Acceptable Use Policy
2022-2023 School Year

Trinity-Pawling's communication and information Network is intended to support legitimate and authorized academic, instructional, research, and administrative purposes. Trinity-Pawling's Network is intended to be a forum in which positive and meaningful educational and professional growth can occur provided individuals use the Network in a mature and responsible manner. Although Trinity-Pawling will do its best to maintain the computer Network, it does not guarantee that it will function at all times. In addition, Trinity-Pawling will provide access to the Internet, but we do not guarantee the accuracy of information found on the Internet.

All users (defined as any student, faculty, guest, or staff member) must acknowledge that any time they are using Trinity-Pawling's Network for communication, research or recreational purposes, their behavior must comply with the standards of appropriate behavior as outlined below. While accessing the Network, users also acknowledge that they represent Trinity-Pawling School and are expected to behave in an appropriately dignified manner.

Personal Information

All users are instructed not to give out their social security number, credit card number, home address, phone number, password, or other personal information over the Network.

Login ID's and Passwords

All users of the Network will at times be required to use a login ID and password to access various School resources. These passwords need to be kept confidential and cannot be shared with other users. The use of someone else's login ID (with or without permission) is not allowed. When using these resources, remember that you are responsible for all activity conducted while your account is active. For this reason, please remember to logout of shared resources when you are done with them.

Email

Every student will be given a Trinity-Pawling email address, which they will use for communicating with faculty and one another. For most students, their email address is their first initial, last name@trinitypawling.org. (For example, John Smith jsmith@trinitypawling.org).

Email is a major means of communication on the Trinity-Pawling campus. For this reason, students are required to retrieve their Email from their School account at least twice per School day when School is in session. Any use of the Network that violates the letter or spirit of School policy towards harassment, hazing, gambling, plagiarism, dishonesty, privacy, software piracy, copyright infringement, or vandalism is strictly forbidden. Further, use of the Network for any sexual or illicit purpose is expressly prohibited. Users of this Network are representatives of the Trinity-Pawling community and strict adherence to all School rules and policies is required.

Cell Phones/Headphones/Earbuds

While permitted, cell phone usage is regulated based on the needs of a healthy community. Phones may be used in the dormitories. Public use is limited to areas that will not interfere with normal, interpersonal interaction around campus. For example, phones/headphones/earbuds should not be used when walking to and from commitments, in chapel, in the dining hall, in the academic building, or during assemblies. Phones are not to be used during the academic day, during study hall, or after designated lights out, unless specific permission has been granted by a teacher or dorm parent. Abuse of these rules will result in the loss of the cell phone and cell phone privileges.

Personal Computers and Electronic Devices

We encourage the use of laptops, which allows a student to take his computer to work in the Gardiner Library, the Dann Classroom Building, or in another student's room.

> *Important*: Technology is a tool and a resource. It should not be used as an excuse. As such, the faculty does not accept "computer" problems as the cause for the late submittal of assignments. Students must take responsibility for problems that arise and accept the responsibility for finding solutions.

The School maintains computer areas on its campus that are used frequently by students. Many students opt to bring their personal computer to School. The sharing of Network access, knowingly or unknowingly, via a wireless card is prohibited and the use of wireless cards by students is restricted to the same operational time frames as the School's internal Network.

Trinity-Pawling strongly encourages the use of computers as an academic tool, but also recognizes that many students also enjoy their use for recreation. Computer games are permitted, but must be of an appropriate content and their use is at the discretion of the dorm master.

Access to a personal computer or other electronic devices could be restricted by the dorm master if its use jeopardizes a student's academic commitments or if its content is considered inappropriate.

Harassment and Hazing

To the greatest extent possible, all users of the Network will be protected from harassment or unwanted contact. Behavior in the electronic environment of the School will be subject to the same standards as all other environs of the School. Behavior and language within the Network must conform to the School's general guidelines for personal interaction among students, faculty, and the community at large. Profanity or obscenity in written communication over the Network is inappropriate, as it is in all other areas of School life.

Plagiarism

The use of someone else's words or ideas, whether obtained from print or electronic sources, without appropriate attribution is plagiarism. This includes, but is not limited to, software, photographs, artwork and scholarly research downloaded from the Internet, as well as information obtained and used from another user's email.

