

## CODE OF STUDENT CONDUCT Issues that Relate to Technology Use

Philosophical Basis: The Troy School District provides a wide variety of technological resources for students and staff to utilize in the instructional process. These resources include, but are not limited to: desktop, laptop and handheld computers, software, printers, Internet and District Intranet access, video/voice/data networks, audio and video equipment, and copy machines. The district's goal is to promote educational excellence by facilitating resource sharing, innovation, and communication by providing these resources in the best possible working order.

A user's access to technology resources shall be considered a *privilege* with no entitlement or guarantee, and access may be revoked at any time at the discretion of the Superintendent or designee.

Obligations: students have the responsibility to use these resources appropriately by:

1. Using resources only for educational purposes during class time
2. Respecting copyright laws
3. Not removing, modifying, or destroying technology resources
4. Maintaining personal security by protecting passwords
5. Not attempting to gain unauthorized access to systems or trespassing in other users' data files, or directories
6. Complying with all the terms and conditions of the District's Acceptable Use Policy.

Level I Violations	Level II Violations	Level III Violations
Unauthorized use of electronic communication devices during school day	Academic Misconduct	
Use of personal electronic communication devices during school day	Electronic Access Codes	
	Harassment	
	Inappropriate Use of Technology Resources	Inappropriate Use of Technology Resources (aggravated)
	Stealing, Possession or Transfer of Property of Others (Value Under \$100)	Stealing, Possession or Transfer of Property of Others (Value \$100 or More)
	Vandalism (Value Under \$100)	Vandalism (Value Over \$100)

### CHILDREN'S ONLINE PRIVACY PROTECTION ACT

In April 2000, the Children's Online Privacy Protection Act (COPPA) went into effect. COPPA requires that web site operators obtain verified parental consent before collecting, using, or storing "personally identifiable information" (PII) about children less than 13 years of age.

PII includes data such as first and last name, street address, telephone number or e-mail address. Troy School District does **not** collect this type of information via the internet. However, under COPPA, "collecting" includes not only a direct request, such as a registration form, but also **enabling** children to make PII available online. Examples of how a child could make PII available online include message boards, e-mail, or chat rooms.

Internet safety lessons in our schools remind students that they should never reveal personal information online. E-mail projects between schools are closely monitored by teachers, and students use only first names. Nonetheless, COPPA requires that web sites and services directed to children disclose their information collection, use and storage practices.

In order to honor our commitment to providing the best education possible, the Troy School District will provide Internet access to high-quality learning sites. These sites provide a wide variety of activities that are rich in academic value.



**TROY SCHOOL DISTRICT**  
**Student Technology Acceptable Use Policy**

Student Name (Please Print) \_\_\_\_\_

Student ID # \_\_\_\_\_ Grad Year \_\_\_\_\_

**Philosophy**

Technology users of the Troy School District (the "District"), at the discretion of the Superintendent or his/her designee, may be granted a password allowing access the District's technology resources in order to promote personal academic growth, information gathering, and communication. Technology resources include but are not limited to computing devices, servers, networking equipment & cabling, telecommunications & audio/video systems, software, and access to the Internet and on-line services.

A user's access to technology resources shall be considered a *privilege* with no entitlement or guarantee, and access may be revoked at any time at the discretion of the Superintendent or designee.

**Student Obligations**

All users who access District technology resources are required to protect and care for any systems they are using, accept full responsibility for all actions performed under their user login, and know and obey District regulations and federal, state, and local laws and ordinances governing the use of technology.

Copyright laws will be strictly adhered to when using all technology systems. All violations of copyright laws (copying programs & downloading music or movies without written permission from the copyright holder, as well as plagiarism or other forms of electronic cheating or violations of academic integrity) will be addressed under the Code of Student Conduct and local, state and federal laws.

Users are expected to exercise good judgment and discretion in using technology systems, and limit use to educational purposes.

Students are responsible for adhering to the *Troy School District Code of Student Conduct*, including the provisions herein.

The following behaviors are prohibited:

Use of technology resources to send, receive, or display text, messages, or images that could violate the District's non-discrimination policies, could be considered obscene, pornographic, or offensive to others, that are potentially dangerous to District resources, or materials otherwise deemed to be inappropriate by District administration.

Using another person's password, sharing one's password with another person, modifying another user's account or invading, trespassing, or otherwise gaining access to accounts, servers, folders, files or other resources to which the user has not been granted specific rights.

Harassing, insulting, bullying, stalking, intimidating, disrupting access, remotely controlling or shutting down systems, or other abusive or disruptive behavior.

**Student Obligations/Prohibited Behaviors (cont.)**

Disclosing personal information about yourself or others, including addresses, telephone numbers, credit card information, passwords, or other confidential information via e-mail or the Internet.

Students will not install, delete, relocate, rename, hide, or modify any hardware, software, games, applications, files, or network connections, enter system folders or the control panel, or engage in any activities intended to circumvent, avoid, or hide from district security measures.

Use of technology resources for commercial or for-profit purposes, fund-raising, distributing or forwarding chain letters, junk e-mail, or advertising.

**District Obligations**

In compliance with the Children's Internet Protection Act (CIPA), Troy School District has installed filtering software to restrict access to Internet sites containing material harmful to minors. The software evaluates web sites based on criteria determined by Troy School District. No software can keep up with the constant changes on the Internet. A user who accidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or supervisor. Upon request, authorized staff may re-evaluate and unblock blocked sites to allow access.

It is understood that there is no expectation of privacy on the District's network and computers, and the District has the right to review any material stored in files to which users have access, to edit or remove any material which the district, in its sole discretion, believes is unlawful, obscene, abusive or objectionable, and to take appropriate legal action.

Troy School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for loss of data, service interruptions, or for the accuracy or quality of information obtained through Internet services. The District prohibits unlawful use of technology resources, and in no way assumes responsibility for actions of users that could result in criminal or civil legal recourse.

**Disciplinary Action**

Use of the Internet and district hardware and software is subject to all rules and regulations set forth in the Code of Student Conduct. Enforcement is the responsibility of the staff. Administration will review all cases referred for disciplinary action. In addition to disciplinary actions listed in the Code of Student Conduct, the administrator may implement the following:

1. The student may be excluded from access to the Internet.
2. The student may be excluded from using any and all computer equipment throughout the district.

**The Student and his/her Parent(s) or Guardian(s) understand and agree to all of the above Obligations, and further agree to indemnify and hold harmless Troy School District, its Board members, officers, and employees, and all organizations affiliated with Troy School District's Internet connection, for any and all claims of any nature arising from the Student's use of the Troy School District's computer hardware, software, and/or Internet connection.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date