Millwood School Acceptable Use Policy of School Computer Resources

Millwood School provides students with access to a number of devices designed to enhance their education. This includes computers and computer hardware, email accounts and software. Students may also bring personal electronic devices on campus, including computers, and other devices. These devices, when used on campus or connected to school computers, are subject to the same rules as equipment owned by Millwood School; however, they can only be used when expressly permitted by the School.

School computer or electronic resources may only be used when permitted by School policy.

You may use computer resources as long as you do not:

1) Exceed the scope permitted by this policy.
2) Break any laws.
3) Infringe on the rights of anyone else.
4) Incur any costs or liability to the School.
5) Interfere with the conduct of school business or the education of its students.

Students do not have a right to privacy in their use of School computer resources, whether the use is personal or school-related. Students who use Millwood School's communications devices and other computer resources consent, as a condition of their use of such equipment, to having all their communications intercepted, monitored, recorded, captured, stored, trapped and/or reviewed by School officials at any and all times, with or without notice, by any mechanism, including pen registers and trap and trace devices.

If a student uses a device or takes a measure to defeat the School's access to such devices, the School reserves the right to use any means available to bypass or defeat the device or measure, with or without notice. Students who violate this policy are subject to discipline under Millwood School's policies.

Misuse of School Computer Resources

Students using computer resources and telephones must always abide by the general rules governing the conduct of students, and must respect the rights of others. Users

should conduct themselves according to the generally accepted rules of network etiquette and behave in a responsible, ethical, and polite manner while online. The following will not be tolerated:

1) Using someone else's password to gain entry to the School network, or impersonating any person.
2) Accessing the accounts or files of others. A computer left in a "logged in" situation does not give an individual legitimate admittance to someone else's files.
3) Attempting to undermine network security, damage network performance, circumventing limitations set by the administrators or to aid others in this conduct by sharing information or passwords.
4) Tampering with or damaging computer hardware, software, School data or other resources.
5) Moving school-owned hardware without express permission.
6) Accessing any personal subscription services using School computer resources.
7) Downloading and playing Internet games or loading games on School computer resources.
8) Introducing any harmful software, such as viruses, spyware, malware or code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment, or which surreptitiously loads software or retransmits information to you or any third party.
9) Creating, storing, or displaying crude, derogatory, or sexually suggestive messages or graphics on or through School computer resources.
10) Transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually explicit, threatening, harassing, tortuous, vulgar, offensive, hateful, or racially, ethnically or otherwise objectionable, illegal material.
11) Using School computer resources for commercial purposes, product advertising, political lobbying or campaigning.
12) Sharing knowledge of security deficiencies in the School's computers or access to the Internet with anyone other than the Director of Technology or Headmaster. If you become aware of a security problem or possible problem in the School's computer network, Internet connection, or emails, immediately report the problem to the Director of Technology.

Violation of these rules or any failure to use School computer resources in a responsible, professional manner is cause for discipline.

Internet Access

Students will be able to access, and are expected to use, technology and the Internet for their academic courses and enrichment. The Internet connects millions of computers and computer users all over the world, and enables students to explore thousands of libraries, databases and resources throughout the world.

Students should be aware that violations of this agreement and policy, or other School policies, can result in serious discipline.

Consent to Use of the Computer Resources and Acknowledgment of School Policies

Students and their Parent or guardian must review and sign this policy before the student can be given access to School Computer Resources.

I have read Millwood School's Computer Resources Use Policy, and I agree to follow these rules.

• I understand that the rules apply to the School's email, computers, computer hardware, telephones, phone lines, software and any other computer resources the School makes available.

• I understand that if I break the rules, the School can take away my access to any and all computer resources, my accounts can be terminated, and I may face other disciplinary measures.

• I understand that the School's computers are for educational purposes, not personal use.

• I understand that I or my parents or guardian(s) will be responsible for compensating the School for any losses, expenses or damages the School incurs if I break the rules.

• I understand that the School's email server, and emails I send or get through the server, belong to the School, and I have no privacy rights for emails or other information I send or keep on the School's system.

• I understand that if I give my password or account information to somebody else, I am breaking School rules.

• I understand that I am responsible if someone else uses my account to break School rules.

Signed by Parent (or Guardian): _____ Date: _____

Signed by Student: _____ Date: _____