



# 2019 – 2020

## Acceptable Usage Policy

Trinity Academy offers Internet access for student use. This document outlines the Acceptable Usage Policy for each student's use of our Tech Center's Internet resources and other general technology resources.

**Family Name:** \_\_\_\_\_

**Please read the following carefully:**

### **A. Educational Purposes**

1. Tech Center has been established for educational purposes that concur with the educational philosophy of Trinity Academy, as outlined in the Parent's Handbook and the Trinity Academy Technology Plan.
2. Trinity Academy reserves the right to place reasonable restrictions on the material you access or post on the Internet. You are expected to follow the rules set forth in the Parent's Handbook, and the law, in your use of the Tech Center.

### **B. Student Internet Access**

1. All students will have access to the Internet through their classrooms or the computer lab.
2. All Internet access will be closely monitored, and students will only have access to sites that have been deemed appropriate by the administration of Trinity Academy. Students will not be permitted to "surf the web" without staff supervision. Students will not be permitted to sit in or participate in chat rooms.
3. Students will only have e-mail access through the request of their teachers, to complete assignments that would require such access. E-mail access would be granted only after parents had been notified and had given their approval.
4. Students may only create web pages and post them on the Internet under the direction and supervision of the Technology Coordinator. All material placed on the page must be pre-approved by the Technology Coordinator and administration of Trinity Academy. Materials placed on the page must follow the guidelines outlined in this document with regard to Internet safety and privacy issues.

### **C. Internet Safety**

All students must follow these guidelines while using the Internet. If any students are found in violation of these rules it will result in immediate disciplinary action.

1. You must never give out personal information such as your last name, address, and telephone number. You must also never give out the name, address, or telephone number of Trinity Academy.
2. You will not arrange to meet with anyone that you met on the Internet without your parent's approval. If such a meeting is approved, a parent must accompany you to this meeting.
3. You will immediately notify a teacher or staff member if you encounter something on the Internet that makes you feel uncomfortable.
4. You will immediately notify a teacher or staff member if anyone contacts you while on the Internet.
5. You will not send pictures of yourself, classmates, or the school to anyone over the Internet.

6. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as your own.

**D. Unacceptable Tech Center Uses**

The following uses of Tech Center resources are considered unacceptable:

1. You will not attempt to gain unauthorized access to any Tech Center computer system or go beyond your authorization access. This includes attempting to log in through another person's account, stealing another person's password, or accessing another person's files.
2. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
3. You will not post information that causes damage or a danger of disruption to the staff or students of Trinity Academy.
4. You will not use the Tech Center resources to engage in personal attacks including prejudicial or discriminatory.
5. You will not use the Tech Center resources to promote obscene, threatening, or disrespectful language.

**E. Disciplinary Actions**

Any failure to comply with all sections of this document will result in immediate removal from the usage of Tech Center resources until staff and parents have met to discuss the violation.

**I have read and fully understood this document and agree to abide by the Acceptable Usage Policy rules.**

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

Please return the entire completed document to the School Office.  
You may make a copy for your own records.