

## **Trinity Chapel Academy MacBook Acceptable Use Policy 2011–2012**

Trinity Chapel Academy is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st century learners. Students at TCA utilize laptop computers on a wireless network. Laptops and campus computers are strictly for educational use consistent with the educational goals of TCA. Along with the opportunity this provides comes responsibility. This Acceptable Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of laptops as well as other computers on the TCA campus. The underlying premise of this policy is that all members of the TCA community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior. We expect our students to exercise good judgment and to utilize technology with integrity.

### **E-Mail**

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.

E-mail services provided by the school are to be used only for the exchange of appropriate information.

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.

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. Only school-related attachments may be sent on the school e-mail system.

Students are prohibited from accessing anyone else's e-mail account

E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.

Only approved mail programs may be used for student mail.

School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.

### **Chatting, Blogging and Social Networking**

Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.

Blogging is to be utilized on campus only for academic purposes.

Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

Students are not to log in to, update their status or use Instant Messaging or Private Messaging on social network sites including, but not limited to, Facebook or Myspace during school hours. In addition, posts on social networking sites are not to contain any comments that would be defaming or cast a negative light on any student, staff member or TCA in general.

### **Online Codes and PDF Textbook Files**

Online codes and PDF Textbook files are purchased by and are the sole property of Trinity Chapel Academy and are for use only by students enrolled in TCA. Codes and PDF files are NOT to be shared with other students not enrolled or tutors. Parents will be responsible for the cost of the annual subscription if a textbook code or PDF file is shared by their student with anyone without prior approval.

Students are to create only one account for each textbook code. If a student forgets their user name or password, they should contact the administration for help.

### **Audio and Video**

Audio on computers should be turned off unless required for the activity being conducted.

Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff can or may relax this policy at their discretion.

When sound is needed, headphones provided by the student must be used.

The use of laptops to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.

Any audio or video recording may be done only with the prior permission of all parties being recorded.

Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

Music for projects or educational purposes only may be loaded onto the laptop.

Personal iTunes accounts are not permitted on the laptops.

iPods or other audio devices are not to be “synced” with the laptops.

### **Games**

The view and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity.

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.

No games that are “played” over the school network are allowed.

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

## **Laptops**

Student laptops must not be left unattended at any time. If a laptop is found to be unattended, it is considered neglect and the laptop will be turned in to the appropriate Principal's office and held until the end of the school day.

Laptops must be in a student's possession or secured in a locked classroom or locker at all times.

Do not lend your laptop to other students.

Do not borrow a laptop from another student.

Laptops must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to close the lid of a laptop before transporting it could damage the hard drive and result in permanent loss of data.

Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school.

No food or beverages should be in the vicinity of the laptops. Laptops may not be used in the Cafeteria during lunch.

Laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable.

Laptop and laptop cases are not to be written on, to have stickers applied to them, or to be defaced in any way.

Don't remove, move or write on the identification sticker on your laptop.

Laptop cases should be identified on the outside with the students full name and grade level. Parents are responsible for provided a durable tag that can be attached to the handle of their student's case.

Laptops are not to be open in the gym at any time, including Before School, After School or during Athletic events.

Laptops are not to be open on campus at any time without permission from the faculty.

Students are not allowed to create any administrative passwords on their laptops.

## **Home Sync**

The student is responsible for syncing their laptop with their home folder on the school's network. Any data not synced with the network may not be recovered in the event of the failure of the student's laptop. There will be a \$25 charge if the laptop is not synced with the home network and other data recovery methods need be employed in an attempt to recover the student's data from a laptop.

## **Network Access**

Students must not make any attempt to access servers or network information that is not open to the public. The utilization of proxy avoidance IP numbers and programs is strictly prohibited. Students may not use the school network for personal or private business reasons.

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.

TCA is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or 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 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 \$25 re-imaging charge to get rid of any unapproved software or 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 \$25 re-imaging charge to correct system files.

### **Downloading and Loading of Software**

Students are not permitted to install custom/individual applications that require administrator privileges.

All installed software must be a legally licensed copy and must be for school-related activities. The administration will install internet safety or printer software for parents on their student laptops at no charge to the parent.

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 software that has been loaded onto the computer 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.

Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the laptops.

Shareware and freeware programs such as animated cursors (i.e., Comet Cursor), screen savers, and others similar to these automatically open connections to the computers from outside the TCA network. Such connections are Spyware, and they not only monitor the activities on that computer, but they also slow down the operation of the computer and the network connection.

There is a \$25 re-imaging charge to get rid of any unapproved software or files.

## **Screensavers**

Inappropriate or copyrighted media may not be used as a screensaver.

Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

There is a \$25 re-imaging charge to remove any of the above.

## **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, 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.

While on campus, students may only visit internet sites as directed and supervised by the teacher during class time.

Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is 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 in the same manner as any other incidences of plagiarism.

If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Network Administrator, or the Technology Coordinator 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, Use, 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.

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.

Students must secure and maintain private passwords for network and laptop access.

This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.

TCA respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including honor code violations or harassment, are 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 on school-owned computers 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 the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.

Students are prohibited from utilizing peer-to-peer networking or any method of file sharing between computers unless authorized by the technology staff.

Students are prohibited from using laptops or any computer for acts of cruelty (including mean-spirited e-mails, offensive blogging, etc.).

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 Acceptable Use Policy including: the right to view the 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 AUP 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 materials including those protected by copyright may not be transmitted or duplicated.

## **Consequences**

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on a laptop, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action. For specific violations and consequences, please see the MacBook Discipline Rubric included with this document.

These consequences apply to students participating in the laptop lease program at TCA as well as to students who are using the school's laptops and computers on campus.

Computers with illegal or inappropriate software or materials on them will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee PER incident for this service. This amount may be increased for repeat violations.

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 and/or hard copy textbooks only.

Repeated AUP offenses or laptop abuses may lead to the loss of a student's privilege of using a laptop on campus.

Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student laptops will be conducted throughout the year to ensure that these policies are being followed. In addition, the administration and staff has the ability to view a student's screen and monitor their activity at any time while the student is on campus through Remote Desktop.

TCA takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the school's network.