

# POLICY

Date Adopted:

Policy #:

Category:

Pages: 1 of 2

**SUBJECT: RULES AND CODE OF ETHICS FOR USERS OF COMPUTER FACILITIES,  
ELECTRONIC COMMUNICATIONS AND THE INTERNET**

**As a computer user, I understand and agree to follow the rules and Code of Ethics in all of my work with computers in the Greenburgh-North Castle Schools.**

***COPYRIGHT:***

1. I understand that everything on the Internet is considered to be copyrighted material whether it is stated or not. I will not violate copyright laws by plagiarizing.
2. I recognize that copyright laws protect software and the rights of the author of a work (including a student who creates a term paper, literary papers, art project, etc. produced at school).
3. I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards.
4. I will not give, lend or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as "shareware" or in the public domain.
5. I understand that use of material found or placed on the Internet is governed by the copyright rules that apply to work created by others.

***ACCEPTABLE USE:***

- I understand that all use of the Internet must be in support of education and research.
- I understand that students do not have e-mail privileges unless given to them for a specific time and purpose for a teacher-directed project. Exemplary behavior is expected when involved in such a project.
- I understand that any question or issue concerning use of the network and related resources shall be determined by the Superintendent of Schools.

***NETIQUETTE:***

- I am responsible for complying with the behavioral guidelines outlined in District Policy related to network use.
- I understand that any use of the network for personal or private enterprises is prohibited.

***PRIVILEGES:***

- I understand that the network and related resources are the property of the School District.
- I understand that any use of the network is not private or will not be considered private for any purpose.
- I understand that communications created for use on the Internet or local network (e.g., e-mail) may be considered a "record" for purposes of law.

- I understand that any use of the network for commercial or for-profit purposes is prohibited.
- I understand that any use of the network for personal and private business (e.g. E-Bay) is prohibited.

***SECURITY:***

- I agree to use my account for my own work and to keep my password confidential. If my account is used by anyone else, I am to report it immediately.
- I agree not to reveal my name, home address or phone number or those of others over the Internet.
- I understand that hate mail, harassment, profanity, obscenity, discriminatory remarks and other antisocial behaviors, or use which poses risk of material or substantial disruption of the school environment. are prohibited on the network and can be prosecuted by law.
- I agree that use of the network to access or process pornographic material, inappropriate text files, illegal activities, files dangerous to the integrity of the local area network, or which pose risk of material or substantial disruption of the school environment, are prohibited.
- I agree not to download any programs from the Internet without permission.

***VANDALISM:***

- I understand that no use of the network shall disrupt the use of the network by others; hardware or software shall not be destroyed, modified, damaged or abused in any way. Such vandalism is considered a crime under state and federal law.
- I understand that malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software component of a computer or computing system (viruses) is prohibited.
- I understand that School authorities will be contacted when the computer system is invaded or attacked by unauthorized use.

***I UNDERSTAND THAT THE GREENBURGH-NORTHCASTLESCHOOL DISTRICT RESERVES THE RIGHT TO:***

- Review and monitor files and communications to maintain system integrity and ensure that users are utilizing the system responsibly and in accordance with the District Policy and User Code.
- Log Internet use and to monitor fileserver space utilization by users.
- Temporarily remove a user account on the network to prevent further unauthorized activity.
- Obtain information during a user's absence and when there is a need for stored information.
- Provide access to stored information pursuant to lawful request.

I understand that violation of the District Policy and/or the User Code set forth above will be dealt with seriously. Violators run the risk of losing computer privileges on a temporary or permanent basis, disciplinary action and possible prosecution for violation of local, state and federal laws.

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I have read the Greenburgh-North Castle Public Schools Rules and Code of Ethics for Network and Internet Users and agree to abide by its terms. I further understand that violation of the regulations may lead to my access privileges being revoked, school disciplinary action and/or appropriate legal action.

\_\_\_\_\_  
Name

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

We, the parents of \_\_\_\_\_ have read and discussed the above Rules and Code of Ethics for the Greenburgh-North Castle School System computer users. We recognize that it is impossible for the School District to restrict access to all controversial materials and will not hold the School District responsible for materials acquired on the network. We also accept responsibility for guidance of Internet use at home – setting and conveying standards for our daughter or son to follow when selecting, sharing or exploring information and media. We hereby give permission for our child to have user access to the Internet at his/her school. We realize that under law, we may be held financially responsible for the willful, malicious or unlawful damage of property by our minor child.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

STUDENTS WILL NOT BE ALLOWED COMPUTER ACCESS UNTIL RECEIPT OF THIS AGREEMENT