TECHNOLOGY USE REGULATION
Rules and Code of Ethics for Computer Use

The following rules are guidelines for the general use of computers and technology. They apply to technology in a lab setting, clusters in the classroom, library use and/or standalone computers. They apply to any student who uses a computer or technology at Catskill Central School District or who access lines in the District. This includes any remote access which such users may gain from off-site, but which involves the use of District sites, servers, intranet facilities, e-mail accounts or software.

In addition to the general guidelines, there are also more specific rules and additional rules for students to whom laptops are issued.

General Rules

- Only authorized users may use District computers, the District Network and access the Internet.
- All students must complete and return the signed Acceptable Use Policy form prior to having access to the District Network and the Internet, and prior to receiving a School District issued laptop computer.
- Students will be provided access to the District Network and the Internet during the school day when supervised by the appropriate staff member.
- Students will be provided with an individual logon account and password.
- Students will not have access to e-mail, unless issued for special instructional projects where a separate permission will be used.
- Students are not allowed to belong to mailing lists.
- Students will immediately inform a teacher, school employee or system administrator is if they receive information which is inappropriate or makes them feel uncomfortable.
- Students will not use the network for commercial activity including advertising.

Specific Rules

I.   **Recognizing that computers and software are valuable school property, each student will:**

- Not bring food or drink in the area(s) of computers;
- Not be present in a setting with computers unless in a formal supervised instructional setting;
- Sign in to any setting where the student will be using computers, other than a regular class, in order to determine who was/was not in a computer area;
- Not try to fix problems with computers, printers, screens but will report the problem to the person in charge (teacher, teaching assistant, aide) and utilize the District helpdesk process;
- Ask the person in charge for assistance when having trouble with software; and

- Have all diskettes and other media scanned for possible virus contamination by the person in charge before inserting the media into the computer.

II.   Recognizing that rules and a code of ethics must be closely followed, each student will:

- Not steal any hardware or software;
- Not create any viruses, scripts or batch files that will compromise the system or network;
- Not ask supervising adults to perform tasks the student should be doing;
- Not plagiarize;
- Be polite and courteous to all personnel working in the computer setting;
- Never divulge his/her personal password or allow anyone to use his/her personal computer files or share any personal information, name, address, or phone number online;
- Inform the person in charge if there is a suspicion that password security has been compromised;
- Log out from a computer when not in use. Students will never leave computers while logged on;
- Never attempt to access passwords or files other than the student's own;
- Save work frequently to prevent loss of files;
- Not copy, modify or delete any files other than the student's own;
- Not copy any system or application software;
- Not use or install other than District software on District computers or the District Network;
- Follow the guidelines of the specific instructor and only use the computer for specific assignments;
- Not subvert the system or any part of it with new passwords, icon changes, override filter or deepfreeze, etc.
- Not use or install unapproved software (games, utility programs, etc.) on a District computer or District Network;
- Not broadcast any messages on any District owned computer;
- Not change or customize any Windows® or Apple setting;
- Seek permission from the person in charge before printing.

III.   Recognizing that software and Internet materials are protected by copyright laws, each student will:

- Not make unauthorized copies of software on school computers either by copying them onto diskettes or other computers through e-mail or bulletin boards; and
- Not give, lend or sell copies of software to others without written permission of the copyright holder.

IV.   Recognizing that the District will be issuing laptops to students:

- Laptops are loaned to students as an educational tool.
- Before a laptop is issued to a student, the student and his/her parent/guardian must sign the Acceptable Use Policy form and the acknowledgment form.
- Students are responsible for the proper care of laptops at all times, whether on or off of school property, and may be responsible for costs associated with repairing or replacing the laptop.
- The District provides insurance coverage through a Complete Care Accidental Damage Service, for four years. The insurance does not cover damage incurred through negligence, misuse, as a result of violation of this Regulation or theft or loss of the laptop.
- If a laptop is lost or stolen, this must be reported to a staff member of the Building Main Office as soon as possible.
- The Board's policy and regulations concerning Computer and Technology Use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by the School.
- Violation of policies of rules governing the use of technology or any careless use or abuse of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of a staff member. The student will also be subject to disciplinary action in accordance with Policy and the District Code of Conduct.
- Parents/Guardians will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
- The laptop may only be used by the student to whom it is assigned.
- Laptops must be returned in good condition and in working order at the end of the school year, or whenever requested by school staff.

V.   In addition to Acceptable Use Violations, the following are Laptop Violations:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Cyberbullying.
- Downloading or transmitting multi-player game, illegally obtained music, or video files (including but not limited to youtube, google/yahoo video, myspace, facebook, twitter, etc) using the District network.
- Vandalizing, damaging, or disabling property of the District or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using District equipment or the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, first and last name, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.

- Violating copyright or other protected material laws.
- Plagiarizing material.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting District resources.

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