

Responsible Use of Technology¹ Rev 01-2017

Trinity School of Durham and Chapel Hill



Trinity School Responsible Use of Technology Policy

Our world belongs to God. Technology resources are powerful tools and, teamed with skillful teachers, can be used to prepare students to be servants of Christ in contemporary society. Teachers and students at Trinity use technology to support and enhance education and communication. In order to facilitate a safe and functional Christian educational environment, members of our community are expected to adhere to the policy as outlined below.

As children of God created in his image, all users are required to use technology resources in ways that are honorable, responsible, ethical, and in compliance with Trinity's code of conduct, Student-Parent Handbook, and federal and state laws. School-owned technologies are provided first and foremost to enhance learning directly related to the user's courses. They also may be used during school hours in support of cocurricular activities and edifying

personal interests as long as they do not require heavy broadband usage such as streaming audio or video or in any other way are detrimental to the Trinity community's common good.

Our school is a community whose members must use technology in safe, healthy, respectful ways according to this Responsible Use of Technology policy.

SCOPE

This Responsible Use of Technology policy applies to all Trinity students in grades 6–12. Trinity technology includes resources such as servers, desktops, laptops, tablets, printers, projectors, cameras, software, apps, email accounts, Trinity's computer network and Internet access, and stored data. As responsible caretakers of all that God has entrusted to us, we expect users to apply this policy at all times whether on or off campus whenever using Trinity technologies or when using personal technology devices on school grounds, at school-sponsored events, or on the Trinity network. Regardless of the kind of behavior or its location, whether it involves a school device, a personal device, or no device at all, we strive to maintain a positive learning environment. We reserve the right to apply our long-arm policy when off-campus activity negatively impacts the safety, trust, or well-being of the school, its members, or our learning environment.

Users agree that no electronic information accessed, created, communicated, or stored on school resources is private, though it may be confidential and available only to authorized persons. To protect the safety and well-being of students, staff, and other community members and avoid disruptions to the learning environment, Trinity reserves the right to monitor such information. As part of any investigation of school policy violation or other inappropriate, unethical, or illegal activity, Trinity reserves the right not only to review this information, but also to confiscate any personal or school-owned device and review its content.

When parents request it, Trinity will allow them to review their own children's digital communications and other activities (unless the children are not minors).

¹ Trinity is grateful to Grand Rapids Christian School, Providence Day School, and Campus Outreach Services for sharing ideas and language that helped Trinity School develop this policy.

TRINITY'S RESPONSIBILITIES

A. Filters, monitoring, and restrictions. To promote student safety and ensure compliance with this policy, Trinity uses filtering services, passive supervision technologies, and periodic checks to monitor or restrict Internet, network, and other technology-related activities.

Users understand that our filters are intended to block/filter Internet access to material that is obscene, illegal, or otherwise harmful to minors, but that we cannot monitor every activity or guarantee that it will block all inappropriate, offensive, objectionable, or controversial material. Users (and their parents/guardians) agree not to hold Trinity liable for any such material that they may find as a result of using Trinity's technology resources.

B. Mandatory student and parent orientation. At the start of the school year, all students and parents must take a technology orientation that includes information on basic procedures, maintenance, and strategies for healthy use of technology. Following this orientation, all students and their parents or guardians must sign the Responsible Use of Technology Policy before they will receive any school technologies. Our school provides additional resources to help parents guide their children.

C. Termination of accounts and access. Upon graduation or other termination as Trinity students, users will no longer have access to the school network, files stored on the school network, or their school-provided email account. Prior to the end of their time at Trinity, we recommend saving all personal data stored on school technology to a removable hard drive and setting up an alternative email account. If users leave Trinity in good standing, they may request to retain use of their school email for up to 60 days.

