



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.

Internet - Terms and Conditions

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 the internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges.

3. Network Etiquette

You are expected to follow the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- (a) Use appropriate language.
- (b) Do not give out yours or someone else's personal information such as last name, address or phone number.
- (c) Do not use someone else's computer without permission.
- (d) Be discerning about your use of To: vs. Cc:. We designate the To: field for who has the action (could be multiple people). Cc: is simply for their information—with no expectation that they will take action on the email, other than receive it.

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 network settings setup by TCHS.

5. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data, network systems or hardware of TCHS school, faculty or students. Any vandalism will result in restricted computer services, disciplinary action and legal referral.

6. User accounts

- 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) Students are allowed to have a "Standard" user account only. They are not to be given Administrative rights.

7. 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.



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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	

Student Insurance Policy

TCHS does not provide laptop insurance for student laptops. However all TCHS purchased laptops have Apple Care which extends the parts and labor three years after the initial one-year coverage when purchased.

It is mandatory that families purchase a laptop policy either through your own home insurance policy or through an independent company such as Student Insurance Partners.

www.studentinsurancepartners.com (Link from the TCHS website for a TCHS discount)

Please return this page with all signatures to TCHS office by the first day of your student's attendance. This signed RUP is required for your student to use their laptop at school.

The full text of this contract is on file in the TCHS office. Eff. 7/2014