

GALESBURG-AUGUSTA COMMUNITY SCHOOLS

Technology Code of Ethics

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I. Foreword

Use of technology at Galesburg-Augusta Community Schools is a privilege extended to students and staff to enhance learning and exchange information. Use must be consistent with the mission of the District, and where appropriate, must comply with the stated purposes and use policies of any other networks used.

Definition of Common Terms

Technology. All electronic or digital products and systems including, but not limited to, all computer hardware, software, and network components used throughout the District.

Computer Systems. Any computer or computer peripheral owned by the Galesburg-Augusta School District or used on the premises of the Galesburg-Augusta School District.

User. Any person who uses the Galesburg-Augusta Computer Systems (as described above).

Electronic Communication. Various methods of transmitting messages over communication networks. For example, E-mail, Instant Messaging, Message Boards, and Voice Mail.

Hardware. The associated physical equipment directly involved in the performance of technological functions.

Software. The programs, routines, and symbolic languages that control the functioning of the hardware and direct its operation. The two main categories are: Systems software includes the operating system and all the utilities that enable the computer to function. Applications software includes programs that do real work for users. For example, word processors, spreadsheets, and database management systems fall under the category of applications software.

Internet. A global public network connecting millions of computers.

Network. Any group of two or more computer systems linked together for purposes of communication.

Users are responsible for using technology only for facilitating learning and exchanging information consistent with the mission of the District. Users must not use district technology on behalf of outside organizations without administrative approval. District technology is a closed forum. Occasional authorized approval for non-school related purposes or on behalf of outside organizations does not give rise to a right to such use in the future and does not create a limited open forum.

Messages and documents are the property of the District, and the District has the right to supervise the use of such property. Users shall have no expectation of privacy when using District technology. The District also has the right to revoke the user's access privileges.

Technology not owned by the District may not be used within the District, or in conjunction with any district technology unless pre-approval has been granted by a building or district administrator.

Unless otherwise specified, the following regulations shall apply equally to all students, employees, volunteers, and all other users of the Galesburg-Augusta Community Schools Computing Systems. Employees, volunteers, and users outside the school community may have additional obligations or access privileges owing to the nature of their positions.

With the privileges of membership in the Galesburg-Augusta Community Schools Technology community comes responsibility. Users need to familiarize themselves with these responsibilities. Failure to follow them will result in loss of network privileges and/or disciplinary action as outlined in the Code and respective Board of Education policies.

The district's responsibilities include the establishment of the reasonable boundaries of what is considered acceptable use of the district system, educating students about the acceptable uses, providing general supervision, and enforcing the policies for acceptable use.

The District shall not be held responsible for any individual's inappropriate use of its technology in violation of the law. Each user shall be held personally, civilly and criminally responsible for any violations of the law.

II. District Technology

A. User Privileges

Users have the privilege to use all allowed District technology for which they are authorized and have received training. Technology not owned by the District is not allowed unless prior permission is granted by a District administrator. The Student User Agreement / Staff User Agreement form must be completed by each person using the technology. Use of district technology shall constitute agreement and consent to abide by the terms set forth in the Technology Code of Ethics.

B. User Responsibilities

1. Users are responsible for using technology only for facilitating learning and exchanging information consistent with the mission of the District.
2. Users are responsible for properly using and caring for the District technology. Users are to seek assistance if necessary.
3. Users must not use the District technology on behalf of outside organizations without administrative approval.
4. Users must not use the District technology for illegal activity.
5. Users must not use the District technology to find obscene, offensive, or pornographic material.
6. Users must not disrupt the operation of individuals or the technology through altering or abusing the hardware, software, or network.
7. Student users must use the District technology under the supervision of a staff member or his/her authorized representative.
8. Users must follow all copyright guidelines as stated in Section VI.
9. Users are responsible for any costs or fees or repair costs for damages as outlined in Section V.
10. Any misuse of the District technology will result in disciplinary action as stated in Section V, and may also result in legal action if warranted.

C. District Responsibilities

1. The District does not guarantee that the functions of the system will meet any specific requirements the user may have, or that it will be error-free, or that its operation will not be interrupted. The district will not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or use time) sustained or incurred in connection with the use, operation, or inability to use the hardware.
2. The District does not guarantee any system to be absolutely secure.
3. The primary purpose of the District technology shall be in support of the academic program. This purpose shall take precedence over professional support, general information, and recreation.
4. The Superintendent or his/her designee will periodically make determinations on whether specific uses of the District Technology are consistent with this policy. The District reserves the right to monitor use. Therefore, the District reserves the right to limit or deny access any time.
5. District staff will demonstrate good faith efforts to supervise students' use of District technology under their charge, as appropriate to students' age level.

III. Network/Internet/Electronic Communication

A. User Privileges

Users have the privilege to use all allowed District network resources both internal and external (such as Internet) for which they are authorized and have received training. Network resources not owned by the District are not allowed unless prior permission is granted by a District administrator. The Student User Agreement / Staff User Agreement form must be completed by each person using the technology. Use of district technology shall constitute agreement and consent to abide by the terms set forth in the Technology Code of Ethics.

