are provided for use of telecommunications technology:
 - a. You may not use Program telecommunication technology for the following: illegal activity, personal profit or advertising, transmission or solicitation of harassing materials, hate mail, or pornographic materials.
 - b. You may not attempt to monitor other users' data communications; you may not infringe upon the privacy of others' computer files; you may not read, copy, change, or delete another user's password, computer files or software without the prior express permission of the owner; you may not misrepresent other users.
 - c. You may not engage in actions that interfere with the use by others of any computers or networks.
 - d. You may not attempt to bypass computer or network security mechanisms without the prior express permission of the owner of that computer or network system.
 - e. You may not alter, copy, or translate software licensed to another party. You may not make available copyrighted materials without the express permission of the copyright holder. Respect for intellectual labor is vital to the academic discourse. Invasion of privacy, unauthorized access, and copyright and related intellectual property violations may be grounds for expulsion as well as potential legal prosecution.

As a guest member of the Drexel University community, you must use all Drexel facilities in accordance with applicable laws and according to University standards of honesty and personal conduct. The above guidelines are intended to help DUCA scholars, along with the rest of the Drexel community, use Drexel's network and computing facilities responsibly, safely, and efficiently. Complying will maximize access and assure that use is responsible, legal, and respectful of privacy.

Laws in the 'real world' apply with equal force in the 'virtual' networked computer world. Law enforcement officials and intellectual property holders are more vigilant and computer-savvy than ever, and computer crimes are often detected and vigorously prosecuted. Unacceptable use of DUCA facilities will not be tolerated and scholars found to be in violation of the above policies will be subject to expulsion.