



Focused on Excellence - Centered in Christ
For we walk by FAITH, not by sight ~ 2 Corinthians 5:7

Technology Acceptable Use Policy

Trinity Lutheran School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its ministry. To this end, the Administration of Trinity Lutheran School encourages the responsible use of computers (for the purpose of this document “computer” is used as a generic term to include all electronic devices such as but, not limited to: iPads, Chromebooks, tablets, and other electronic communication or data sharing devices, including personally owned devices permitted to be used on Trinity Lutheran School networks); computer networks, including the Internet; and other electronic resources in support of the mission of Trinity Lutheran School.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Administration of Trinity Lutheran School will enforce the “Technology Acceptable Use Policy” (policy) governing the required and/or voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Trinity Lutheran School -owned equipment or through Trinity Lutheran School networks, affiliated email accounts, or other electronic forms of communication. The purpose of the policy, therefore, is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (CIPA).

Trinity Lutheran School Rights and Responsibilities:

It is the policy of Trinity Lutheran School to maintain an environment that promotes Christ-centered, ethical, and responsible conduct in all online network activities by staff, students, parents, and any authorized user. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Trinity Lutheran School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Trinity Lutheran School retains the following rights and recognizes the following obligations:

- To log network use and to monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to file server space allotments.
- To remove a user account on the network.
- To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Trinity Lutheran School-owned equipment and, specifically, to exclude those who do not abide by Trinity Lutheran School’s acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Trinity Lutheran School reserves the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

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User Responsibilities:

Use of the electronic media provided by Trinity Lutheran School is a privilege that offers a wealth of information and resources for research and should be used primarily for educational purposes. In order to maintain the privilege, users (including the parent(s)/guardian(s) of underage users) agree to learn and comply with all of the provisions of this policy. If a user is uncertain about whether or not a particular use is acceptable or appropriate, he/she should consult the staff member supervising the activity.

Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to ensure that it conforms to the mission of Trinity Lutheran School. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

● **Acceptable Use:**

- All use of the Internet must be in support of educational and research objectives consistent with the mission of Trinity Lutheran School.
- Proper codes of conduct in electronic communication must be used. Giving out personal information on the Internet is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the network should be assumed to be the property of Trinity Lutheran School.
- Subscriptions to mailing lists and bulletin boards is subject to the approval of the principal. Prior approval for such subscriptions is expected for students (or by staff on behalf of students) and staff.
- All employees and students of Trinity Lutheran School must exhibit exemplary behavior on the network as a representative of Trinity Lutheran School.
- From time to time, the Administration of Trinity Lutheran School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

● **Unacceptable Use:**

- Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, excessive forwarding of emails not directly related to work, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- The unauthorized installation of any software, including shareware and freeware, for use on Trinity Lutheran School computers is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the administrator), or files dangerous to the integrity of the local area network is prohibited.
- Trinity Lutheran School network may not be used for downloading entertainment software or other files not related to the mission of Trinity Lutheran School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Trinity Lutheran School.

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- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the principal.

Disclaimer:

Trinity Lutheran School cannot be held accountable for the information that is retrieved via the network.

Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Trinity Lutheran School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.

Trinity Lutheran School makes no warranties (expressed or implied) with respect to:

- the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
- any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.

This policy is in effect at all times for every student enrolled at Trinity Lutheran School and his/her parent(s)/guardian(s), as well as every TLS employee, volunteer, and other users (whether authorized or not). Misuse may result in account restriction or cancellation, suspension, expulsion, dismissal from TLS employment, or other disciplinary and/or legal action including criminal prosecution by government authorities.

The Trinity Lutheran School Administration reserves the right to change its policies and rules at any time.

I have read, understood, and chosen to agree to and abide by the provisions of the Acceptable Use Policy of Trinity Lutheran Church & School.

Student's Name (Print)

Student's Signature

Date

Parent's Name (Print)

Parent's Signature

Date