

COMPUTER ETHICS

Use of the U-High technology/communication system is a privilege that may be revoked by the administration, faculty, and staff at any time for abusive conduct. Such conduct may include, but is not limited to, the placing of unlawful information on the system; the use of obscene, abusive, or otherwise objectionable language in either public or private messages; or violation of the student Computer Code of Ethics as stated below.

All abuses of computer privileges are considered serious offenses. Offenses, which the administration, staff, or instructors decide are unlawful, obscene, abusive, or otherwise objectionable, may result in expulsion from University High School.

The U-High administration, faculty and staff reserve the right to review and remove any student's files and data records used on the U-High/University technology/communication system, which violate the Code of Ethics below.

Computer Code of Ethics

- 1) I will not use the technology/communication system at U-High to harm, slander, injure or ridicule others.
- 2) I will not interfere with others' use of the technology, including opening the files of others without their permission.
- 3) I will not use the computer to steal.
- 4) I will not use the computer to misrepresent my school or myself.
- 5) I will not copy software for which I have not paid.
- 6) I will not use equipment without authorization.
- 7) I will not copy text or ideas from the technology resources without permission from the author or referencing source.
- 8) I will be responsible for any consequences that arise from or that are a result of my computing activities.
- 9) I will use both the equipment and the programs in ways that show consideration, care, and respect.
- 10) I will be financially responsible and liable for any damages to either hardware or software resources that result from inappropriate or abusive behavior.
- 11) I will not allow another person to use my logon (ID) and password, nor will I use anyone else's ID and password.
- 12) I will abide by all rules and regulations of the system as changed or added from time to time by the administration of U-High and/or Illinois State University.
- 13) I will address all concerns regarding the use of technology first to the supervising teacher and/or school librarian and then to the U-High administration.
- 14) I will use the technology/computer system to further my education at University High School and will share my growing knowledge with others at U-High.
- 15) I recognize that email accounts are Illinois State University accounts and will be disciplined accordingly.
- 16) I recognize that all students deserve access as conditions permit.
- 17) I will not violate the terms and conditions of the Authorization for Internet Access as stated below.
- 18) I will not tamper with or change the computer settings, for instance;
 - Changing desktops
 - Adding or changing programs
 - Vandalizing work stations i.e. A drives, keyboards, mice, monitor and CPU cases.

Authorization for Internet Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised Internet access. Please read this document carefully before signing.

All student use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, communication, and the fostering of innovative methods for learning and research. This authorization includes rules that do not attempt to state all required or prescribed behavior by users. However, some specific rules and examples are included. The failure of any user to follow the terms and conditions of Internet access will result in the loss of those privileges and may result in further disciplinary action. Student misuse of computers, networks, or the Internet may result in legal liability for the student and/or his or her parents.

The purposes of providing Internet access in the Laboratory Schools of Illinois State University are to provide access to new means of gathering information; to provide research experiences; and to teach responsible use of computers, networks, and the Internet. To that end, the Laboratory Schools reserve the right to limit access by students and to prohibit student access to network resources, Internet files, information, or sites which Laboratory School certificated employees believe are not appropriate to the educational activity assigned or permitted.

Terms and Conditions

1. **Acceptable Use** - Access to the school's Internet must be for the purpose of education or research and be consistent with the educational objectives of the school.
2. **Privileges** - The use of the school's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. University personnel responsible for providing networking services and school certificated employees have the right to make all decisions regarding whether or not a student has violated applicable rules and may deny, revoke, or suspend student access at any time. Such decisions are final.
3. **Unacceptable Use** - A student is personally responsible for his or her actions and activities involving school computers, the University network, or the Internet. Examples of unacceptable uses of school computers, the University network, or the Internet include but are not limited to the following:
 - a. Any illegal activity, including but not limited to, gambling sites
 - b. Violation of copyright, intellectual property rights, or unauthorized use of others' property;
 - c. Downloading copyrighted files
 - d. Using or downloading a file for a purpose other than that authorized.
 - e. Installing software on school computers. The only exception to this is that the students may install updates for helper programs currently installed on the computers when prompted to do so by a message on the computer they are using.
 - f. Use for private financial or commercial gain;
 - g. Wastefully using resources, such as a file space, processor time, or network time, including any use that hinders, delays, or obstructs others in their use of computers, networks, or the Internet;
 - h. Gaining or attempting to gain unauthorized access to resources, including but not limited to computers, networks, databases, files, or information contained therein;
 - i. Invading the privacy of others;
 - j. Using or attempting to use another's account or password or identification;
 - k. Posting material authored or created by another without his/ her consent;
 - l. Posting anonymous messages;
 - m. Use for commercial or private advertising;
 - n. Submitting, posting, publishing, or displaying any material that is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or harassing, or accessing material which is obscene, profane, or sexually oriented;
 - o. Use or attempted use while access privileges are suspended or revoked;
 - p. Failure to follow network security rules;