B. User Responsibilities

1. Users are responsible for using the Network, Internet, and other Electronic Communication methods only for facilitating learning and exchanging information consistent with the mission of the District.
2. A student user may only log on and use the Network, Internet, and other Electronic Communication methods under the immediate supervision of a staff member or authorized representative.
3. Users must not intentionally seek unauthorized access, unauthorized information, obtain copies of (misappropriating), or modify files or other data belonging to other users.
4. Users must not misrepresent others on the Network, Internet, or other Electronic Communication methods, or represent others without being explicitly authorized to do so.
5. Users must not disrupt the operation of the Network, Internet, or other Electronic Communication methods.
6. Users must not use the Network, Internet, or other Electronic Communication methods for hate mail, profanity, vulgar statements, discriminatory remarks, defamatory statements or other remarks that would constitute noncompliance with the Galesburg-Augusta Community Schools' policies dealing with sexual, racial, or other types of harassment.
7. Users must not access pornographic material, inappropriate text files educationally unsuitable text files or files dangerous to the integrity of the network.
8. Users must not place unauthorized information, computer viruses, or other harmful programs on or through the computer system, or otherwise interfere with others' use of the Network, Internet, or other Electronic Communication methods.

9. Users are responsible for managing their personal files and deleting old files in a timely manner.
10. Users may not use the Network, Internet, or other Electronic Communication methods on behalf of outside organizations, without administrative approval.
11. Users must follow all copyright guidelines as stated in Section VI. (This includes illegally installed copyrighted software, or the transferring of files, shareware, or software from information services and electronic bulletin boards.)
12. Users are responsible for any costs or fees for information services or repair costs for damages to the Network as outlined in Section V.
13. Any misuse by students will result in disciplinary action as stated in Section V, and may also result in legal action if warranted.

C. District Responsibilities

1. The District does not guarantee that the functions of any district authorized software will meet any specific requirements that the user may have, or that it will be error free, or that its operation will not be interrupted. The District will not be liable for any direct or indirect, incidental; or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Network.
2. The District does not guarantee any system to be absolutely secure.
3. The primary purpose of the Network shall be in support of the academic program. This purpose shall precedence over professional support, general information, and recreation.
4. The District reserves all rights to material stored on the Network and will remove any material that the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, antagonistic, educationally unsuitable, or otherwise objectionable and outside the purpose of the district.
5. The Superintendent or his/her designee will periodically decide whether specific uses of the Network are consistent with this policy. The District reserves the right to log Network and Internet use and monitor fileserver space utilization by users. Therefore, the District reserves the right to limit or deny access.
6. District staff will demonstrate good faith efforts to supervise the students' use of the Network under their charge, as appropriate to the students' age level.
7. The use of District technology constitutes consent, under the Electronic Communications Privacy Act, on the part of all users to allow the District and its agents to intercept and access the e-mail and network/internet history information of each individual user.

IV. Security

A. User Privileges

Users may expect to use the technology free of harassment of any kind. Staff members have the privilege to use technology resources consistent with professional development needs. Users have the privilege to use all authorized technology for which they have received training. Technology not owned by the District is not allowed unless prior permission is granted by a District administrator. The Student User Agreement / Staff User Agreement form must be completed by each person using the technology. Use of district technology shall constitute agreement and consent to abide by the terms set forth in the Technology Code of Ethics.

B. User Responsibilities

1. Users experiencing harassment must report the problem immediately to a staff member.
2. Users identifying a security problem must notify the technology facilitator in charge. The problem is not to be shown to anyone, except the technology facilitator. Users identifying and failing to report a security problem will be disciplined as outlined in Section V.
3. Users are responsible for using technology only for facilitating learning and exchanging information consistent with the mission of the District.
4. Any relocation, removal, or modification of the technology equipment must have the permission of the facilitator.
5. Users are not to publish, share, or discuss passwords. Additionally, users are responsible for any and all activity that occurs under their account.
6. Users will not abuse the rights and property of others by seeking unauthorized access, unauthorized information, or modifying, the files of others; nor will users place unauthorized information, computer programs or viruses in either the public or private files of others or the Network.
7. Users must comply with the Galesburg-Augusta Community Schools' policies dealing with sexual, racial, or other types of harassment.
8. Users will not divulge personal data to which they have access without explicit authorization to do so.
9. Users must not access pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
10. Users are responsible for any costs or fees for information services or repair costs for damages as outlined in Section V.
11. Any misuse will result in disciplinary action as stated in Section V.

