



Ross Woodward Classical Studies Magnet School **Computer Code of Conduct**

TRAINING: Students will be trained on how to use the computers by their classroom teacher.

RESPONSIBILITY for the computers:

Students must be responsible for the technology they use, they...

1. Must comply with the NHPS Acceptable Use Policy and all policies of the school when using a computer.
2. Must treat their device with care and never leave it unattended.
3. Must promptly report any problems with their computer to the teacher leading the lesson.
4. May not remove or interfere with the serial number or other identification.
5. May not attempt to remove or change the physical structure of the computer, including the keys, screen cover or casing.
6. May not attempt to change computer applications, programs or filters, i.e. install or run any operating system on the computer other than the operating system supported by the school, and/or bypass internet filters or firewalls supported by New Haven Public Schools.
7. Must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
8. No food or drink is allowed next to your computer.
9. Laptop computers should be shut down when not in use to conserve battery life.
10. Do use common sense when using computers.

RESPECT for the LEARNING ENVIRONMENT: Students must remain on task by following instructional directives. Diversions such as chat, music, and websites not aligned to learning goals are prohibited unless teacher directed.

RESPONSIBILITY for ELECTRONIC DATA: Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the computer, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

COPYRIGHT and FILE SHARING: Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

MANAGING YOUR FILES and SAVING YOUR WORK: Students may save documents to their NHPS Google Drive which will make the files accessible from any computer with Internet access.

DIGITAL CITIZENSHIP: Students must follow the six conditions of begin a good digital citizen:

1. **RESPECT YOURSELF** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will NOT be inappropriate. I will not visit sites that are inappropriate.
2. **PROTECT YOURSELF** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **RESPECT OTHERS** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.
4. **PROTECT OTHERS** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.
5. **RESPECT INTELLECTUAL PROPERTY** I will request permission to use resources. I will cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.
6. **PROTECT INTELLECTUAL PROPERTY** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will act with integrity.

CONSEQUENCES FOR VIOLATIONS OF THE COMPUTER ACCEPTABLE USE POLICY

Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference with school administrator/principal or other school official
- Removal of unauthorized files and folders
- Restriction of Internet and COMPUTER privileges
- Detention, suspension, alternative school placement or expulsion
- Police referral

Student's Signature _____

Printed Name: _____

Parent/Guardian Signature _____

Printed Name: _____

Date: _____