Please keep for your records.

# RULES AND CODE OF ETHICS
## FOR COMPUTER USERS, Grades 6-12

Students and parents/guardians are urged to read and discuss the *Rules and Code of Ethics for School Computer Users* along with the East Hampton Public Schools *Acceptable Use of Technology Systems and the Internet* (Policy and Regulations #6141.321 http://www.easthamptonps.org/ Click "Menu" and scroll down to Board of Education Policies).

The East Hampton Board of Education believes that computer devices and the Internet are valuable tools that should be used in schools to educate and inform students as a teaching and learning resource. The East Hampton Board of Education is providing technology systems including a computer network and Internet access for its students and teachers. This service allows teachers and students to share information, learn new concepts, research diverse subjects, and find creative uses for digital resources.

Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators and school administrators will deem what is inappropriate use. The administration may deny, revoke, or suspend specific user access at any time.

## Acceptable Uses of the East Hampton Public Schools (EHPS) Computer Network or the Internet

1. The computer hardware and account provided by EHPS should be used only for educational purposes.

2. If a user is uncertain about whether a particular use of the EHPS Computer Network or the Internet is appropriate, he or she should consult a teacher or supervisor.

## Unacceptable Uses of the East Hampton Public Schools (EHPS) Computer Network or the Internet

**The following uses of the equipment and network access provided by EHPS are unacceptable:**

**Uses that violate any state or federal law or municipal ordinance are unacceptable.**

- Selling or purchasing any illegal substance;

- Accessing, copying, transmitting, or downloading pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law;

- Transmitting or downloading confidential information or copyrighted materials;

- Uses that involve the accessing, transmitting, or downloading of inappropriate matters on the Internet;

- Uses that involve obtaining and/or using anonymous email, proxy sites, or VPN sites.

**Uses that cause harm to others or damage to their property are unacceptable.**

- Deleting, copying, modifying, or forging other users' e-mails, files, or data;
- Accessing other users' email without their permission, and as a result of that access, reading or forwarding the other user's e-mails or files;
- Degrading or interfering with the performance of technology systems;
- Damaging computer equipment, files, data, or the EHPS computer network;
- Using profane, abusive, or impolite language online;
- Disguising one's identity, impersonating other users, or sending anonymous email messages;
- Threatening, harassing, or making defamatory or false statements about others;
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials including sexually explicit images, messages, or cartoons that contain ethnic slurs, racial epithets, or anything that may be construed as harassment of others;
- Accessing, transmitting, or downloading computer malware (virus, spyware, etc.) or other harmful files or programs, or in any way degrading or disrupting any computer system performance, including games or chat software.
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes";
- Using any EHPS computer to pursue "hacking," internal or external to EHPS, or attempting to access information that is protected by privacy laws.

**Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable.**

- Using other users' account passwords or identities;
- Disclosing one's account password to other users or allowing other users to use one's account;
- Writing down the password and posting to a wall near the computer, or taping the password under the keyboard, or in any way making it easy for another person to uncover the password;
- Getting unauthorized access into other users' accounts or other computer networks;
- Interfering with other users' ability to access their accounts;
- Taking any remote control of another computer system, unless established by the IT Staff.

**Other uses that are non-education in nature:**

- Commercial ventures, or selling or buying anything over the Internet for personal financial gain;
- Using the Internet for advertising, promotion, or financial gain;
- Religious or political causes, outside organizations, or other non-school related solicitations.

**Internet Safety:**

- The East Hampton Public Schools will implement filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other harmful materials. The software will work by scanning for objectionable words or concepts, as determined by EHPS and Connecticut Educators Network (CEN). *However, no software is foolproof*, and there is still a risk an Internet user may be exposed to a site containing such materials. A user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

- Students shall not reveal on the Internet personal information about themselves or about other persons. For example, students should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet. An exception to this would be online applications to colleges or job studies or as directed by a teacher. These activities must be pre-approved by a school counselor. Final responsibility for putting personal information on the Internet rests with the individual. Not only on the EHPS Computer Network, but anywhere, it is strongly recommend that users go to great lengths to determine legitimacy of any online organization.

- Students shall not meet in person *in any place* anyone they have met on the Internet without their parent's permission. EHPS will not endorse of any type of meeting with persons students have met on the Internet *without* pre-approval in writing.

- Account users will abide by all school security policies.

