



The Bridge Between Technology & Your Future

## Technology Code of Conduct

Users of The Bridge computers and networks agree to be bound by this Technology Code of Conduct, the policies, rules, regulations and guidelines promulgated by the Board and the administration and by the Acceptable Use policies of The Bridge and its Internet Service Provider.

The computers and networks at The Bridge are provided and maintained by the organization for educational purposes. Staff users may access the networks only after submitting a signed Technology Code of Conduct Acceptable Use Agreement.

Failure to comply with this code, the organization's policy and/or any administrative regulations and guidelines governing the use of technology may result in disciplinary action by the administration and/or the Board of Trustees.

Minimum disciplinary action will include a conference or reprimand. Additional actions as deemed appropriate will include: referral to an administrator; loss of access to specific technology and/or designated area; extended or permanent loss of privileges; confiscation of inappropriate item(s); restoration/restitution; administrative and/or Board of Trustees action, including such serious consequence as suspension, expulsion, notice to remedy, and dismissal.

Activities that violate state, local or federal law may be subject to prosecution.

This is a living document. Changes will be posted to [thebridgetech.org](http://thebridgetech.org) and all users are bound by future updates.

### **TERMS AND CONDITIONS OF USE**

- I. **Confidentiality** Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside, the organization. Also, the organization reserves the right to log technology use, to monitor fileserver space utilization by users and to examine users files, e-mails and materials as needed; therefore, users cannot expect privacy from The Bridge personnel as to their use of technology. All information stored on The Bridge equipment is subject to review and will be provided to the appropriate authorities should the need arise.



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- II. **Acceptable Use** Users may access technology only for educational purposes consistent with the educational objectives of The Bridge. Users who access other organizations networks or computing resources must comply with the rules of such other organizations as well as those of The Bridge.

The actions of users accessing networks through The Bridge reflect on The Bridge; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this Code, Board of Trustees policies and any accompanying administrative regulations and guidelines. Users must also comply with the rules and regulations of any organizations whose computer networks they access.

Users will:

1. Adhere to rules of copyright. Assume that any software is copyrighted unless it is labeled "freeware" or "public domain."
2. Adhere to the licensing agreements governing the use of "shareware."
3. Note that e-mail is not guaranteed to be private.
4. Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures.
5. Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
6. Respect the right of others to use equipment.
7. Abide by the policies and procedures of linked networks and systems.
8. Respect the privacy of other users and the integrity of the system.
9. Report problems and violations of this Code or applicable policies to the Director of Technology.
10. Report any appearance of impropriety to the Director of Technology.

Users will not:

1. Use offensive, obscene, inflammatory or defamatory speech.
2. Harass others.
3. Use the account of another user.
4. Misrepresent themselves or others.
5. Violate the rights of others, including their privacy.

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6. Access, download, distribute and/or create pornographic, obscene, or any other inappropriate material.
7. Use the network for non-school purposes, including without limitation non-school related purchasing of goods and services.
8. Use the District's resources for personal financial gain.
9. Vandalize data, programs, equipment, and/or networks.
10. Degrade, alter or disrupt systems and/or equipment. Mass mailings, chain letters, mail bombs and pyramid schemes are strictly forbidden. Telnet, Instant Messaging or Online chat are not allowed on any computers at The Bridge. However, The Bridge Chat Rooms on thebridgetech.org are permitted. Requests for educationally related chat rooms will be considered on an individual basis by the Director of Technology. Users may not access the network operating systems or machine-level operating systems except with the expressed permission of the Director of Technology.
11. Damage or alter technology, hardware and/or software. Users may not download and/or install any programs without prior approval from the Director of Technology.
12. Spread computer viruses.
13. Gain unauthorized access to resources.
14. Violate copyright laws.
15. Subscribe to listserves or newsgroups unless authorized by the Director of Technology. All such subscriptions must serve a legitimate educational purpose and will be registered with the Director of Technology. All subscriptions will be canceled on July 1 of each school year.
16. Use technology for illegal activities.

**User Privileges** The use of The Bridge equipment and networks is a privilege and not a right. Inappropriate use may result in the termination of user privileges and possible disciplinary action. The Director of Technology will decide what constitutes inappropriate use, in accordance with this code, and will decide whether to deny, revoke or suspend specific user accounts. The Director of Technology will refer offenders to appropriate authorities who may take other measures. The Director of Technology or designees may temporarily suspend an account at any time.



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**Liability Exclusions** The Bridge will not assume liability for:

Information stored on The Bridge diskettes, hard drives or servers.

Information retrieved through the The Bridge computers, networks or online resources.

Personal property used to access The Bridge computers, networks or online resources.

Any third party liability for activity resulting from the use of technology.

Unauthorized financial obligations resulting from use of The Bridge resources and accounts to access the Internet.

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