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Contact: Facility Advisory Board

## **1. PURPOSE**

This document contains rules and regulations governing access to and appropriate use of the Los Angeles ARTCC Discord Server ("Discord")

## **2. ROLES AND RESPONSIBILITIES**

The Office of Primary Responsibility (OPR) for this policy is the ZLA Facility Advisory Board. This policy was originally drafted by Daniel Everman, ZLA Training Administrator, on February 10, 2018, and signed by Nickolas Christopher, ZLA Air Traffic Manager on October 15, 2019. This policy shall be maintained, revised, updated or cancelled by the ZLA Facility Advisory Board or any organization that supersedes, replaces or assumes the FAB responsibilities. Any suggestions for modification/amendment to this policy should be sent to the FAB for review.

## **3. DISTRIBUTION**

ZLA controllers, visitors, or guests using or wishing to use Discord

## **4. DEFINITIONS**

1. "Bot" - Any software that connects to Discord and has the ability to execute preprogrammed commands, reply to messages, or play music
2. "Record" - Using any external program (streaming software, audio recording software, etc.) to capture audio from Discord and subsequently rebroadcast or store information.

## **5. CODE OF CONDUCT**

1. The ZLA Discord is an inclusive environment intended for ZLA home controllers, visiting controllers, staff, pilots and guests. All members should be courteous and respectful to each other. Generally, be nice.
2. When connecting to Discord, your nickname must comply with the following format: "[first name] [last name] ([operating initials or home ARTCC/FIR/Region])
  - a. Example: *John Smith (JS)*
3. Anyone wishing to record or stream must obtain consent from each party in the room. Once each party has consented, the person wishing to record must clearly flag themselves as such. This can be done by automatic tagging by Discord or modifying your nickname to include "Streaming" or "Recording."
4. Prohibited conduct:
  - a. Hate speech or discriminatory behavior including, but not limited to:
    - i. Behavior, speech or posts that disparage, intimidate, threaten, promote violence toward or discriminate against any person or group of people based on sexual orientation, gender, gender identity, race, nationality,

- national origin, ethnicity, ethnic origin, socioeconomic status, religious affiliation, age or disability
  - ii. Behavior, speech or posts that refer to historical or current events in such a way as to disparage, disrespect a person, group of people or event.
  - iii. Inciting anyone to behave in such a manner
- b. Threats, harassment, bullying, intimidation, stalking or abuse
- c. Impersonation and False Representation
  - i. Impersonation of staff, controllers, other members or other groups
  - ii. False representation of identity such as using fake or misleading names to misrepresent one's identity
- d. Circumventing a ban
- e. Breaching confidentiality including, but not limited to:
  - i. Sharing or threatening to share the personal or confidential information of another person or group without their permission (also known as "doxing")
- f. Disruptive behavior including, but not limited to:
  - i. Broadcasting offensive sounds such as bodily functions
  - ii. Excessive channel switching
  - iii. Excessive poking
  - iv. Excessive posting in global, channel or private chat channels
  - v. Excessive server connects and disconnects
- g. Illegal activities including, but not limited to:
  - i. Sharing links to malicious or illegal websites such as cheat websites, IP grabbers, phishing websites or anything that could harm another user's computer or device
  - ii. Posting directly or linking to illegal or pirated software
- h. Unauthorized bots
- i. Voice conversion software

## 6. ENFORCEMENT

1. ZLA Staff are authorized to enforce the code of conduct.
2. Violations of the Code of Conduct follow a progressive disciplinary model.
3. Progressive disciplinary steps may be skipped on a case-by-case basis depending on the severity of the infraction.
4. Permanent bans must be approved by the Air Traffic Manager.
5. Appeals must be sent within 7 days directly to the Air Traffic Manager at [atm@laartcc.org](mailto:atm@laartcc.org).
6. Violation of §5.3.a. - §5.3.e.
  - a. First violation: Verbal warning and/or maximum 48-hour ban
  - b. Second violation: Maximum 7-day ban
  - c. Third and subsequent violations: 30-day or permanent ban, temporary suspension of controlling privileges or revocation of ZLA operating initials
7. Violation of §5.3.f. - §5.3.i.
  - a. First violation: Verbal warning

- b. Second violation: Kick from Discord
- c. Third and subsequent violations: minimum 24 hour ban, increasing for each subsequent violation, duration determined by banning administrator