

TRINITY PRESBYTERIAN SCHOOL RESPONSIBLE USE POLICY & AGREEMENT

Trinity Presbyterian School is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct scholarly research. Trinity Presbyterian School provides network access for students, faculty, staff and administration. Our goal is to promote educational excellence by facilitating research, resource sharing, communication, collaboration and innovation. All network access is expected to support education and research and to be consistent with the educational goals of Trinity Presbyterian School.

The use of computers and the network is a privilege, not a right, and inappropriate use or use in violation of this policy **will result in disciplinary action**. The Responsible Use Policy is designed to give students and their family clear and concise guidelines regarding the appropriate use of laptops and other computers on Trinity Presbyterian School's campus. The underlying premise of this policy is that all members of the Trinity Presbyterian School community must uphold the values of honesty and integrity; thus, we expect our students to use good judgment and to utilize technology with integrity.

This Responsible Use Policy & Agreement ("Agreement") is made effective as of _____ (date) between Trinity Presbyterian School ("School") and its student, _____ ("Student"), and states the agreement of the parties as follows.

E-MAIL

- Each Middle School/Upper School student will be assigned Gmail account within the Trinity Domain. Parents are encouraged to monitor the account often and know the password to the account. This email address will be provided to the student's teacher(s) for communication purposes.
- The use of e-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail messages.
- No inappropriate e-mail is allowed, including derogatory, obscene, or harassing messages.
- E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response and will be regarded as a major violation.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account.
- Students are prohibited from creating false email accounts representing anyone other than himself or herself.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.

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- Personal email accounts are not allowed on school owned devices.
- Trinity faculty and staff school e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission by faculty or administration.

CHATTING/TEXTING/BLOGGING

- Unauthorized use of any electronic device to communicate during school hours is prohibited and any other social media platforms as determined by the administration (including but not limited to) Facebook, YouTube, Twitter, Texting, Instagram, Vine, SnapChat, Flickr, blogging and instant messaging.
- Members of the Trinity community may not contribute to social media websites as representatives of Trinity unless directed to do so by Trinity's administration. Any accounts set up to represent Trinity's interests or any account with Trinity's name included in the handle, #hashtag or username in any way is prohibited. Students in violation of this clause must surrender the account credentials to Trinity and are subject to further punishment at the discretion of the administration.

AUDIO AND VIDEO

- Audio on computers should be turned off unless required for the activity being conducted.
- When sound is needed, headphones or ear buds provided by the student must be used.
- The use of laptops to watch movies and videos is not permitted during the school day unless required for the activity being conducted.
- Music containing sexually explicit, violent, or anti-religious lyrics must not be stored on the school's laptops. The school reserves the right to remove any music that falls under this category, including anything purchased via the laptop.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

GAMES

- On-line or stand-alone games are not permitted on campus unless authorized by faculty/administration.
- The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the laptop program.
- Any student caught playing games on campus is subject to discipline according to this Responsible Use & Agreement and the Student Handbook.

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- Games that include violence, adult content, inappropriate language or weapons are not to be installed or “played” on school computers including the laptops.

LAPTOP SECURITY

- Student laptops must not be left unattended at any time. If a laptop is found unattended, a faculty or staff member will turn it in to the Technology Department. Each offense will result in a disciplinary consequence. Consequences can escalate with repeated violations. Repeated offenses will result in the loss of laptop use for a time period.
- Laptops must be in a student’s possession or secured in a locked classroom or locker at all times.
- No laptops will be allowed to be used in the Fine Arts Hall (Dining) Cafeteria during lunch hours.
- No loaner laptops are to be left at home.
- No markings or stickers are allowed on the laptop itself except for a Trinity barcode label and a name identification label applied by the Technology Department.
- Do not remove, move or write on the identification sticker on your laptop.
- No inappropriate screen savers and/or wallpaper/backgrounds. What appears on a student’s desktop is important to the learning environment of all students and teachers at TPS. Students should be mindful that their screens are subject to same rules as what can appear on a t-shirt on a dress down day. Screens should be appropriate to a Christian learning environment and respectful of fellow students and teachers.
- No rough handling of laptops.
- Students are required to store and carry their laptops in the approved case. Laptops are not allowed to be carried or stored in backpacks or purses.
- Coaches, teachers and any other adult conducting an after school activity should provide a secure area for the laptops during this activity.

