



# ***Responsible Use Policy***

*For Computer, Electronic Devices and School Network*

All students that wish to use the electronic devices and internet must have a signed Responsible Use Policy on file with the school Technology Department.

## **1. Responsible Use**

The purpose of Internet access is to support research and education providing access to unique resources. The use of network access must be for educational purposes only.

## **2. Responsibility and Privilege**

With access to computers and people all over the world also comes the availability of material that might be inappropriate or not of educational value. The use of computers and our network is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges.

## **3. Network Use & Etiquette**

You are expected to follow the generally accepted rules of network etiquette. While on the TCHS wifi network, the following is **strictly prohibited**:

- A. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
- B. Illegal Activities – Students may not use the school's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any board policy/procedure or school rules.
- C. Violating Copyrights or Software Licenses – Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
- D. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (ie: term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
- E. Misuse of Passwords/Unauthorized Access – Students may not share passwords, use other students' passwords, access or use other students' accounts, or attempt to circumvent network security systems.
- F. MaliciousUse/Vandalism – Students may not engage in any malicious use, disruption, or harm to the school computers, electronic devices, or network and Internet services, including but not limited to hacking activities and the creation/uploading of computer viruses.
- G. Avoiding School Filters – Students may not attempt to or use any software, utilities, or other means to access Internet sites or content blocked by the school filters.
- H. Unauthorized Equipment - Students may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the corporation network without permission from TCHS Technology Department.

## **4. Security**

Security on all computers is a high priority. If you identify a security problem on the school network, you must notify the Technology Department immediately. Students are



permitted to change the password for their user account, but they may not change any of the settings setup by the Technology Department.

### 5. User Accounts (Grades 9-12 Only)

- A. TCHS will install and maintain an “admin” account on each student computer. This account is not to be removed under any circumstances.
- B. TCHS will install a Parent “admin” account for the parent. The password may be changed by the parent and not to be given to the student.
- C. Apple Remote Desktop must be turned on and accessible during school hours. By default, ARD will be enabled by TCHS.
- D. Students are allowed to have an “admin” account, but if any of the school’s settings are changed, they will face immediate disciplinary action.

### 6. Email Accounts

Students will be given a trinityhigh.org email account. This email account may be monitored by the school. Any misuse or inappropriate use will result in restricted computer services, disciplinary action and legal referral.

### STUDENT

I understand the provisions and conditions set in this contract and will abide by them. I understand that any violations of the above provisions may result in disciplinary actions, the revoking of my internet access or computer/electronic device privileges, and appropriate legal action. I also agree to report any violations to the Terms and Conditions to a TCHS staff member. All the rules of conduct described in TCHS’s “Responsible Use Policies” apply when I use my laptop for network access to the Internet, classroom computers, and access the resources it provides.

STUDENT NAME (PRINT)	DATE
STUDENT SIGNATURE	

### PARENT OR GUARDIAN

As the parent or guardian of this student, I state that I have read and understand the provisions and conditions set by this contract. I understand that student use of their laptops or use of classroom computers at TCHS is intended for educational or school function purposes. I understand that it is impossible for TCHS to restrict access to all controversial materials, and will not hold TCHS or its school board responsible for materials acquired from the use of computer or laptop access to resources. I hereby give my permission for my student to use their personal laptop accessing resources via the network at school, and accept full responsibility if my student violates any of the previously stated terms and conditions.

PARENT / GUARDIAN NAME (PRINT)	DATE
PARENT / GUARDIAN SIGNATURE	