



**General Brown Central School District**  
Faculty and Staff

**COMPUTER TECHNOLOGY  
DISCIPLINARY CODE**

(July 2001)

At General Brown you have been extended the privilege of computer access. The computers are a resource tool and can assist you in progressing and excelling in many activities. Any disruption to the computer system can cause an inconvenience to the entire General Brown Central School District and other schools on the Wide Area Network. Breaking of the disciplinary rules in part or whole may lead to disciplinary actions.

**PROTOCOL:**

1. The use of computers should be treated as a privilege; it is not a right.
2. Treat computers with respect and with the realization that incorrect use can cause extensive damage.
3. **YOU** alone are responsible for **YOUR** actions on the computer.
4. All files and documents stored on the computers and networks are the property of General Brown Central School District and may be subject to review by the Administration and Network Administrator.
5. Anyone who discovers technical problems, damages, abuse, or violations of the GBSCD Acceptable Use Policy or Disciplinary Code is required to report the problem or incident immediately to the Administration or Network Administrator.

**DISCIPLINARY RULES:**

1. Obtain permission from the proper authority before using a computer.
2. Do not threaten, harass or use profanity or pornography.
3. Do not give out **YOUR** password.
4. Do not copy other people's work and take credit for it.
5. Do not enter or attempt to enter files other than your own.
6. Outside disks will be scanned in the library/labs prior to use.

7. Use all hardware and software properly. Do not damage any hardware or software. Do not attempt to change the settings or the configuration of a computer, system or network.
8. No outside software or programs are to be run on General Brown computers.
9. No software is to be copied, deleted, removed or moved without permission from the Superintendent, Building Principal or Network Administrator. Only software owned by General Brown Central School district can be added to our network. Only the Network Administrator will load all software and add system hardware.
10. No hardware is to be moved within or taken from a building without permission from the Superintendent, Building Principal or Network Administrator.
11. Internet use shall be accessed only through the use of the desktop icon.
12. Internet use shall be for education purposes only.
13. Internet file downloads must not hinder, alter, or damage the operation or configuration of the network or workstation.
14. Always log off the computer when finished. Do not remain logged in and leave workstation unattended, even when the room is left secure.
15. Abide by all other applicable Acceptable Use Policies.

**DISCIPLINARY PROCEDURE:**

The District recognizes the right of the General Brown Teachers' Association and School Related Personnel to notify their members of Union related business.

**TEACHER ASSOCIATION:** Any disciplinary action shall be in accordance with Article V, Discipline and Dismissal, of the GBTA contract.

**SCHOOL RELATED PERSONNEL:** There shall be no disciplinary action as a result of a violation of this policy without just cause.

From the Superintendent of Schools:

*Welcome to our General Brown Computer Network. We hope our technology helps your endeavors. Please read and follow the Disciplinary Code. If you have any questions regarding this directive, please contact a Building Principal or the Network Administrator.*

Stephan J. Vigliotti Sr.