

Code of Conduct

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General Guidelines

- **Be Respectful of Others**
- **Avoid Distractions or Disruptions**
 - Silence all **cell phones** and communication devices
 - Do not hold conversations with others while the class is in progress
 - Pay attention to the instructor
 - Your presence adds to the learning community in the classroom
- **Disruptions and unprofessional behavior which may result in expulsion from class and forfeiture of payment include, but are not limited to:**
 - Physical or verbal abuse, threats, intimidation, sexual harassment, bullying, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
 - Physical altercations.
 - Attempted or actual theft of and/or damage to personal or public property.
 - Violation of federal, state, or local law on premises, including but not limited to the following:

- Use, possession or distribution of narcotic or other controlled substances
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
- Intoxication, use, possession or distribution of alcoholic beverages.
- Use of tobacco in any form on school property. Tobacco products are defined as any product or substance containing tobacco include smoking and chewing items.

Sexual Harassment

State Law, Federal Law and Regulations define sexual harassment as follows:

1. In Relation to Employees – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
2. In Relation to Students – The term "sexual harassment" means any sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when: (1) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive education environment.

Sexual harassment is unlawful and is barred by District Policy for all staff and students employed or enrolled by Assabet.

It should be clear from the above definition that sexual harassment not only includes touches or requests for sexual favors, but may also involve conduct such as sexual innuendoes, jokes, comments, pictures or questions. Such verbal activity is not and will not be permitted.

While the definition for employees refers to "unwelcome" sexual advances, staff members are notified that any and all sexual advances between a staff member and a student are prohibited.

Reporting: If you believe you have been harassed, if you witness harassment, or if a student reports to you harassment, you should report it immediately to the Assabet After Dark Director. All reports of harassment will be fully and completely investigated. If it is determined that harassment has occurred, the director will take action to stop it. Individuals who engage in harassment will be subject to discipline, up to and including termination or withdrawal.

If a staff or student is dissatisfied with the results of the school's investigation of a harassment charge, such dissatisfaction may be discussed directly with the Superintendent-Director. In all cases involving such charges, the parties involved will be accorded the utmost protection of privacy.

If you have questions about this policy, please direct them to the Director of Assabet After Dark.

Nothing in this policy is intended to circumvent the right to bring such complaints to State and Federal Commissions on Discrimination. The policy is intended, however, to correct the issue internally.

Harassment

The School District shall not tolerate harassment of students, patrons, or employees. As an employer, the District is responsible for its actions and those of its agents. Teachers and other staff members serve as agents of the school and are directed not to harass, participate in, condone or allow harassment, and are directed to report its occurrence promptly.

Staff Members' Responsibility

1. All staff members have the professional responsibility to ensure that all students in their charge and control can make decisions without fear, regardless of their race, color, sex, religion, national origin, sexual orientation or disability.
2. Harassment as defined in State and Federal statutes, is a form of discrimination and therefore a denial of civil rights. Civil rights legislation is different from most other laws in that a staff member charged with a civil rights violation must prove his/her innocence. Ignorance of these laws is not a defense.
3. No one has the right to abuse another person. Any act or series of actions that forces or causes an individual or a group of persons to make decisions or take actions against their own judgment can be viewed by that individual or those persons as a wrong. If a staff member allows such behavior to take place, he/she can be charged by the offended person(s) as being an accessory before or after the fact.
4. If a staff member pleads ignorance of the actions, and it becomes obvious that such actions have been permitted by the staff member on previous occasions, and have thus been condoned, the staff member can be charged as an accessory to the denial of civil rights.
5. Harassment among students: If a student seeks help in this regard, and the staff member cannot provide correction, the staff member should discuss the matter with the Director of Assabet After Dark, who will investigate the charge. If the director determines that probable cause exists, the matter must be documented and a decision made as to consequences.
6. If the parties involved are not satisfied with the decision-making at this level, the matter may be referred to the Superintendent-Director or to a grievance procedure.

