

# Sayre School Acceptable Use Policy

Sayre School is pleased to offer students access to the advantages that the school's computer equipment and network provide. With a network account, users may send email, store and retrieve school files, print documents, and access many digital resources. Account holders should be aware that network administrators may review files and communications to maintain system integrity, filter potentially inappropriate content, and insure that users are using the system responsibly. Users should not expect that any activity on the school network is private.

While the school's technology resources provide access to the information resources available from internal and global networks, such access is a privilege and is provided for educational purposes only. Computer and network tools should be used responsibly, keeping in mind that all members of the school community must share these valuable resources.

The Internet is an exciting and interesting place to explore and we want to teach students to use it in an ethical, responsible manner. Because of the nature of the Internet, it is possible for users to access a wide variety of textual and graphical material, a portion of which is inappropriate for students. We believe that the best approach for dealing with information available through the school network consists of:

- Directing students toward age-appropriate materials
- Providing age-appropriate supervision of students as they explore the Internet
- Helping students develop sound judgment in using computer technology
- Disciplining those students who break the rules set out in this Acceptable Use Policy, **including occurrences that happen outside of Sayre School**

As digital citizens at Sayre School, we use information and technology in safe, legal, and responsible ways. This policy covers the use of technology equipment and the network that may be used by students to access on and off-campus resources. These rules and responsibilities apply to all Sayre users:

1. Respect yourself. I will select online names that are appropriate. I will consider the information and images that I post online. I will practice good behavior on the school computer network just as in the classroom, including adherence to the **Honor Code**.
2. Protect yourself. I will not publish my personal details, contact details, or a schedule of my activities.
3. Respect others. I will not take any action that causes or has the potential to harm or offend others, in accordance with the **Bullying and Harassment Policy**. This includes, but is not limited to sending or displaying offensive messages or pictures, posting the personal information of others, using obscene language, or harassing, insulting, or attacking others, including via non-Sayre technology accounts and resources. *Any of these actions may lead to a disciplinary review with consequences ranging from detentions to suspensions, and in extreme cases, to expulsion from school.*

4. Protect others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
5. Respect intellectual property. I will suitably cite any and all use of websites, books, media, etc.
6. Protect intellectual property. I will request to use the software and media that others produce.
7. Respect Sayre. I will not take any action that causes or has potential to harm the school network or network users. This includes but is not limited to:
  1. Utilization of another user's network or personal accounts
  2. Damaging or overloading computers or computer networks, including the uploading or creation of computer viruses/malware or downloading unauthorized files
  3. Harming or destroying the data of another user
  4. Intentionally wasting resources including the creation of files for non-academic purposes, monopolizing the school's Internet connection, and unnecessary printing
  5. Activities deemed to be a security risk to the network, including obtaining unauthorized access to network files and resources
  6. Any action that constitutes illegal or unethical use of the school network such as violating copyright laws, employing the network for commercial purposes, or inappropriate posting of personal information
2. Respect your community. I will follow these guidelines when using technology outside of Sayre School.

**Violation of the Sayre School Acceptable Use Policy will result in a loss of technology access and may result in other disciplinary action.**

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