D. School liability. Trinity cannot and does not guarantee that the functions and services provided by and through our technology will be problem free. Trinity is not responsible for any damage or harm to the user's device, including but not limited to loss, theft, damage, or destruction of the device or of its contents. Users agree not to hold Trinity liable for any damages students may suffer, including but not limited to loss of data, interruptions of service, or losses or damages incurred by failure or malfunction of technology resources. The school is not responsible for the accuracy or the quality of the information obtained through school technologies. Although the school filters content obtained through school technologies, the school is not responsible for exposure to "unacceptable" information, nor is the school responsible for misinformation. The school is not responsible for financial obligations arising through the use of school technologies.

E. Updates to this policy. Since technology is continually evolving, our school reserves the right to change or update its technology policies at any time in order to protect continually the safety and well-being of our students and community. To this end, the school may add additional rules, restrictions, and guidelines at any time. The most current version of the school's technology policies is available on the school's website.

GENERAL CARE FOR THE EQUIPMENT

A. Care for equipment. Users agree to take reasonable precautions to maintain and to protect Trinity technology resources. Users agree to abide by care instructions provided by Trinity guides, manuals, or verbal instructions and never to attempt to damage, destroy or otherwise physically abuse Trinity technology resources.

B. Trinity devices, user IDs, and logins. Users may not allow use of Trinity technology resources by unauthorized persons, such as friends or family. Without the express permission of the proper school authority, they may not try to guess passwords, attempt to log in to more than one computer with one account, or share access to secured files, resources, or administrative areas of the school network. Users agree to use only approved logins to access accounts; to keep their own login information secure; to protect and maintain their accounts by logging out or locking the computer; and not to share any Trinity login/account data with any person or organization other than parents and guardians unless approved or requested by Trinity administration or technology staff. They agree to monitor and report unusual activity on their technology resources.

C. Computer settings and security measures. Users may not circumvent any system security measures or use websites to tunnel around firewalls and filtering software, to anonymize the user, or to circumvent any school policy. Users may not alter the settings on a computer in such a way that the virus protection software would be disabled.

D. Viruses. Users may not purposefully spread or facilitate the spread of a computer virus, malware, or other harmful computer program.

E. Spam. Users may not use Trinity resources to send unsolicited "spam"-type messages.

BE PRESENT

Our tools should not remove us from the experience in front of us. “Being present” to a digital-tools user may look different from our expectations as a digital-tools observer. We need to understand the difference between enhancing our experience and diminishing it.

To help us all develop healthy digital device usage, we have set the following rules for students based on their division.

Lower and Middle School Students

Students in the Lower and Middle School are prohibited from using their cell phones during school hours. They also are not allowed to listen to music, watch videos, use social networking apps or sites, or play games using any digital device during the school day without the permission of a faculty member. Additionally, they may not download music, game, or social networking apps onto their iPads without the consent of a faculty member.

Upper School Students

A. Cell phones. To encourage healthy, balanced use of digital devices, the Upper School limits student cell phone usage during the school day to break and lunch. Student phones should not be visible or used at any other time when school is in session, except by explicit permission of a faculty member..

B. Games and social networking. Without permission of a faculty member, students may not download game or social networking apps onto their iPads. During school hours, Upper Schoolers are not permitted to play digital games (unless they are educational ones assigned by a teacher) or to visit or participate in social networking websites or apps.

C. Educational video. To encourage all to “be present” and also to protect Trinity’s Wi-Fi resources, Upper Schoolers may not watch video of a general entertainment nature during school hours—for instance, YouTube clips, movie trailers, sports highlights, etc. They are welcome to watch edifying educational videos associated directly with a specific school assignment or cocurricular activity.

D. Music. Upper Schoolers may listen to music stored locally on their digital devices if they use earbuds or headphones as long as the volume does not distract others nearby. To preserve Trinity’s Wi-Fi for educational purposes, they may not stream music. Listening to personal music is permitted in study halls and open periods, at break and between classes, and at lunch. It is not permitted, except by special permission of the teacher, during classes.