Assabet recognizes the responsibility to teach students and employees guidelines for interpersonal behavior to protect the rights of every member of the school community to work and learn in a safe and positive atmosphere, free of harassment. Because individuals are affected differently by the words and actions of others, it is necessary to be sensitive to the feelings of others and to respect the differences among colleagues and students.

Grievance Procedure

Titles I, II, VI, VII, IX, Section 504, Chapter 622

Before this grievance procedure is enacted, a complainant is encouraged but not required to discuss any perceived discrimination with the Director. Every effort will be made to affect a prompt and satisfactory resolution of the difficulty.

Any student or employee of this District, or applicant for employment, who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of disability under Title I or II; on the basis of sex under Title IX; on the basis of race, color, sex, religion, national origin, or sexual orientation under Title VI or VII or Chapter 622; or on the basis of handicap under Section 504, may file a written complaint with the Coordinator of such programs at Assabet.

1. The Assabet After Dark Director shall cause a review of the written complaint to be conducted and shall mail a written response to the complainant within 10 working days after receipt of the written complaint.
2. If the complainant is not satisfied with such response of the Director, he or she may appeal to the Superintendent-Director.
3. The Superintendent-Director shall review all written materials and schedule a hearing with all parties involved at the earliest possible date, and shall mail a written decision to the complainant within 5 working days after the hearing.
4. The Superintendent-Director's decision is final.

Nothing in this grievance procedure shall limit the right of the person affected to follow the complaint procedure outlined under S.9 and S.10 of the regulations for Chapter 622 including requesting aid from the Bureau of Equal Educational Opportunity, Massachusetts Department of Education. Complaints under Titles I, II, VI, VII, IX and Section 504 may also be made directly to the Office of Civil Rights, Region I, Boston, MA.

Superintendent-Director:

Ernest F. Houle, Superintendent-Director 508-485-9430 Ext. 1431

Smoking

Assabet is a **SMOKE FREE** school. This includes use of all tobacco products in school buildings and buses, on school grounds or at off-campus work sites by students, school personnel and visitors.

Drugs/Alcohol

It is the policy of the School District to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, use of, or being under the influence of controlled substances or alcohol is prohibited while on duty or on school property. Any violations of this policy will be grounds for disciplinary action up to and including suspension and dismissal.

It is a condition of employment that each employee abide by this policy and notify the Superintendent-Director of any criminal drug conviction within five (5) days of such a conviction if the violation occurred in the workplace. Assabet has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days of notice of a conviction, the Superintendent-Director will take disciplinary action up to and including dismissal from employment.

If administration believes that an employee is under the influence of drugs or alcohol, the employee will not be allowed to continue his/her work assignment. Further investigation may result in a disciplinary action up to and including termination of employment.

Weapons

Possession of any weapon is strictly forbidden. A weapon is any object that may be used to assault or intimidate, such as a knife. Any knife required within a technical shop will be issued by the school. Any infraction of this restriction calls for an immediate suspension. Staff member will be notified and may be referred to the police for violating State Law and Marlborough City Ordinance. Disciplinary action up to and including termination may result.

Technology Acceptable Use Policy

Assabet provides computer resources and Internet access for teachers, staff and students to promote educational excellence in the school by facilitating resource sharing and communications. The intent of this policy is that staff will use computer networks only for purposes consistent with their position of employment. All school computers are to be used in a responsible, efficient, ethical and legal manner. The use of the district's computers is a privilege, not a right. All users are expected to exercise this privilege in a manner consistent with the educational objectives of the district. All staff and students must be responsible for their own professional behavior when accessing district computer equipment.

Anyone who uses school computers for unethical, illegal or mischievous purposes will be referred to the Assabet After Dark Director for disciplinary action, possible cancellation of computer privileges or termination of employment or enrollment.

