

Trinity Elementary Computer Network/Internet Policy

Trinity Lutheran School's computer network is available to students and staff of the school. The goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to so many computers and people comes the availability of material that is not of educational value in the context of the school setting. Trinity has taken precautions to restrict access to inappropriate and unacceptable materials using filtering software, a firewall and by teaching responsible use. However, on a global network, it is impossible to control all materials and an industrious user may discover unacceptable information. Trinity hopes that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material this is not consistent with the educational philosophy and goals of Trinity, however, abuse may lead to restrictions of users' privileges.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The policy is provided so that computer users are aware of their responsibilities. In general these responsibilities require efficient, ethical and legal utilization of the network's resources. If Trinity users violate any of these provisions, their access may limited or terminated.

Acceptable Use

The use of Trinity's information system must be in support of education and research and consistent with the educational objectives of Trinity school. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted, threatening or obscene material. Use for personal financial gain or product advertisement for personal use is not acceptable. All users who will be using the network will be provided an opportunity to learn about proper use and etiquette. Users are expected to abide by the generally accepted rules of network etiquette.

Rules

- a. Illegal activities (violations of state and/or federal laws) are strictly forbidden.
- b. Accessing, transmitting or receiving pornographic, obscene, sexually explicit, abusive, vulgar, inflammatory, threatening, racist, hateful, and/or disrespectful material is prohibited.
- c. Vandalism will result in the cancellation of privileges. Vandalism is any deliberate attempt to harm or destroy data or hardware of another user of any of the networks that are connected to the Internet structure. This includes (but is not limited to) the downloading, uploading, creation and/or modification of computer viruses. Users will not change, add, delete or modify in any way the computer settings unless authorized by a teacher or the Principal. .

TRINITY ELEMENTARY SCHOOL
Computer Network/Internet
Acceptable Use Agreement

Student User Information

I understand and will abide by the attached Trinity Lutheran School's Computer Network Policy. I have discussed the computer rules with my parents and/or guardians. I understand that the computer and Internet is for school work only. Should I break the rules, my access privileges may be taken away and/or school disciplinary action, or appropriate legal action may be taken. (student signature required for grades 3-5 only)

STUDENT INFORMATION

Name _____ Date _____
Signature _____ Date _____

PARENTS OR GUARDIANS

As the parent or guardian of this student, I have read and discussed the Trinity Elementary Computer Network/Internet Policy and Acceptable Use Agreement with my child. I understand that the school's computer network and Internet access is designed for educational purposes. I also recognize that it is not possible for Trinity Elementary to restrict access to all controversial materials on the network even with content filtering software running. Should my child commit any violation of the policy his/her access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action. I hereby give permission for my child to access Trinity school's computer network and network resources as follows:

My son/daughter may have access to the Internet _____ Yes _____ No

The school may post my son/daughter's picture on the school's web site as pictures are taken of school activities. No student names will be used. _____ Yes _____ No

Parent/Guardian's Name (Please Print)

Parent/Guardian's Signature _____ Date _____

Home Address _____

Home Phone _____ Work Phone _____

- d. Attempts to gain unauthorized access to system programs or computer equipment are prohibited and any attempt to harm, modify, or destroy, data of another is prohibited.
- e. Use of another individual's account, with or without their consent, is not allowed. Trespassing in other's folders, account numbers, access codes, and/or passwords is prohibited.
- f. Posting false or defamatory information about a person or organization is prohibited.
- g. Posting private information about another person such as addresses, telephone numbers, identification numbers, account numbers, access codes and/or passwords is prohibited.
- h. Remote access of any computer is prohibited without prior consent from Trinity's principal.
- i. Use of the network that disrupts the use by others, including downloading and/or playing of games for leisure is prohibited.
- j. Information downloaded from the Internet must be done with approval from the teacher. Upon teacher approval, this information may be saved to a user's file or an approved disk. This requirement applies to any information from the Internet such as computer software and video images. Only public domain software can be downloaded upon teacher approval. Unauthorized downloading of information to a user's disk will not be tolerated.
- k. Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on the network, he/she must notify the Principal. Any users who violate security rules may be denied access to the network.
- l. Users will only be able to participate in discussion groups under direct supervision of the teacher based upon the education curriculum.
- m. All equipment connecting the Trinity's information networks through a physical connection to a network jack or through a wireless connection must be done by authorized staff.

Penalties

Trinity reserves the right to inspect and review computer files without notice, without consent, and without a search warrant. If it is suspected that laws have been violated, a law enforcement agency may be contacted. Staff supervisors or teachers will decide what is inappropriate use of the Trinity network/internet policy, and if the accepted use of the policy has been violated. The administration, faculty and staff of Trinity may request that the user's privileges be revoked or suspended. Violators of the acceptable use policy will be reported to the Principal who will determine the consequences for the misuse or abuse. Depending on the severity of the situation, and at the discretion of the Principal any or all of the following consequences may be pursued:

- a. Suspension of network or Internet access.
- b. Revocation of network or Internet access
- c. Suspension of computer access
- d. School suspension
- e. School expulsion
- f. Civil action and/prosecution by the authorities
- g. Restitution of damages

Prior to suspension or termination of computer privileges, the Principal will inform the user and parent or guardian of the suspected breach and give the user an opportunity to present an explanation.

Acceptable Use Agreement

To ensure quality use of Trinity's network/internet all users and parents/guardians will be required to sign the attached "Acceptable Use Agreement" which indicates adherence to this policy.

Warranty Disclaimer

Trinity makes every effort possible to supply high quality and reliable network services to its users. However, Trinity makes no warranties of any kind, whether expressed or implied for the service it is providing. Trinity will not be responsible for any damages suffered. This includes the loss of data resulting from delays, non-deliveries, wrong deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Despite its efforts to screen Internet retrieved materials, Trinity specifically denies any responsibility for the accuracy, quality or potential harm of information obtained ,through its Internet service.

Policy adopted and published 10/06

INTERNET USE AND POLICY INFORMATION

Dear Parents and Guardians,

We are so excited to offer our students at Trinity a computer lab for research, keyboarding, and computer skills.

Attached you will find the Internet Policy and Acceptable Use Agreement. These documents will explain the guidelines and expectations for the use of our computer lab. Our Internet policy is consistent with many of the local public school districts, yet tailored to Trinity. The technology team, which consists of several parents, a PPC member and staff members have reviewed and approved the policy. We ask that you discuss this policy with your child in language they can understand. After you have discussed this at home, children in grades 3-5 and parents/guardians must sign the policy. Children will not be allowed to use the Internet for any purpose without a signed user agreement.

Through Press Enter we have installed a product by WatchGuard called Web Blocker. This is a service that is installed on Trinity's firewall. If you would like further information about this product and what it can do visit <http://www.watchguard.com/products/webblock.asp#feat>

Each year you and your child will be asked to review the policy and sign. Thank you for taking the time to explain the policy to your child and return the user agreement as soon as possible.

If you have any questions please call or e-mail.

Alison Johnson, Principal