- q. Incurring telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs or other access charges without written permission of the Laboratory School, or the University;
- r. Computer and network vandalism, defined as any act of a user which intentionally or recklessly causes damage or attempts to cause damage to any person, entity, computer, computer component, file, or network;
- s. Attempted or actual use, possession, or creation of any computer virus or other software of physical or electronic device intended to or capable of causing damage to any computer, network, or file;
- t. Use of computing facilities knowingly to disrupt normal operation of the University computing system.
- u. Accessing NON SCHOOL sponsored chat rooms, discussion boards, gaming sites, gambling sites, and other related sites not directly related to school activities.

These rules may be supplemented at any time at the discretion of the school or the University. Any supplemental rules will immediately be binding upon students.

1. **Network Etiquette** - While using the Internet, students are required to abide by the generally accepted rules of network etiquette. These include, but are not necessarily limited, to the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the identification, password, personal addresses, or telephone numbers of others.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of violations of school rules may result in disciplinary action, and those relating to illegal activities may also be reported to law enforcement authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, the University network, the Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. The school will not be responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The school and University specifically deny any responsibility for the accuracy or quality of information obtained through use of the University network or the Internet.
6. **Indemnification** - The parent or guardian, by signing below, in consideration of the Laboratory School providing his/her student with University network and Internet access, agrees to indemnify the University for any losses, costs, or damages (including reasonable attorney fees) incurred by the University relating to, or arising out of, any breach of these or other University rules by the student in using computers, the University network, and the Internet.
7. **Security** - Network security is a high priority. If a student identifies a security problem or failure on the school computers, the University network, or the Internet, the student is required to notify network services or the building Principal. The following rules apply to network security:
 - a. Students must not demonstrate any security problem to any other users.
 - b. Students must keep the account and password confidential. A student providing an account or a password to another or using or attempting to use another individual's account or a password violates this rule.
 - c. Attempting to log onto or use school computers, the University network, or the Internet using any other person's account, password, or identification is a violation of these rules.

8. **Telephone Charges** - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment on-line costs. Ordinary Internet and University network access and use will incur no such charges. Any such charges are the responsibility of the parent or guardian signing below.

9. **Privacy** - Electronic communications and downloaded material may be monitored or read by school officials. Students and parent(s)/guardian(s) need only sign the **Authorization for Internet Access** once while enrolled in the Laboratory Schools.

10. **Consequences for violations of the Acceptable Use Policy** - Students who violate the Acceptable Use Policy may lose their ULID privileges at the discretion of the administration. The length of time for which the privileges will be lost will be determined by the administration on an individual basis.
 Further disciplinary action including, but not limited to, detentions, suspensions, and police notification will be issued by the administration as deemed necessary.

The signature(s) of parent(s) or guardian(s) and student(s) are required on this policy before a student will be issued a university account that will allow him or her to access the network and internet resources.

1. Authorization by parent(s) or guardian(s) allowing their student(s) access to the University network and the Internet;

2. Agreement that the student is bound by the rules set forth in this authorization and any other rules adopted by the school from time to time in respect to computer, University network, or Internet Use, and

3. Agreement by the parent(s) or guardian(s) to be bound by the terms of this authorization and agreement.

I understand and will abide by all rules contained in this **Authorization for Internet Access** and any other rules of computer, University network, or Internet use adopted from time to time. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken against me.

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that the school attempts to bar access by students to certain material, which is not in furtherance of educational purposes. However, I also recognize it is impossible for the school to restrict access to all controversial and inappropriate materials. I will hold harmless the University and its employees and agents from any cause of action related to my child obtaining access to materials or software, which are inappropriate. I accept full responsibility for supervision of my child if and when my child's use is not in a school setting. I have discussed the terms of this Authorization and the rules with my child. I hereby request that my child be allowed access to the University's network and the Internet.

 Student Signature

 Date

 Parent Signature

 Date

 Parent Signature

 Date