Definitions

The following definitions may be used for clarification throughout this Acceptable Use Policy:

- The term **computer resources** includes, but is not limited to: desktop computers, portable computers, servers, PDAs, Ipods, flash drives, printers, scanners, modems, and other peripheral equipment; network equipment and lines; all software and files; multimedia, video, cable, TV, voicemail, telephone, and fax equipment; cell phones; specialized technology equipment in academic and technical areas; Internet and email accounts; firewalls; and computer supplies.
- **Inappropriate material** is defined as material that is obscene, harmful to minors, intended to support illegal activity, sexually explicit, or otherwise inappropriate for educational uses.

Right of Access and Review

Users should have no expectation of privacy (this includes your password) using district computer resources or other equipment connected to the district's equipment. All material that is electronically stored by use of the school's computer equipment is the property of Assabet. This includes material stored using removable media such as writeable CD-ROMs, zip drives, flash drives, MP3 players, as well as non-removable media. The school retains the right to access, review, edit, delete, and confiscate all user files, email and any material stored on any system provided by the district or connected to equipment belonging to the district. School officials reserve the right to monitor all uses of the district's resources and other equipment connected to district computer resources as they are occurring in real-time; as well as to access all data stored using district property, or transported using district property, or stored in activity logs.

The administration may suspend specific user access at any time pending review of circumstances by the Director or Superintendent-Director.

Account User and Password

All students will be assigned a generic user ID and a password. Students are to access only those applications and files they are assigned and store files only on network space designated for the individual's or class storage.

- Log off network whenever computer is left unattended.
- Respect commonly accepted Internet Etiquette and Safety that include, but are not limited to: Be polite, use appropriate language, and do not use the network in such a way that would disrupt the use of the network by others.
- Always remember that email, however confidential or damaging, may be required to be disclosed or used in legal proceedings.
- Disciplinary action will be taken against anyone who sends inappropriate or offensive emails using district computer equipment.

Software Copyrights and Intellectual Property

Assabet does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states, "It is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). "The only exception is the exclusive user's right to make a backup copy for archival purposes" (Section 117). The law protects the rights of the copyright holder and does not give users the right to copy software unless the manufacturer does not provide a backup copy. Unauthorized duplication of software is a federal crime.

Any user, who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to Assabet or who uses unauthorized software on Assabet premises or equipment shall be subject to disciplinary action, up to and including termination of employment.

Software Acquisition

Staff and students may not upload or download any unauthorized software on any district electronic device. The Assabet After Dark Director may authorize downloading of software for district devices.

Wasteful or Inappropriate Use of Educational Resources

These technical tools are valuable resources to be used for educational purposes only. They are not to be used for commercial gain, obscene or illegal purposes. All computer resources should be treated with utmost care and respect. Do not waste electronic storage space on frivolous files or programs. Game playing is often destructive to equipment. Therefore, games other than those provided by the school and approved by administration for educational use related to a particular course or school activity are prohibited.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Vandalism will result in cancellation of privileges in addition to actions as dictated by existing school policies and regulations.

Network Security

In an effort to protect district computer resources, Assabet uses virus-scanning software. All email and outside connections will be scanned as a normal part of network security.

All computers in Assabet that have access to the Internet are equipped with filtering software designed to identify and prohibit access to sites that educators believe contain inappropriate material for educational users. It is important to remember, however, that no system is perfect. Ultimately, all users must take responsibility for their own actions and take the necessary steps to safeguard themselves. Teachers are responsible for the supervision of all students' use of computers and access to the Internet.

Only the school's technology staff, under the direction of the Technology Department, shall perform the configuration and installation of computer equipment for use on the district network. This is true whether these devices are owned by the district or not, and anyone who attempts to connect equipment not authorized by the school's Technology Department to the school's network shall be liable for disciplinary and possible legal action.

Snooping, probing or breaking into the district's network or restricted network resource, such as student data records, financial records, or medical records is unlawful. Users caught in any such activity could face administrative action, suspension, employment termination or legal action.

In an effort to protect the schools' network, the following procedures will be adopted:

- Unauthorized technology or software that is not property of Assabet will not be brought into the school district.
- No dial out modems or Wi-Fi access points shall be set up without permission of the Technology Manager.
- All requests for technology repairs or upgrades must be sent to the Director of Assabet After Dark.