Privacy

All users of Trinity-Pawling's Network are responsible for all transactions made using their login and passwords. Users also agree to respect the privacy of each user with access to the Network. Toward this

end, users may not intentionally seek or provide confidential information on, obtain copies of, or modify data files, email, or passwords of any user of the Network.

Users may not, in any way, attempt to gain unauthorized access to private information on the School's Network or any network or organization located outside the confines of Trinity-Pawling School. While we do grant the right to privacy, all users are reminded that impersonation and anonymity are not permitted. Trinity-Pawling reserves the right to monitor your activity while utilizing its Network.

Software Piracy and Copyright Infringement

All commercial software is a form of literary expression and is included in the Copyright Act. According to Title 17 of the United States Code, it is illegal to make or distribute copies of copyrighted material without authorization. There is no justification for the use of illegally obtained software from any source. This includes file sharing.

The Copyright Act also applies to software, photographs, artwork, music, movies, and scholarly research downloaded from the Internet. Copying Network software to your personal computer is also a violation of the Copyright Act. Any violation of the Copyright Act is considered theft. Disciplinary action will be taken against individuals suspected of piracy or copyright infringement.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy software, hardware, or data of another user, organization, or network including all outside networks as well as all portions of the Trinity-Pawling campus. The School's computer facilities are available for student and faculty use during the academic day. Therefore, it is imperative that these computers remain operational for all to use. Since the well-being of all users depends on the availability and integrity of the Network system, any defects discovered in system accounting, system security, or system use should be reported to the Director of Technology.

In addition, users shall not intentionally develop or use programs that harass other users of the facility or infiltrate the system and/or damage the software or hardware components of the system. This includes, but is not limited to, the creating, uploading, downloading, or distribution of malicious software or hardware. To reduce the risk of inadvertently spreading viruses, users are advised not to import files from unknown or disreputable sources, or add any software to the Network.

Changing the settings or adding software files to Network computers is forbidden. The School's Network must remain consistent and stable so that students and teachers can prepare assignments.

Information from the Internet

While Trinity-Pawling cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a form of dishonesty. Further, making public or passing on any material that is pornographic, violent, or otherwise hurtful will be considered a sign of disrespect and a form of bullying and will be treated accordingly. Disseminating the Internet address of sites containing such material can also be cause for disciplinary action. The use of any Network resource for gambling is also forbidden.

Safety

Making the Internet available to students carries with it the potential that users may encounter information that some have identified as controversial and of potential harm. Because information on the Internet appears, disappears, and changes, creating a "safe environment" is impossible, and implying that it is being done is a disservice to community members and parents. The School's focus is on providing the understanding and skills needed to use the Network in ways appropriate to a student's educational and

recreational needs rather than controlling the environment. Any user believed to be in violation of the above guideline grants the Director of Technology the right to inspect any and all private files, including the user's computer. When possible and/or appropriate, an attempt will be made to notify the user before such an inspection occurs.

Prohibited

The use of personal VPN/Proxy is strictly prohibited. Access to remote (off-site/hosted) computers are strictly prohibited.

Consequences and Penalties

Any user of Trinity-Pawling's Network who violates the letter or spirit of School policy with regard to harassment, hazing, bullying, plagiarism and dishonesty, privacy, software piracy and copyright infringement file sharing, or vandalism, including but not limited to, damaging or theft of hardware, software, or the operating system of any network will face cancellation of privileges, loss of one's computer, and disciplinary actions in accordance with School rules as deemed appropriate by the Headmaster, Technology Department and the Disciplinary Committee.

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I hereby state that I have read and understand the Acceptable Use Policy as outlined by Trinity- Pawling School. I understand that by signing this document, I subject myself to possible termination of my Network privileges and disciplinary action should I violate any of the above stated policies. I also agree to conduct myself in an appropriate manner at all times when using the School's Network.

_____   _____
 Signature   Date

_____   _____   _____
 Print Name   Grade   Date of Birth

I hereby state that I have read and understand the Acceptable Use Policy as outlined by Trinity- Pawling School. I understand that by signing this document, my son subjects himself to possible termination of his Network privileges and disciplinary action should he violate any of the above stated policies. I also acknowledge that he agrees to conduct himself in an appropriate manner at all times when using Trinity- Pawling's Network.

_____   _____
 Parent Signature   Date

_____
 Print Name

This form must be signed and returned to Trinity-Pawling's Technology Department before a student (NEW or RETURNING) is granted access to any School computer, Internet, or Network resource.