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INFORMATION TECHNOLOGY USE REGULATION

Rules and Code of Ethics for Computer and Internet Use for Students

The following rules guide the general use of computers and access to the District Network and Internet using district computers. Computers refers to those in a lab setting, clusters in the classroom, library use and/or standalone computers. These rules apply to any student who uses a computer or accesses the Internet at Catskill Central School District.

Access to and use of the Network and the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege.

Access & Security Rules

- Only authorized users may use district computers, the District Computer Network (Network) and access the Internet via district computers.
- All students must complete and return the signed Parental Permission/Information Technology Use form prior to receiving access to the Network and the Internet.
- Students will be provided access to the Network and the Internet during the school day when supervised by the appropriate district employee.
- Students will be provided with an individual logon account and password. Personal passwords may not be divulged.
- Student will not have access to school district email e-mail unless approved for specific projects, supervised by their teachers and a separate permission is granted by the parents. Students are not allowed to access personal Internet e-mail accounts from district computers.
- Students are not allowed to belong to mailing lists, or participate in bulletin boards, blogs, chat rooms or instant messaging unless they are educationally supported, teacher supervised and a monitoring system is in place. All requested bulletin boards, blogs, chat rooms, educational chat rooms, educational blogs, wikis etc, approved for use with students only when approved by Superintendent, Principal and Director of Tech.
- Students will log out from a computer when not in use. Students will never leave computers while logged on.
- Students will inform the person in charge if they suspect that password security has been compromised.

Use Rules

- Students will use computers and the Network for assigned academic tasks only and will not be allowed to use the Network or Internet for personal purposes without permission of the supervising teacher.
- Students will immediately inform a teacher, school employee or system administrator if they receive information which is inappropriate or makes them feel uncomfortable.
- Students will not:
 - Use the Network or Internet for any financial or commercial activity, including advertising;
 - Use the Network or Internet for any illegal activity, including violation of copyright or other contracts;
 - Degrade or disrupt equipment, software or system performance;
 - Gain unauthorized access to resources or entities;

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- Give out personal information (name, address, phone number, etc.) of any student (including self);
- Invade the privacy of any individual;
- Use an account owned by another individual;
- Post anonymous messages;
- Post personal communications without the original author's consent;
- Download, store or print files that are profane, obscene, or that use language that offends or tends to degrade others;
- Students will seek permission from the person in charge before printing.

Property Rules

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 setting;
- Sign in to any setting where the student will be using computers, other than a regular class, in order to establish a computer use history;
- Not attempt to fix problems with computers, printers, screens but will report the problem to the person in charge (teacher, aide, teaching assistant);
- Not load unapproved software (games, utility programs, etc.) on a District computer or Network;
- Ask the person in charge for assistance when having trouble with software; and
- Have all USB drives and other media scanned for possible virus contamination by the person in charge before inserting the media into the computer.

Ethics/Behavior Rules

Each student will:

- Not steal any hardware or software;
- Will 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;
- Not copy, modify or delete any files other than the student's own;
- Not copy any system or application software;
- Not use any illegally obtained software on District computers or the Network;
- Not subvert the system or any part of it;
- Not load unapproved software (games, utility programs, etc.) on a District computer or Network;
- Not broadcast any messages on a networked computer; and,
- Not change or customize any setting.

Copyright Rules

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 **USB drives** 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.

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Remote Access Rules

All the above rules are applicable when accessing the district network from home via the Internet.

- Classlink remote access
- shadowing

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