NETWORK ACCESS

- Students must not make any attempt to access servers and/or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students are not allowed to bring or use a “personal hotspot” on campus.

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- Students are not allowed to take control of another computer for any reason.
- Students may not use AirDrop for file sharing purposes unless permission is given by the instructor for that particular class.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Trinity Presbyterian School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or on our file servers.

FILE SHARING

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on school computers including the laptops. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file sharing connections.
- There is a \$50 re-imaging charge to remove any unapproved software of files.

DELETING FILES

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$50 re-imaging charge to correct system files.

DOWNLOADING AND LOADING OF SOFTWARE

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- All installed software must be a legally licensed copy. The Technology Department must approve additional software installations.
- The downloading of music files, video files, games, etc. through the school's network is **absolutely prohibited** unless it is part of an assigned, in-class activity.
- The School reserves the right to remove any installed software that impedes the educational purpose of the laptop program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the laptops nor may copyrighted movies be downloaded to the laptops from the Internet.

INTERNET USE

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, anti-religious, extremist, or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with all copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material may be recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated the same as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he or she is to notify a teacher or the Director of Technology as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

PRIVACY AND SAFETY

- Students may not give any personal information regarding themselves or others through e-mail or the Internet, including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm; therefore, contact with such individuals is considered inappropriate and unsafe.

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- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and e-mail use as well as laptop access. This is important in order to protect the privacy of each student.
- Trinity Presbyterian School respects the privacy of every student, faculty, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including computer use violations or harassment, is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing between computers unless authorized by the technology staff.
- No identifiable photographs of students, faculty or administration will be allowed to be published on the Internet or used in print without appropriate consent.
- Cyber bullying is the use of electronic information and communication devices to willfully harm either a person or persons through any electronic medium, such as text, audio, photos or videos. Examples of this behavior include but are not limited to:
 - Sending/posting false, cruel, hurtful or vicious messages/comments.
 - Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others.
 - Breaking into an email account and sending vicious or embarrassing materials to others.
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
 - Posting of a student picture without their permission.
- Laptops that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Responsible Use Policy including: the right to view the

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content of the device at any time; the right to remove content from the device and the right to retain the device in the school's possession if there is an infraction to the RUP that deserves that consequence.

COPYRIGHT

- Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other material including material protected by copyright may not be transmitted or duplicated.

DISCIPLINARY ACTION

Students are required to adhere to all provisions and conditions set forth in this Responsible Use Policy. Any violation of this policy may result in disciplinary action that could result in the loss of laptop privileges and possible legal action. Students are to report any known violations of this Responsible Use Policy to appropriate administrative staff members. Trinity Presbyterian School takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the network.

Any infractions of this policy may result in limitations imposed on the student's computer use. The students' iTunes, Photos, Messages, and, under certain circumstances, even browsers will be blocked. The length of time will be determined by the circumstances of the infraction. In the case of repeated laptop abuse and/or damages, the school has the right to revoke the use of the school's laptop and the student will be restricted to using only on-campus computers. Repeated RUP offenses or laptop abuses may lead to the loss of student's privilege of using a laptop on campus. Loss of laptop may result in a "zero" daily grade.

Students are to report any known violations of the Responsible Use Agreement to appropriate administrative staff members. Random checks of student laptops may be conducted throughout the year to ensure that these policies are being followed.

Additionally, the following three infractions cannot be tolerated for any reason and carry additional penalties:

- Using proxies or VPN's to get to blocked sites is a serious offense and may result in possible suspension.
- Using emails of an abusive or harassing nature is a serious offense with possible suspension.
- Obtaining and using any administrator, faculty or staff network credentials in order to bypass the school's Internet filter to obtain access to prohibited or blocked websites.

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OWNERSHIP

The School shall be deemed to have retained title to the Equipment at all times, unless the School transfers the title. The Student shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the School may from time to time install on the notebook computer used by the Student.

