

INSTRUCTION

INSTRUCTIONAL TECHNOLOGY

Code of Conduct

Access to District technology resources is a privilege made available to staff, board of education, students, and, on a limited basis, to visitors and residents of the community. All users should respect and protect the rights of every other user. They shall act in a responsible, ethical, and legal manner, considering the following:

- United States and New York State laws
- The missions and purposes of other networks used via the Internet
- The following Code of Conduct

All users must avoid the following inappropriate uses of the District's technology resources:

- Using resources for financial gain or profit
- Degrading or disrupting equipment, software, or system performance
- Using resources to interfere with the proper operation of any computer, or destroy data
- Using information obtained through network and computer resources without giving proper credit to the source (plagiarism)
- Intentionally interfering with the work of others
- Using resources in any manner that violates Board policy, federal, state, or local law, including unauthorized copying or transmission of software.
- Gaining unauthorized access to systems and networks
- Invading the privacy of individuals
- Using an account owned by another user, or allowing another user to use your account
- Posting personal communications without the original author's consent
- Posting anonymous messages
- Initiating or forwarding "chain" letters
- Downloading, storing, printing, or distributing files or messages that are profane, obscene, threatening, or that use language that offends or tends to degrade others
- Downloading, storing, printing, or distributing files or messages that contain information considered dangerous to the public at large

Depending on the nature and severity of a violation, a Building Administrator will take disciplinary action per Board of Education policies or District regulation. If warranted, the administrator shall refer the case to an appropriate school, local, state, or federal authority for disposition. If appropriate, access rights to technology will be denied immediately.

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Enforcement Guidelines

Any attempt to circumvent system security shall be cause for immediate access denial. The purpose of access denial in these cases is to prevent further damage to the system or data until after an investigation is conducted. If there is evidence that a user took actions to violate a policy, even if unsuccessful, it will be considered a violation.

Courtesy Guidelines

The following common courtesy and common sense guidelines promote responsible use of network and computer resources:

- . When workstations are in high demand, administrative personnel will determine priority of use.
- . To conserve network resources, avoid unnecessary file transfers.
- . Print as little as possible. Printing tasks that would "tie up" a printer for an inordinate amount of time (5-10 minutes) require authorization of the supervising staff member.
- . Use of multimedia software or CD-ROMs that contain sound (or "sound clips") should not distract others.
- . Users will keep work areas clean and log out of their application sessions at the end of each use.

Work Priority Guidelines

A variety of people use the District's network and technology resources. Playing instructional games, experimenting with graphics tools, and reading electronic news can contribute to the educational process. As a courtesy to others, users will avoid such activities during times of heavy usage.

The following is a list of technology activities, in order of priority:

1. Emergency repair or processing by network and system administrators
2. Scheduled instructional time
3. Completion of course assignments by students
4. General maintenance by network and system administrators
5. Reading electronic news and "browsing" the internet
6. Experimenting with instructional games, graphics, or other applications not directly related to a user's educational objectives
7. Use by community residents outside of school hours

Privacy

The District will take reasonable steps to preserve confidentiality, but it cannot be guaranteed.

To protect privacy, no user should store personal confidential information on PCs or file servers (this excludes District confidential information). To preserve the network integrity, the system administrator has the right to inspect a user's files stored on a District PC or server and monitor online activities of users without prior consent.