

## Technology Code of Conduct Agreement - 2011-2012/5772

**Students will not have computer access until this form has been completed.**

### **Our Approach to Telecommunication Technologies and the Internet**

Chicagoland Jewish High School offers students, staff and faculty a range of telecommunication technologies designed to support excellence in teaching and learning. In particular, the Internet and e-mail provide our community with access to unique resources and opportunities for collaborative work. The use of these technologies is a privilege that must be used in an effective and ethical manner. Therefore, the use of the Internet and other telecommunication technologies at Chicagoland Jewish High School:

- Shall be in support of education and research.
- Shall be consistent with other school policies.
- Shall assure the use of computers in a responsible, efficient, ethical and legal manner.

The school reserves the right to limit or suspend technology access privileges to any user who is not using the school's technological resources in a responsible and ethical manner.

### **Acceptable Uses and Ethical Behavior**

In using technology, students, staff and faculty are expected to adhere to the same standards of ethical behavior that govern other aspects of our school community:

- Exercise good judgment in visiting Internet websites. Do not visit sites that contain objectionable material. Ask a teacher or a parent if you are unsure if the site is appropriate.
- Be polite; use appropriate language for all communications. Avoid jokes or statements that might offend others. Remember what you have learned about appropriate speech and Lashon Hara.
- To protect your privacy and safety, do not give out your address, telephone number or full name.

### **Unacceptable Uses and Unethical Behavior**

Any unacceptable or illegal use of technology could cause embarrassment to the user and to the school. It could even threaten freedom of access to information within our school community. Misuse includes sending or seeking to receive messages that contain or suggest racism, sexism, inappropriate language, pornography, illegal solicitation, or information that could violate another person's privacy. Other unacceptable uses include:

- Accessing websites that contain explicit materials or offensive language – it is the user's responsibility not to initiate access to such material. If there is a question about the acceptability of material in a website, it is probably not appropriate.
- Deleting or changing any application or file belonging to the network or another person. This includes deliberately attempting to bypass security software or obtaining or sharing passwords belonging to others. The security programs at our school are only one way of protecting our computers; our most important safeguard is relying on one another's honesty and integrity.
- Trying to access other individual's or other institution's files or email. Please respect the privacy of others.
- Modifying or copying any files/data of other users without their specific consent.
- Forwarding another user's communication without the author's prior consent.
- Use of chain letters or any other illegal activity that would violate standard mail practices.
- Copying commercial software or personal intellectual property in violation of copyright laws.
- Destroying, modifying or abusing the hardware or software in any way. We ask everyone to respect the fact that the computers are configured in a way that is most useful to most of our community and should not be changed to meet individual preferences.
- Using the school's computers or networks for commercial purposes. Students should not use the school computers for purchasing products or services, unless they have written consent from the Head of the School. The school will not be responsible for financial obligations arising from unauthorized purchases.
- Sending out unauthorized global e-mail will result in a school disciplinary action.
- Downloading games or programs or playing games on the Internet.
- Cyberbullying: Harassing another student via e-mail or any other Internet vehicle. For more information, see the Social Networking/Online Activity section in the student handbook.

**Expectations and Consequences**

Since network administrators must maintain system integrity and ensure responsible use, users should not expect files stored on the school's servers to be private.

- To preserve paper, it is expected that students will print no more than 15 pages per week.
- Student personal network folders are restricted in size to 30MB. All students are expected to maintain their files by copying extra or unnecessary files to a flash drive.
- Students will be assigned a network folder. Students are to save all of their work on their network folder, not on the hard drive of any computers. All files saved to the hard drive will be removed every morning.

**Expectations and Consequences**

- Server space is provided for students, faculty and staff. Students will have access to several programs on the server.
- Students are not to attempt to access faculty and staff portions of the server.
- Students are expected to ensure that they have logged off the computer properly prior to leaving the computer room.
- Keep your password private. Do not share your password with other students.

**Consequences for technology-related offenses will be addressed in ways that include but are not limited to:**

- Written e-mail warning
- Conference with parents
- Suspension of technology privileges
- Referral to the Academic Dean for possible disciplinary action
- Suspension from school
- Legal action

Students, parents and faculty should also be aware of the dangers involved with chat rooms and chat sessions. There is no control over individuals communicating within these sessions and adult language may be used.

Please remember that the use of the Internet and school computers is a privilege, not a right. Parents and students are to sign and return this agreement to the CJHS Office. **Students will not have computer access until this form has been completed.** Persons having access to telecommunications technology at CJHS must have the Technology Code of Conduct Agreement on file. The signatures below are required in order to use school computers.

**For the Student:**

(Please print) I, \_\_\_\_\_, *have read, understand and agree to abide by the conditions of this Technology Code of Conduct Agreement. I understand that any violations of the above provisions will restrict my technology privileges at school and may result in suspension of privileges, disciplinary action or legal action.*

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

\_\_\_\_\_  
Date

**For the Parent or Guardian:**

(Please print) I, \_\_\_\_\_, *as the parent or guardian of this student, have read this Technology Code of Conduct Agreement and understand that the school's technologies are designed for educational purposes. I understand there is the potential for students to access inappropriate information even though the instructor has tried to restrict such access; however, I also understand my son/daughter is responsible for restricting himself/herself from inappropriate information. I further understand that a violation of this agreement may lead to suspension of privileges, disciplinary action or legal action.*

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

\_\_\_\_\_  
Date