C. District Responsibilities

1. The District does not guarantee that the functions of the system will meet any specific requirements that the users may have, or that it will be error-free, or that its operation not be interrupted. The District will not be liable for any direct or indirect, incidental, or consequential damages (including lost data information, or use time) sustained or incurred.
2. The District does not guarantee any system to be absolutely secure.
3. The primary purpose of the District technology shall be support of the academic program. This purpose shall take precedence over professional support, general information, and recreation.
4. The District reserves the right to review materials stored in files on the Network and will remove any material that the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, educationally unsuitable, otherwise objectionable or antagonistic to the purpose of the District.
5. The Superintendent or his/her designee will periodically decide whether specific uses of the technology are consistent with this policy. The District reserves the right to monitor use. The District reserves the right to limit or deny access.
6. District staff will demonstrate good faith efforts to supervise students using technology under their charge, as appropriate to the age level.

V. Violations/Consequences

Violations

Minor offenses include but are not limited to sharing passwords, unauthorized game playing, and unauthorized use of email. These violations will be handled as classroom disruptions according to building policy. These violations may result in suspension, loss of credit, reimbursement for damaged equipment/material and the loss of computer use. The offense will be recorded in the student's file.

Major violations include but are not limited to any attempt to harm or destroy District equipment; any attempt to use, harm or destroy another user's activity; any illegal activity; any use of the technology to access or process inappropriate materials. These violations may result in suspension, loss of credit, reimbursement for damaged equipment/material, turning over to appropriate authorities and the loss of computer use. The offense will be recorded in the student's file.

A. A student user violating the privileges outlined in the Galesburg-Augusta Community Schools Technology Code will be subject to disciplinary action. Violations include but are not limited to:

Violations/Consequences	
Minor Violations	Major Violations
1. Using district technology and/or Network	Using district technology and/or Network for

<p>for the purposes of:</p> <p>A. Any unauthorized use of district technology, such as:</p> <ol style="list-style-type: none"> i. electronic communications ii. profanity iii. gaming iv. listening to/downloading music v. inappropriate/deceptive use <p>2. Unauthorized use of non-district owned technology in conjunction with district owned technology and/or network resources.</p>	<p>the purposes of:</p> <ol style="list-style-type: none"> 1. Sexual content 2. Hate mail (any form of electronic communication) 3. Discrimination <ol style="list-style-type: none"> a. Sexual b. Racial c. Harassment d. Religious/Ethnic 4. Vulgar statements 5. Theft/vandalism 6. Malicious use of network 7. Third minor violation
<p>Minor Consequences</p>	<p>Major Consequences</p>
<p><u>1. First Minor Offense</u></p> <ol style="list-style-type: none"> a. One hour of lunch detention b. Copying by hand, Chapter V of the AUP. Highlighting sections violated and signing and dating this document. A copy will be retained in the student’s disciplinary record. (Failure to complete item number b will result in a one day out of school suspension and a letter placed in disciplinary file) <p><u>2. Second Minor Offense</u></p> <ol style="list-style-type: none"> a. Three hours of lunch detention b. Letter to the students parents <p><u>3. Third Minor Offense</u></p> <p>Is a major offense Refer to Major Consequences First Offense</p> <p>* Appropriate alternate assignments as determined by instructor and administrator will be assigned.</p>	<p><u>1. First Major Offense</u></p> <ol style="list-style-type: none"> a. Saturday School detention b. Completion of Ethical Use of Technology Article Review. c. Suspension from the use of district technology for 5 days. d. * Alternate assignments if necessary e. Letter to superintendent describing the incident and a copy in the student’s disciplinary record. <p><u>2. Second Major Offense</u></p> <ol style="list-style-type: none"> a. 5 days out of school suspension b. Suspension from the use of district technology for 25 days. c. * Alternate assignments if necessary d. Appropriate legal action pursued <p><u>3. Third Major Offense</u></p> <ol style="list-style-type: none"> a. 10 days out of school suspension b. Pre expulsion hearing c. Permanent Expulsion from the use of district technology. d. * Alternate assignments if necessary. e. Appropriate legal action pursued

VI. Copyright

A. User Privileges

Users have the privilege to use all District technology for which they are authorized and have received training. Technology not owned by the District is not allowed unless prior permission is granted by a District administrator. The Student User Agreement / Staff

User Agreement form must be completed by each person using the technology. Use of district technology shall constitute agreement and consent to abide by the terms set forth in the Technology Code of Ethics.

B. User Responsibilities

1. The use of copyrighted software without authorization is prohibited. Users are further prohibited from installing any copyrighted software or materials on the District hardware without proper authorization.
2. Users are prohibited from copying copyrighted materials from software, networks or other electronically accessible sites, without proper authorization.
3. Users must assume that NOTHING ON THE INTERNET IS IN THE PUBLIC DOMAIN unless notice is specifically put there by the author, or if the information is used after the expiration of the copyright. If any use is found to be illegal, the user is responsible.

C. District Responsibilities

1. The Superintendent or his/her designee will periodically decide whether specific uses of the technology are consistent with respect to copyright law. The District reserves the right to monitor use. The District reserves the right to limit or deny access.
2. The Superintendent or his/her designee reserves the right to review materials stored in files on the Network that are generally accessible to others and will remove any material that the District, at its sole discretion, believes to be a violation of copyright. The District reserves the right to remove a user account to prevent any further unauthorized activity.