

## Disciplinary Guidelines for the Tri-Valley Central School District Acceptable Use Policy (AUP)

| <b>Disciplinary Options</b>                                       |   |
|---|---|
| Step 1  | Administrator conference with student, warning issued, parents notified.  |
| Step 2  | Administrator conference with student, 10 days restricted* network access, after school detention, parents notified   |
| Step 3  | Administrator conference with student, 20 days restricted* network access, in school suspension, parents notified   |
| Step 4  | Administrator conference with student, network privileges revoked** for 20 days, out of school suspension, parents notified   |
| Step 5  | Superintendent's Hearing and network privileges revoked** permanently   |
| *   | A restricted account will be created so that the user only has access to the software necessary for classroom projects. Internet access will NOT be part of the restricted account. |
| **  | When network privileges are revoked <b>students</b> are responsible for completing all work using other means.  |
| <b>When applicable, law enforcement agencies may be involved.</b> |   |

| <b>Occurrence</b>  | <b>1<sup>st</sup></b>                            | <b>2<sup>nd</sup></b> | <b>3<sup>rd</sup></b> | <b>4<sup>th</sup></b> | <b>5<sup>th</sup></b> |
|--|--|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>Infraction</b>  | <b>Suggested steps (see above)</b>               |                       |                       |                       |                       |
| Engaging in an illegal act   | 4-5  | 4-5                   | 4-5                   | 4-5                   | 4-5                   |
| Violating copyright laws   | Follow already established district policy       |                       |                       |                       |                       |
| Damaging computer, computer systems or computer networks   | 3-5  | 3-5                   | 3-5                   | 3-5                   | 3-5                   |
|  | Plus monetary retribution for damaged equipment. |                       |                       |                       |                       |
| Attempting to override system security   | 3-5  | 3-5                   | 3-5                   | 3-5                   | 3-5                   |
| Attempting to gain unauthorized access to the district educational computer system or any other computer system or go beyond authorized access | 3-5  | 3-5                   | 3-5                   | 3-5                   | 3-5                   |
| Engage in practices that threaten the district education computer system (i.e. loading files that may introduce a virus)                       | 3-5  | 3-5                   | 3-5                   | 3-5                   | 3-5                   |
| Violating regulations prescribed by the AUP  | 1-5  | 2-5                   | 3-5                   | 4-5                   | 4-5                   |
| Sending or displaying offensive messages or pictures   | 3-5  | 3-5                   | 3-5                   | 3-5                   | 3-5                   |
| Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language   | 3-5  | 3-5                   | 3-5                   | 4-5                   | 4-5                   |
| Harassing, insulting or attacking others   | 3-5  | 3-5                   | 3-5                   | 4-5                   | 4-5                   |
| Using the computer system for non-educational purposes   | 1-2  | 2-3                   | 3-4                   | 4-5                   | 4-5                   |
| Bringing games or other files to school from home and using them on district educational computer systems for non-educational purposes         | 1-2  | 2-3                   | 3-4                   | 4-5                   | 4-5                   |
| Giving your id and password to others to use   | 1-2  | 2-3                   | 3-4                   | 4-5                   | 4-5                   |
| Trespassing in others' folders, work, or files   | 2-3  | 2-3                   | 3-4                   | 4-5                   | 4-5                   |
| Using others' passwords  | 1-2  | 2-3                   | 3-4                   | 4-5                   | 4-5                   |
| Communicating electronically with others without staff approval  | 1-2  | 2-3                   | 3-4                   | 4-5                   | 4-5                   |

Please note that upon entering a building, infractions are cumulative over the duration of the student's time in that building. For example, in January of 2008, John D. accessed his home e-mail account on a school computer to send a personal message and received a warning. In December of 2008, John D. violated the AUP again. This was his second infraction and therefore is in the second column of the chart above. He could receive steps 2, 3, 4 or 5 as a consequence depending upon the severity of the situation.