- The placement of filters on the District technology systems is viewed as an exercise of the Board of Education's right to determine educational suitability of materials used in the schools. Filters will be used to block pre-selected sites, block words or phrases, block categories such as chat, newsgroups, etc. In accordance with the Children's Internet Protection Act, filters will be maintained to block websites deemed to be obscene, pornographic, and/or harmful to minors. Additional categories of websites to be blocked will be determined by the superintendent/designee. Users' online activities will be electronically monitored and logged via technology protection measures.

## Privacy Policy:

- The School District Administration has the authority to monitor, inspect, copy, review, and store at any time and without prior notice all accounts, including e-mail and any all information transmitted, received, and/or created on any computer or user account. All such materials are the property of EHPS.

- Account users do not have any right to, or expectation of, privacy regarding such materials.

- Each account user of the EHPS Computer Network does have the right to know exactly what can be monitored and how. Please be aware that the school district monitors all internet activity including email and web access. This can include review of emails sent and received for up to five years. In addition all internet sites are recorded by user account and automated reports are generated based on inappropriate use.

- All such information files created or accessed on any EHPS owned computer may be recorded and reviewed.

- Real time monitoring of all computer systems when in use can include remotely watching the screen or taking over the workstation. This monitoring is generally used to provide technical support to the user from a remote site.

- Offensive or inappropriate material gained in the any of the above means will be submitted to an appropriate school administrator for disciplinary recommendations.

## Games:

- Only approved educational games under the direct supervision of a teacher will be allowed.

- Accessing or attempting to access games online is not permitted and is considered in violation of this agreement.

## Social Networking:

The use by students of social networking sites, such as but not limited to Facebook, YouTube, Twitter, etc., on District Computers shall be in conformity with the following guidelines:

- The search for illegal, crude, crass, and inappropriate things is not acceptable and should be avoided.

- The computers, and social networking sites, should be used for research and school projects or to connect with other students in a positive manner.

- The social networking sites shall not be used to harass others.

- It is necessary to be mindful of copyright infringement, plagiarism, and illegal downloading.

- When in doubt, ask a teacher or administrator if the site to be used is appropriate.

- Leave an inappropriate site immediately when accessing such a site is in error.

- Assignments involving the use of social networking tools on the Internet are like any other school assignment and subject to the policies and procedures in the student handbook.

- Online social networking and the increasing use of Internet sites which contain personal information also increases the opportunity for unwelcome and unsolicited written material, pictures, and/or videos.

- Harassment in any form, including electronically posted comments, is unacceptable.

## Social Networking and Bullying (cyber-bullying):

- Students shall not use social networking sites, such as but not limited to Facebook, YouTube, Twitter, etc., for any acts of bullying, harassment, or intimidation.

- Electronically posted comments, pictures, or other content will be considered bullying or harassment if they have a direct and negative impact on another student's or group of students' feelings of safety in school, on school grounds, or on the bus.

- Posting the images or videos of others without their consent is in violation of this acceptable use policy.

- This includes electronic content of any kind that leads to a student's or group of students' inability to work or learn in school or at home due to emotional distress.

## Copyright and Plagiarism:

- Students should consider themselves honor-bound to avoid plagiarizing sources. Academic consequences are severe for plagiarizing. **Plagiarizing** is the representation of another's work as one's own and includes:
    - submitting someone else's work as one's own;
    - copying something word for word from a text, research source, or the Internet;
    - paraphrasing another's work without crediting the author;
    - or representing another's idea as one's own.

- User must obey the rules of copyright and fair use.

- User must respect all legal issues regarding software, information, and attributions of authorship.

## Prior to receiving a user name and password:

- User must have a signed user agreement on file. The student and parent must sign the East Hampton Public Schools Acceptable Use of Technology Systems and the Internet Permission Form.

## Penalties for Improper Use:

- All computers/Chromebooks will have remote monitoring software installed on them, enabling IT staff and select personnel to remotely view the work being done on that computer.

- The use of the EHPS Computer Network and equipment, including the account, is a privilege, not a right.

- Inappropriate use may result in the restriction or cancellation of the account.

- Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or criminal prosecution by government authorities.

**Any device provided to staff or students by East Hampton Public Schools is the property of East Hampton Public Schools and therefore must be surrendered to appropriate administrators when deemed necessary.**