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## **Disciplinary Code**

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### **General Brown Central School District**

Students in Grades K-12

### **Computer Technology**

### **Disciplinary Code**

(June 2006)

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 causes an inconvenience to the entire student body. Breaking of the disciplinary rules in part or whole may lead to disciplinary action.

#### **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 misbehavior will be dealt with severely.
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 are subject to review by the Administration, Network Administrator, and Teachers.
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, Network Administrator, or any teacher.

#### **Disciplinary Rules:**

1. Obtain permission from the proper authority and do not use any computer without direct supervision.
2. Do not threaten, harass or use profanity or pornography.
3. Do not give out **YOUR** password or attempt to use a password that is not your own.
4. Do not enter or attempt to enter files other than your own.
5. Do not copy other people's work and take credit for it.
6. No passwords are to be placed on individual files or directories.
7. Use all hardware and software properly. Do not damage or remove any hardware or software.
8. Do not attempt to change the settings or configuration of a computer, system or network.
9. No outside software or programs are to be run on General Brown computers. Do not attempt to use programs other than those available on the computer desktop or approved by the supervising teacher.
10. No student E-Mail or accessing of any computer account outside of the General Brown Network.
11. Internet use is allowed only with teacher permission and shall be accessed only through the use of the desktop icon.
12. Internet use shall be for education purposes only. Interactive communication is strictly prohibited (i.e., chat rooms, instant messengers, e-mail).
13. Internet file downloads are restricted to text files and researched related graphics. Programs and executable files of any kind are strictly prohibited.
14. Always log off the computer when finished. Do not remain logged in and leave workstation unattended, even when the room is left secure.

## **Disciplinary Procedure**

### **ALL Offenses:**

- A.1 The Building Principal and Network Administrator will be notified of such action and proceedings.
- A.2 The situation shall be documented, kept on file, and parents notified of the situation.
- A.3 Vandalism will require financial reimbursement of damages.

### **FIRST Offense:**

**NOTE:** Severe breaking of rules may go directly to the second or third offense consequences.

Individual will not be allowed to use the computer for a period of two weeks.

### **SECOND Offense:**

Individual will be suspended from computer use for an indefinite period of time to be determined by the Building Principal and teacher and may be required to make up all computer work after school under that teacher's supervision.

### **THIRD Offense:**

A meeting will be held among the individual, parents/guardians of the individual, Building Principal and teacher to determine the period of restriction from computer use and other appropriate consequences (legal action, restitution, suspension from school, etc.).