Online Etiquette and Technology Student Code of Conduct

1. **Be respectful.** While it is easier to say hurtful or disrespectful things without standing face-to-face with someone, it is important to remember that your classmates and teachers are real people who are affected by the words you say and write. It is essential to keep in mind the feelings and opinions of others, even if they differ from your own. ***If you wouldn't say it to someone's face, don't say it online either.***

2. **Be aware of strong language, all caps, and exclamation points.** It is easy for written text to be misread and misunderstood. Have you ever sent a text message with good intent, but your recipient thought you were being rude? If so, then you've experienced this firsthand. By being cognizant of strong language, you can identify potential confusions before sending messages. ***Tip: Read everything out loud before you send it.***

3. **Be careful with humor and sarcasm.** Certainly, you shouldn't avoid being funny. We love to see your personality shine through in online classes. Many of our teachers are exceptionally funny too. But like mentioned in Rule #2, make sure that it is clear you are being funny and not being rude. Emoticons and smileys can be helpful when conveying humor or sarcasm so that it is read correctly. Just remember to keep the smiley faces away from academic papers. 😉

4. **Yes, grammar and spelling matter.** While texting, textspeak can b gr8 4 ur friends. In an educational setting (even online) however, keep it formal. Your written communication should be professional and reflect proper writing style. Save written shortcuts and less than stellar grammar for Snapchat if you must but follow grammar rules for school.

5. **Cite your sources.** Whenever you are sharing an idea that originated from someone else (even if it is not word for word), it is good practice to cite that source. This applies to discussion forums too. If you read a great thought in your text, share it, but be sure you let your audience know where you saw it first.

6. **Don't post or share (even privately) inappropriate material.** Enough said there. Nothing is truly private online.

7. **Be forgiving.** Remember that not everyone will know these rules before posting. Try to be understanding of others when they struggle with written communication. It is very different than simply talking to a person face-to-face.

Think before you hit the send button. Think carefully about the content of your message before contributing it. Once sent to the group there is no taking it back. Grammar and spelling errors reflect on you and your audience might not be able to decode misspelled words or poorly constructed sentences.

Student Code of Conduct Infractions that Relate to Technology

1.05 **Use of Abusive, Profane, or Obscene Language or Gestures-**Must not use inappropriate language or gestures

1.09: **Unauthorized Use of Wireless Communication Devices or Cell Phone-** Possession of a wireless communication device is not an infraction of the *Code of Student Conduct.* However, it is an infraction of the ***Code of Student Conduct*** when the possession of a wireless communication device disrupts the educational process. This includes the unauthorized use of a wireless communication devices to capture images or recordings without permission during school hours…..

2.18 Teasing/Intimidation/Ridicule- Verbal, **written or printed communication** that maliciously threatens injury to a person, property, or reputation of another, or other conduct that demeans or ridicules another. Multiple 2.18 offenses may rise to the level of bullying. Completion of the threat, either by the victim complying to the demands, or the carrying out of threats against the victim, constitutes a Level III Offense.

2.22 Obscene, Profane, or Offensive Language or Gestures directed to a School District Employee or Agent – Any behavior offensive to common propriety or decency directed to school district employee or non-student including, but not limited to, any verbal, written, electronic,, or physical conduct such as, slurs, or innuendos which has the purpose or the effect of creating an intimidating, hostile or offensive educational environment.

2.26 Inappropriate Use of Instructional Technology or an Electronic Device

- Students will only use computers with permission and must abide by the district's Acceptable Use Policy (AUP).

- Students will not share logins, usernames, or passwords with anyone. **Students are responsible for any activity that occurs under their account.** Students have no expectation of privacy while utilizing the DCPS network, computers, or any device that is attached to it.

- Students will not attempt to access websites blocked by district policy, including the use of proxy services, software or websites. **If the website is blocked, do not attempt to bypass the block by any means.**

- Students will not use the network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). **Students shall immediately notify a teacher or administrator if inappropriate information is mistakenly accessed or found anywhere on the DCPS network including student shares.** This may protect students against a claim of intentional infraction.

- Students will not post **personal** contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etch. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. Promptly disclose to a teacher any messages received that are inappropriate or make you feel uncomfortable.

- Students will not make any attempt to bypass a firewall, intrusion detection/prevention system or any security system designed to secure the network. Students will not use sniffing (unauthorized monitoring of network traffic/usage) or remote access technology to monitor or other user's activity.

- Students will not use technology for personal gain, profit, or any illegal conduct, such as fraud, copyright infringement, hacking, cheating, or distributing viruses or malware that result in minor disruptions.

2.29 Cheating and/or Copying the Work of Others – Intentionally copying or using another's work to receive credit or improve grades. Examples would include, but are not limited to, plagiarizing, giving or receiving answers during testing.

3.09 Indecent, Offensive or Lewd Behavior – Any behavior offensive to common propriety or decency, including, but not limited to, "mooning,' **sexting**, offensive touching, indecent exposure, possession, distribution, or display of obscene or "hate" material, possession/display of electronic images or text, or similar behavior.

3.16 Defamation of Character – A knowingly false communication, either oral or written, that is harmful or injurious to a school board employee, student or agent's reputation and/or exposes that person to contempt, scorn or ridicule and jeopardizes the school board employee or agent's employment with the District.

3.17 Stalking – Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated following, harassing, or cyberstalking of another as defined Pursuant to Florida Statute 784.048 (2).

3.18 Unauthorized Use of Instructional Technology
*Use of another user's account to bypass restrictions placed on his or her account.
☐ Intentionally utilizing a teacher or staff member's account to access district resources that are not intended for student use.
* Knowingly making unauthorized changes to grades, test scores, or student data on internal or externally hosted systems.
* Production and/or distribution of pornography or making pornography available to users.

4.12 Aggravated Stalking – Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated
following, harassing, or cyber stalking of another and making a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person, or the person's child, sibling, spouse, parent, or dependent, Pursuant to Florida Statute 784.048(3).

These rules were adapted from the following sources:

https://achievevirtual.org/7-rules-for-online-etiquette/

https://www.centenaryuniversity.edu/academics/academic-resources-advising/online-coursework-tips/online-etiquette/

2019-2020 DCPS Student Code of Conduct