

Rio Rancho Public Schools
Grade 6-12
Information Technology Code of Conduct

Use of the district's Information Technology resources, including, but not limited to, all computer hardware, software, databases, electronic messaging systems, communication equipment, computer networks, telecommunications circuits, and any information that is used by the district to support programs or operations that is generated by, transmitted within, or stored on any electronic media by students of Rio Rancho Public School district, shall be in support of education and research that is aligned with the district's mission, vision, and core values.

In accordance with RRPS Information Technology policies and this Code of Conduct, students:

1. Will keep confidential and protect all computer and Internet passwords, access codes or logon information from disclosure to anyone.
2. Will respect the privacy of other users. Students will not use other users' passwords.
[Unauthorized use of others' passwords, access codes or other confidential account information may subject the user(s) to discipline, and to both civil and criminal liability.]
3. Will be ethical, courteous and respectful. Students will not send hate, harassing or obscene e-mail, discriminatory remarks, or demonstrate other antisocial behaviors. Students participating in discussion forums (blogs, wikis, website, etc.) will post threads that are on topic and appropriate. Cyber bullying and posting messages that are not respectful in nature will not be tolerated.
[State law prohibits the use of electronic communication facilities to send fraudulent, harassing, obscene, discriminatory, indecent, profane, intimidating or other unlawful messages. See NMSA 1978, §30-45-1 et seq.]
4. Will maintain the integrity of files and data. Students will not modify or copy files/data of other users without their consent.
5. Will treat information created by others as the private property of the creator, and respect copyrights. Software protected by copyright shall not be copied except as licensed and stipulated by the copyright owner.
6. Will use the network in a way that does not disrupt its use by others. Students will not use the Internet for commercial purposes.
[Transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, or other unauthorized use unrelated to the district's mission, vision, or core values is prohibited.]
7. Will not destroy, modify or abuse the hardware or software in any way. Users shall report any suspected abuse, damage to equipment or tampering with files to the school district system operators.
8. Will not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, etc.
9. Will not "hack" the local computer, network, or web sites.
["Hacking" is defined as: attempts to gain unauthorized access to confidential information or private directories maintained by the District or to circumvent privacy protections on internal files or non-public restricted files, accounts or directories of any external source. It is a violation of this Code of Conduct and may subject the user to civil or criminal liability.]
10. Will not use the Internet to view, access, download or process pornographic, obscene, indecent, profane or otherwise inappropriate material.
11. Will not use personal computing devices or cell phones during instruction unless directed to by an instructor or administrator, and will not access inappropriate sites or use devices in a way that interferes with anyone's instruction, communication or safety.
12. Will not use the system to access games. Use of computer time for game-playing shall be restricted solely to instances directed and monitored by teachers and to games that address educational goals.
13. Will not reveal their full name, home address, telephone number, school address, or parents'/guardians' names, or those of any classmates on the Internet.
14. Will not meet in person (in a secluded place or a private setting) anyone you or any of your classmates has met on the Internet. Users who are under the age of 18 shall not meet in person with anyone they have met on the Internet without their parents'/guardians' permission.

Consequences for Violations:

In addition to disciplinary sanctions which the district may impose upon students under applicable policies, the student discipline matrix, codes of conduct or administrative regulations, the district reserves the right to remove a user’s account and deny use and access of the information technology system or retain a personal digital/computing device if it is determined that the user is engaged in unauthorized activity or is violating this Code of Conduct. Violations of law by students will be reported to law enforcement officials.

Technology Use Agreement (TUA) Violation Matrix

Violation Category	1 st Offense	2 nd Offense	3 rd Offense
<ul style="list-style-type: none"> • Level 1: • Installing unapproved games or unauthorized software • Using obscene language in email or other electronic form • Using any district computing equipment without a signed TUA form • Misuse of a personal digital/computing device 	<p>School administrators are notified and students receive written warning from teacher / principal</p> <p>Confiscate and student may pick-up at the end of the day</p>	<p>School administrators are notified and student receives 1-day suspension</p> <p>Parent Notification, Confiscate and parent may pick-up in the office Behavior Contract</p>	<p>School administrators are notified and student receives 3-day suspension and loss of network access for remainder of school year</p> <p>Parent Notification, Confiscate and hold until the end of the school year</p>
<ul style="list-style-type: none"> • Level 2: • Using a proxy site • Installing proxy applications • Downloading music or violating copyright laws • Disabling district software • Damaging or modifying computers or network equipment / software • Accessing others personal storage • Sending threatening or harassing email or text messages to any individual • Downloading inappropriate photos or pornographic materials • Inappropriate possession or use of technology 	<p>School administrators are notified and student receives 1-day automatic suspension and restitution</p>	<p>School administrators are notified and student receives 3-day automatic suspension and loss of network access for remainder of school year, behavior contract and restitution</p>	
<ul style="list-style-type: none"> • Level 3: • Installing password cracking or hacking tools or accessing servers • Using the password or credentials of anyone other than self • Using district equipment for commercial purposes, financial gain, or fraud • Any attempt to access student information system, financial systems, or other administrative system • Theft of any district equipment (may result in higher level of discipline) • Inappropriate possession or use of technology 	<p>School administrators are notified. Principal meets with parents.</p> <p>5-day automatic suspension, loss of network access for remainder of school year, contract, counseling, restitution</p>	<p>School administrators are notified. Principal meets with parents.</p> <p>10-day automatic suspension, banned from all school labs and use of district computers for remainder of school year, contract, counseling, restitution</p>	

Student Acknowledgement: _____ (Initials)

**Rio Rancho Public Schools
Grade 6-12
Information Technology Use Agreement**

Each student and his or her parent/guardian must sign this agreement before the student is granted use of the district's IT resources. Please read relevant RRPS Board policies as a condition of signing this agreement. If you have any questions about these documents, contact your son's/daughter's Principal or the district's Executive Director of Information Technology.

Student Agreement:

I understand and agree to abide by the district's acceptable use policy and the Information Technology Code of Conduct. I understand that the district may access and monitor my use of the computer system, including my use of the Internet, e-mail, and downloaded material, without prior notice to me. I further understand that should I violate the acceptable use policy and/or Code of Conduct, my IT resource privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature

Date

Student Name (print)

Graduation Year

Parental Agreement:

I have read the district's technology policies and this *Information Technology Code of Conduct*. I understand that access to district IT resources is intended for educational purposes and that Rio Rancho Public Schools has established safeguards, regulations, and policies to protect my child from exposure to inappropriate material. I also recognize, however, that it is impossible for the district to prevent access to all inappropriate material, and I will not hold the district responsible for information acquired on the computer system when the district exercises age-appropriate protections. I have discussed the terms of this agreement with my child.

I grant permission for my son or daughter to use the computer system and for the district to issue an account to him or her.

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Date: _____