

Ashford School
Technology Acceptable Use Policy
2018-2019

Internet and E-Mail Use:

Local network and Internet access is available to students at Ashford School. E-mail is available to students in grades 5-8. Our goal in providing these services is to promote educational excellence by facilitating research, resource sharing, innovation and communication.

The following regulations for acceptable use of the network, Internet and e-mail 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 or e-mail 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. gmail, 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, movies, music 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 homepage) without obtaining prior approval of the school administration.
- Do not send or receive any material in violation of Federal or State regulations including copyrighted, harassing, threatening, or obscene material.
- Do not use for commercial activities, political lobbying, illegal activities, or product promotion.
- Follow the appropriate steps to take if you inadvertently land on an inappropriate website. *(Cover the screen or click on the browser back button and ask for immediate teacher assistance.)*

Ashford School
Notice of Digital Image Use
2018-2019

Photographs and Video Recordings:

There are situations when photographs or video recordings may occur in the classroom and would be typically shown within the educational setting. Naturally, the Ashford School cooperates with universities and other educational organizations to improve our school program and to prepare and train new teachers. In fact, an integral part of teacher preparation programs, new teacher evaluations, and other teacher improvement initiatives is the video recording of a lesson. The intent of the video is to record the actions of the teacher; however, it is likely that students will be included in some of the taping. These video recordings are used solely for the analysis of teaching techniques.

Furthermore, classrooms may produce photographic projects or video recordings as part of a lesson. Students may produce a video for a class on a particular topic and show it to other students. Students or staff may also video record a special event that is happening in a certain grade or in the school. These photographs or video recordings would be shown in the classrooms or assemblies within the Ashford School or shared on the school website.

The Board of Education has approved publishing of student photographs on the school website. If identified, only first names and last initials will be used. Group photos can be used without parent permission.

Finally, on occasion the media may take pictures of a special event or activity for newspapers, etc. This cannot always be controlled by the school due to the public nature of some assemblies and events.

Publishing Student Work on the Web:

As part of your son's/daughter's educational program, (s)he may have the opportunity to publish documents and projects on the Internet. These documents might include participation in a school web page, or the sharing of schoolwork with other students locally or internationally.

These guidelines will be followed:

- Published documents will not include a child's last name, phone number, street address or box number, or names of other family members
- Documents will not contain objectionable material or point directly or indirectly to objectionable material
- Documents must conform to School Board policies and established school guidelines
- Documents must be edited and approved by a referring teacher and/or the webmaster for the school