

**Ashford School
Ashford, CT
Technology Acceptable Use Policy:**

Local network and Internet access is available to students at the Ashford School. Our goal in providing this service is to promote educational excellence by facilitating research, resource sharing, innovation, and communication.

The following regulations for acceptable use of the network and Internet were designed to make students aware of the responsibilities required to use this technology. Violation of any of these rules and regulations will result in a loss of access and may result in other disciplinary or legal actions.

- Obtain staff permission and follow instructions carefully prior to accessing the Internet each time.
- Be sure that use of the Internet and E-mail is in support of education and research consistent with the goals and objectives of the Ashford School. All Internet use is for school assignments only.
- Be polite and use appropriate language. Do not swear, use vulgarities, or any other inappropriate or abusive language.
- Do not reveal personal information about yourself or others including, but not limited to, address, passwords, telephone, social security or credit card numbers.
- Recognize that electronic mail is not private and may be monitored. Do not access personal email accounts from school (i.e. Hotmail, etc.)
- Do not interfere with others' work or with the performance of the network by others. Do not share your passwords or try to obtain or use others'.
- Do not download applications, games, MP3's or other memory intensive files from the Internet.
- Do not modify computer settings without specific teacher approval.
- Report any observed misuse to the administration.
- Do not establish an official representation of the school (i.e. Internet home page) without obtaining prior approval of the school administration.
- Do not send or receive any material in violation of U.S. or State regulations including copyrighted, harassing, threatening, or obscene material.
- Do not use for commercial activities, political lobbying, illegal activities, or product promotion.