

Computer Code of Conduct – Guidelines for Acceptable Use

Logins:

- Uses only the login assigned and protects their password from other users
- Respects the privacy of other users; shall not intentionally obtain copies of or modify files, passwords, or data that belong to others

School Drives and Content:

- Understands that home directories and network shared drives are property of FFHS and can be searched/accessed by computer administration at any time
- Does not make unauthorized copies of software or information
- Does not download large files onto school drives (H:, S:)
- Does not download executable files such as .com, .exe or .zip files without teacher authorization
- Does not save MP3 or other music or video files on school drives (H:, S:) without teacher authorization
- Respects the integrity of computer systems – no one should develop programs that harass other users, or attempt to infiltrate a computer or computer system
- Attends computer and network training sessions as required

Printing and Files:

- Understands that printing is costly; only prints what is needed; previews print jobs first
- Understands that print credit is monitored and pays for printing when it is for personal use (5¢ b/w, 25¢ colour)
- Respects the rights of other individuals; does not use language that is offensive, abusive, profane, racist or sexually explicit
- Avoids plagiarism when cutting and pasting ideas into documents by giving credit to authors/artists for their work

Internet:

- Understands that use of the internet should be for education purposes while in the classroom and respects the desires and rules of the classroom teacher
- Does not tie up the network with idle activities over the internet
- Stays off of adult-oriented sites and reports any inappropriate unblocked sites to a staff member
- Does not try to circumvent teacher monitoring of his/her activity in any way. This includes prohibition of the use of anonymizers and proxy servers and disabling of programs that are designed for the purposes of classroom monitoring
- Does not use proxy servers to bypass RRDSB internet filtering
- Uses social sites with respect for all staff and students. Understands that it is within the school's mandate to investigate activity on social sites, such as Facebook, should any offences arise that harm or hurt others within the school

Email:

- Does not send spam to other users
- Understands that school-provided Liveedu email can and will be searched/read by computer administration should there be any problems

Messaging/Chat Programs:

- Does not use messaging systems within the school that disrupt the work of staff and students

Equipment:

- Respects the hardware supplied; does not deface or steal equipment; reports any defaced, broken or missing equipment to a teacher right away
- Understands that personal flash drives may be used to transfer data files but not to run programs
- Does not purposefully alter computer desktop setup (changing monitor settings, unplugging cords)

Monitoring Student Use

- FFHS staff members may monitor student use and review corresponding history files and fileserver space at any time to make determinations on whether specific uses of the network are inappropriate
- Individual student time usage, disk usage, application usage and print usage will be tracked and, in some cases, limited, in order to ensure accessibility to all students who wish to use network resources
- Microsoft Live services, including email and data may be searched and monitored by FFHS staff

(revised October 2011)