



## **HIGHTSTOWN HIGH SCHOOL**

### **TECHNOLOGY CODE OF CONDUCT AND ACCEPTABLE USE AGREEMENT**

#### **TECHNOLOGY CODE OF CONDUCT**

The smooth operation of the network/computer services relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided to make you aware of your responsibilities when using the Internet/computer services and/or other technological devices within the school or district. In general, this requires efficient, ethical and legal utilization of the network/computer services and resources. If a user violates any of these provisions, his/her access privileges may be terminated and future access could possibly be denied.

#### **ACCEPTABLE USE**

Student access must be consistent with the educational objectives of the East Windsor Regional School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US, federal or state law and/or regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or pornographic material, or material protected by trade secret. Use of product advertisement or political lobbying is also prohibited.

#### **PRIVILEGES**

The use of the Internet/computer services is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The administration, faculty and staff of EWRSD may request the systems administrators to deny, revoke or suspend specific user access privileges.

#### **INTERNET NETWORK ETIQUETTE**

All students are expected to abide by the generally accepted rules of the Internet network etiquette. These include, but are not limited to, the following:

1. Be polite.
2. Use appropriate language. Do not use profanity, vulgarities or any other inappropriate language.
3. Avoid illegal activities.
4. Do not reveal any personal information (i.e., home address, telephone numbers or other personal information) pertaining to yourself, any other students or colleagues.
5. Systems administrators have access to all system usage, including e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Do not use the network in such a way that you would disrupt the use of the network by other users.
7. All communications and information accessible via the network should be assumed to be private property.

## **OTHER RESPONSIBILITIES**

- Students exercising their privileges to use the Internet/computer services as educational resources are responsible for all material received and are required to monitor all material entering the school via Internet/computer services.
- Students have the responsibility of not committing copyright violations.
- It is a student's responsibility to make all subscriptions to news groups and lists known to the systems administrators. Approval is required from the systems administrators prior to requesting a news group and/or list from the network/computer services.

## **VIOLATION OF ACCEPTABLE USER POLICY**

The guidelines on the preceding pages are not all inclusive, but only representative and illustrative. A user who commits an act of misconduct that is not listed may also be subject to disciplinary action.

Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent contacts are to be made for acceptable use policy violations.

## **MINIMUM ACTIONS:**

Administrator/student conference or reprimand.

## **ADDITIONAL ACTIONS:**

1. Required to seek assistance in learning the proper procedure before he/she is allowed to use computer equipment.
2. Administrator/parent contact.
3. Referrals and conferences involving various support staff or agencies.
4. Behavioral Contracts.
5. Required to serve a minimum of one-day suspension from using all computer equipment.
6. Confiscation of inappropriate item(s).
7. Restitution/restoration.
8. Denial of participation in class and/or school activities.
9. Banned from using all computer equipment, networks and Internet.
10. Suspension from school and/or other appropriate disciplinary action.