EQUIPMENT USE TERM

The Student shall return all Equipment itemized above in good operating condition to the Technology Department of the School if the Student is not enrolled in the current school year (unless the School transfers the title). The School may require the Student to return the equipment at any time and for any reason due to disciplinary issues or for inspection by staff. **SENIORS – The computer must be returned to the Technology Department by the last day of the current school year. If the computer is not returned, grades and transcripts will be withheld.**

EQUIPMENT STORAGE AND USE AT SCHOOL

The Equipment must be on the School's premises during each of the Student's normal school days. During the School's normal business hours or after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in a locked classroom, locker, or other secure, approved location. Teachers and coaches will provide secure locations for students during after school activities.

USE OF EQUIPMENT

The primary use of the Equipment by the Student is for the Student's educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School's Responsible Use Policy & Agreement. Students will not sync personal smart devices (cell phones, iPad, Kindle, etc.) to school owned computers.

COMPLIANCE WITH SOFTWARE LICENSES

The Student shall not make copies of software licensed to the school. The Student is responsible for compliance with the license terms of any licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.

BACKUP REQUIREMENTS

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The Student may store documents or other files on the Equipment, but the Student is responsible for making backup copies of such documents or other files. In the event of loss of such documents or other files, the School's responsibility is limited to reloading the School's standard software suite on the Equipment.

CARE OF EQUIPMENT

It is expected that the student will use the Equipment in a careful and proper manner, maintaining it in good operating and cosmetic condition. The Student shall immediately notify the School's Technology Department if the equipment is not in good operating condition or is in need of repair. The Trinity Presbyterian School Technology Department will evaluate the damage and determine the course of repair in accordance with the School's service contract and the Indemnity policy (See the section on INDEMNITY OF SCHOOL FOR LOSS OR DAMAGE and INSURANCE). The Student shall be financially responsible for repairs due to negligence (No personal stickers, no writing on MacBook).

RIGHT OF INSPECTION

The Student shall make the Equipment available to the School's Technology Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours. The school will determine if the laptop has endured normal wear and tear and will inform the student of any damage that requires repair.

LOSS

The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear.

WARRANTY

Trinity Presbyterian School honors Apple's three-year manufacturer's warranty on all MacBooks. The School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The Student assumes responsibility for the care of the Equipment. The School will inspect and update the laptops over the summer at the end of each school year. The School will perform this task as quickly as possible so the laptop can be returned to the student. The School will also facilitate repairs during the school year including filing insurance claims.

INDEMNITY OF SCHOOL FOR LOSS OR DAMAGE

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All repairs must be handled by the Technology Department of Trinity Presbyterian School. If a MacBook is damaged, it must be turned in to the Trinity Presbyterian School Technology Department where a claim will be filed under the insurance policy (if purchased) or repaired by Technology Department. A loaner computer will be issued to the student while repairs are being performed. Students may not change any settings or install personal items on a loaner computer.

INSURANCE

There is an **OPTIONAL** insurance coverage policy included that will protect the MacBook against theft, fire and accidental damage. Typical examples of non-warranty repairs are user caused damage due to the laptop being dropped, stepped upon or liquids spilled onto it, etc. The cost of the optional policy is \$74.00 per year and carries a \$50.00 deductible per incident occurrence. If the optional insurance policy is declined, the student will be responsible for the actual cost of the repair including parts and labor. This policy **DOES NOT** cover cosmetic damage that does not impede the working performance of the device.

ENTIRE AGREEMENT AND MODIFICATION

This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior computer use agreements between the parties.

GOVERNING LAW

This Agreement shall be construed in accordance with the laws of the State of Alabama.

SEVERABILITY

If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provisions, it would become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited.

WAIVER

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

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DISCLOSURES

The Student and his/her guardian hereby agree to these policies and regulations and understand that there will be consequences for infractions that occur.

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Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ **Date:** _____

Student Name (please print): _____

Student Signature: _____ **Date:** _____

I accept the optional insurance policy of \$74.00 per school year and the \$50.00 deductible per damage occurrence. I understand that this will be added to my Trinity account.

I decline the optional insurance policy and understand that I am responsible for all accidental damage costs (parts and labor) associated with the repair or replacement of my computer.