DO UNTO OTHERS

Treat others as you would want them to treat you. Remember that digital communication can present challenges in conveying intended emotions, ideas, and opinions, so senders must be careful about what they say and how they say it, and receivers must be careful not to assume harm.

A. Be kind and charitable. If you wouldn’t say it in person, don’t say it digitally. Avoid sarcasm—it’s even harder to interpret on a screen that doesn’t show facial or vocal clues.

B. Hurtful or inappropriate communication is prohibited in any digital form (for instance, text, image, or recording) regardless of the kind of media (such as public message, private text, or material posted or shared online) and whether its use occurred on or off campus. Especially when a student’s actions disrupt the safety, trust, or well-being of the school, its members, or our learning environment, the user may be subject to discipline.

Such communications include but are not limited to the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, humiliating, intimidating, or disrespectful language or images; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

C. Respect for others’ information and content. Students are not permitted to use others’ accounts; to access, modify, or destroy others’ information; or to seek information on, obtain, or modify files, other data, or passwords belonging to others. Students may not post, repost, or otherwise share private or other sensitive information about another person without that person’s permission. Students given accounts with special privileges may not use those accounts outside the terms provided when they were given access to those accounts.

D. Recording, photographing, streaming, or projecting others. At school or school-sponsored activities, users may not record, photograph, video, stream, or project others’ voices, images, or activities without the explicit permission of a Trinity adult and, when possible, the knowledge of the people being recorded or projected. For instance, before recording a lecture, the student must receive the permission of the teacher and must inform the students in the class that the lecture is being recorded; before videoing, Skyping, or

streaming a game or student performance, the student must receive the permission of the Trinity coach or event organizer. Students do not need permission to photograph educational material such as whiteboard notes.

BE REAL

Personal honesty and integrity become challenges when you use fake names and post anonymously.

A. Impersonating. Users may not send messages from someone else’s account, pretending to be that person, or otherwise impersonate someone else online.

B. Be real, be yourself, and be accountable. You can “hide” behind anonymous posts and messages, but know that anonymity can make it easy to gossip, post hurtful comments, and share inappropriate content—and to be exposed to these things simply by being in digital places that allow anonymity.

HAVE INTEGRITY

Crediting the work of others is not limited just to written sources—don’t forget about citing images and music you borrow, too. Giving credit to the original creators also involves, when required, proper compensation for the work of others. When sharing your work, make your expectations clear about how others may use it.

A. Copyright infringement. A work or item is copyrighted when one person or one group owns the exclusive right to reproduce the work or item. Songs, videos, pictures, images, and documents can all be copyrighted. Do not engage in copyright infringement, which is when the user violates copyright law and uses or reproduces something without permission to do so. Users may never engage in illegal file sharing. The school will cooperate fully with the appropriate authorities should illegal behavior be conducted by students.

B. Plagiarism and cheating. Be mindful of the ways technology makes it easy to cheat. Be meticulous in your study and work practices when researching and note taking. Know what plagiarism is and how to avoid it, and be extra careful to use technology according to the precepts of Trinity’s honor code.

C. Commercial use of school technology is prohibited. Students may not use school technology to sell, purchase, or barter any products or services. Students may not resell their network resources to others, including, but not limited to, disk storage space.

D. School fundraising. Students who are engaged in fundraising campaigns for school-sponsored events and causes must seek permission from their division director before using technology resources to solicit funds for their event.

NOTHING IS PRIVATE

If you work in a digital medium, it can be captured and shared. All of our digital actions leave traces. Work as if everything is public, and consider carefully what you project about yourself. It is better to consider our actions before we act than to attempt to clean up afterward. When others share information or images with you online, you have an obligation to respect their privacy.

A. Digital footprint. Your online activity—the websites you visit, the items you buy, the pictures you post, the songs you listen to, even the events you schedule on your calendar—leaves a “digital footprint” that can tell companies, employers, colleges, and others a great deal about you. Keep this in mind and limit your digital activities.

