

## COMPUTER USE GUIDELINES

It is a Trinity Academy objective to make appropriate electronic information resources available to our students, staff members and guests to assist in furthering educational goals and to provide for efficient school-related communication. This policy governs the use of Trinity Academy computers and our network and defines the expectations of our students, staff members and guests while using these resources. Electronic information resources are defined as all computer equipment, the computer network, all e-mail accounts, all software licensed to Trinity Academy, and all stored data. Because electronic information resources are an integral part of the curriculum, all students must comply with this policy. 9th-12th graders may use the lab without a staff member present but must have their permission. 7<sup>th</sup>-8<sup>th</sup> grade students may only use the lab under direct adult supervision.

- Students, staff members and guests are expected to exercise good judgment, use computer resources in an appropriate manner, and adhere to these guidelines and all applicable laws. Signing this agreement signifies the user's understanding that their computer and/or network use is neither private nor personal, and that Trinity Academy reserves the right to administratively access any user's emails, web searches, files and/or documents at any time.
- Use of computer resources at Trinity Academy is expected to be directly related to educational goals and objectives.
- Software that is licensed to Trinity Academy not be copied or loaded onto personal computers or drives without the permission from the Trinity Academy. Likewise, personal software or programs may not be loaded onto Trinity Academy computers or server.
- No sharing of passwords or user IDs is permitted at any time. Only users to whom Trinity Academy has granted access may use or attempt to access any computer equipment, including the wireless network. Students must log in and out with their own user ID.
- Wireless passwords may be provided upon request to staff and visitors. Students are permitted to access the student wireless network at any time and may they use their own computers devices to do so. Computer use during the school day is at the discretion of teachers.
- Individual users of the Internet are expected to abide by the generally accepted rules of online etiquette. The following are specifically not permitted. Trinity Academy electronic information resources may not be used for the following purposes:
  - Commercial Use: Using Trinity Academy computers for personal or private gain, personal business, or commercial advantage is prohibited.
  - Political Use: Using Trinity Academy computers to advocate (directly or indirectly) for, or against any political issue. Illegal or Inappropriate Use: Using Trinity Academy computers to violate any federal, state, or local laws or for harassing, vandalizing, or inappropriate purposes, or in support of such activities is prohibited. Illegal activities include, but are not limited to, copyright infringement and/or illegal file sharing; posting false or defamatory information about a person or organization; committing fraud; cyber-stalking; cyber-harassment; accessing pornographic or obscene material; or engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing another person.
  - Harassment: The communication or transmission of slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations are prohibited.
  - Social Networking: Posting personal or private information about the user or other people on the internet is prohibited. Students may not access social networking sites (including, but not limited to Facebook, Instagram, Snapchat and Twitter), enter any chat rooms, or participate in any live or instant chat conversations at any time. Staff and guests are not permitted to access or use any social networking or live chat or instant messaging sites in the presence of students, parents and/or visitors.

We understand that students will only be granted access to our computers and to the internet at Trinity Academy when this signed permission form is returned. We understand that internet access and computer use are considered a privilege and may be revoked at any time by school administration. Violations of this policy may subject the user to disciplinary action, including revocation of computer access.

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Student, Staff Member  
or Guest Signature

Date

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Parent Signature

(only necessary if this agreement is signed by a student)

Date