B. Keep it positive. Things you post or share about yourself, and things others post or share about you, create impressions of who you are. This is important to you now, and perhaps even more so in your future. Let your digital activities have integrity and be healthy, positive, and uplifting. Never post or share compromising images or language, whether about yourself or someone else.

PROTECT YOURSELF

The best way to protect yourself is to choose to act in a way that is positive and uplifting and that minimizes your risk. Common sense needs to help guide you—for example, offers “too good to be true” are almost always traps. Students need to know whom to talk to about being bullied or harassed.

A. Posting online and social networking. Do not post or share compromising images of yourself or others or off-color, vulgar, or otherwise offensive or distasteful material.

B. Never voluntarily post or share personal information about yourself online—such as your phone number, address, full name, siblings’ names, parents’ names, or school name. When creating an account on a social networking website, make sure to set your privacy settings so only your friends can view your pictures and your profile.

C. Avoid accepting a friend you do not already know. If possible, set up your account so that you are notified of any postings onto your wall or page; so that you have to approve all postings to your wall or page; and so that you are notified when someone else has posted and tagged you in a picture. If you have a public profile, be careful about posting anything identifiable, such as a sports team number or local park where you spend your free time. Do not “friend” any Trinity employees until you graduate (Trinity policy prohibits employees from “friending” students).

D. Think before you send. Think before you send all forms of communication, including emails, instant messages, and text messages. Once you send the data, it is not retrievable, and those who receive it may make it public or send it along to others, despite your intentions.

E. Strangers. Do not feel bad about ignoring instant messages or emails from unknown people. Save all contacts from known or unknown people who are repeatedly contacting or harassing you. These saved messages will help authorities track, locate, and prosecute cyber-stalkers and cyber-bullies. If you have been speaking with a stranger online and make plans to meet the stranger in person, notify your parents or guardians first.

F. Passwords. Do not share your passwords with anyone other than a parent or guardian. When creating a password, do not make it anything obvious such as your pet’s name or favorite sports team. Also remember to include both letters and numbers in your password if possible.

G. Downloads and attachments. Do not open or run files on your computer from unknown or suspect senders and sources. Many viruses and other undesirable consequences can result from opening these items.

H. Stay current. Protect your own computer and devices by keeping antivirus and antispyware programs up to date. Keep your operating system and application software up to date. Turn off file sharing as an option on your computer.

DISCIPLINARY ACTION

Violation of any part of the above policy is subject to the disciplinary policies outlined in the Trinity Student-Parent Handbook, including, when relevant, notification of law enforcement and financial restitution.

COSTS FOR DEVICE REPAIR/REPLACEMENT

Each student is provided with Apple original iPad in a protective case, 12W power brick, USB-lightning cable, and accessories of a stylus, and a Velcro strap. The student is responsible to taking care of and keeping up with all of the above. In the event that an item is lost, stolen, or damaged, an Apple original replacement will be provided from the Helpdesk, and the student/family account will be charged the following:

- power brick replacement - \$15
- USB-lightning cable replacement - \$15
- Velcro strap - \$5
- iPad
 - cracked screen - \$300
 - complete replacement 64GB iPad Air 2 - \$575
 - any other repair costs charged as cost incurred

Replacements made by the student/family with non-Apple original items will not be accepted. Families will be notified regarding the replacement made and their account will be charged and invoiced.

DEVICE INSURANCE

Families are able to opt annually for device insurance through the school by the first day of school to cover damages such as broken screens. Insurance covers each type of repair one time. For insurance to take effect, it must be opted for prior to iPad pickup. Replacements for power bricks and cables are not covered by insurance.

HELPDESK

Our primary Helpdesk is located in the South (MS/US) building, on the first floor in the Hub. IT staff also hold regular hours in the Lower School building. You can email for assistance to Helpdesk@tsdch.org or call (919) 213-0933, and someone will get back to you shortly.