Trinity Christian School Student Computer Use Agreement
for grades 7 through 12

Computers and technology are crucial tools in today's world. We aim to prepare students to go into the world to study, change, create, beautify, and lead using all the tools and mediums available to them. A classically-trained student does not ignore the technology of their day, but embraces it and uses it, so that they will be better equipped with the genuine tools of learning.

Trinity Christian School integrates technology into the classroom to facilitate instruction and learning. In this day and age, it is essential to teach our students to be responsible and aware of the use of technology. Computers and the Internet can be just as dangerous as they are beneficial. The smooth operation of the computer network and its resources relies upon the proper conduct of the end users.

In an effort to help protect our students and to maintain a reliable computer network, students must adhere to strict guidelines. These guidelines are provided here so that you may become aware of the responsibilities you are about to acquire. Failure to comply with these rules may result in a suspension of computer privileges. Students and parents should contact the Technology Manager with any questions or concerns.

Computer device requirements and specifications
The following requirements apply to all student computers for school use. Please contact the Technology Manager if you have any questions about any of these requirements:

1. The computer must be a "notebook" or "laptop" style computer running either the Microsoft Windows 10 (or newer) operating system, or the Mac OS 10 (or newer) operating system.

2. The computer must be capable of having the fully functional office suite of Office 365 applications (Word, Excel, Outlook, OneNote, PowerPoint, and OneDrive) loaded onto a local hard drive.

3. A tablet style computer that is running Microsoft Windows is acceptable with an attached keyboard while in use on the school campus.

4. A "2-in-1" or "convertible" style computer is also acceptable with the keyboard connected and in use while on the school campus.

5. The computer must have a USB port.

6. The computer must have an external display port capable of an HDMI connection.

7. Tablets (including "iPads"), "smartphones", "digital readers", "chrome books", Android-based, Linux-based, Ubuntu-based devices, or any other type of device that is not running a Windows or Mac operating system is not acceptable for school use because they cannot utilize the fully functional office suite of Office 365 applications (Word, Excel, Outlook, OneNote, PowerPoint) loaded onto a local hard drive.

8. The school wireless network access requires a network interface capable of connecting to an 802.11n or 802.11ac network with WPA-2 encryption.

9. Each student computer is recommended to have security software installed and maintained that will protect against malware, and intrusions. It is also recommended that parents monitor their child's internet activity on all of their devices.

10. Trinity Christian School is not responsible for any damages to a student's computer that

arise from its use on the school campus. It is recommended that parents utilize support and coverage plans from manufacturers or third parties, an individual insurance coverage plan, or similar service. Any plan or service of this type is the sole responsibility of the parent and/or student.

11. Trinity Christian School does provide technical assistance with student computers but does not provide any repair services for student computers.

12. Students must have a printer available at home.

13. Using an external mouse with a computer is acceptable, provided that the mouse does not cause any visual or audio disruption in the classroom.

Computer use

The following policies and procedures apply to all student computer use. Please contact the Technology Manager if you have any questions about any of these policies or procedures:

1. Students will be issued an account on the school's Microsoft Office 365 system that is to be used only when and in the manner directed by a teacher in support of the curriculum.

   The account includes downloading and installing the Microsoft Office application suite on to the student's computer, a school email address, as well as a personal storage cloud drive for the student's use.

   Instructions for downloading and installing the software are on the TCS Technology support website.

2. The school maintains a web content control system for the internet access of the students, but that protection is limited to only the school network.

3. Parents are responsible to ensure that anti-malware/anti-virus/internet security software is installed on the student's computer device regardless of the operating system it is running, and is automatically updated at least daily. More information about security software including recommendations and sources for security software can be found on the TCS Technology support website.

4. The student will be given access to a wireless network (Wi-Fi) network dedicated for student use for Internet access. Students are allowed to use only the dedicated student WiFi network. Attempting to bypass the dedicated student WiFi network or using any other WiFi network is not allowed and will result in suspension of computer use privileges.

5. Students are not allowed to utilize any device that can provide a private network or internet connection including phones or personal internet access devices when on campus at any time.

6. There will be appropriate use of the computer when on campus before, during and after school: no personal e-mail, games, watching movies, non-school related browsing, social networking, instant messaging or any other personal use. Any TCS teacher or staff employee may check a student's computer for compliance with the terms of usage at any time during school hours.

7. Student collaboration is encouraged, however, any digital interaction by students is limited to the email and communication resources that are available through the school Office 365 system. No unapproved outside digital resources are allowed.

Digital resources can be created within the school Office 365 system, including, but not limited to, websites, databases, forums, or file storage and/or distribution, created, used, and/or distributed by a student or group of students, and must comply with the following guidelines:

    a. a specific and documented educational purpose
    b. prior written approval and continuous oversight of a teacher
    c. compliance with all Acceptable Use guidelines

8. Students are expected to arrive at school with their computer batteries charged and ready for class. Use of power chargers in the classroom will not be allowed due to fire code compliance, safety concerns, and availability.

9. Students are not allowed to use personal electronic devices other than their computer during the academic day. This includes cell phones, music players, readers, or any other personal electronics. Any personal electronic devices that are used on campus will be confiscated, and require a parent to pick it up from the principal.

10. Cell phones may only be used in the office during lunch to make phone calls after asking permission from a member of the office staff. If parents need to contact a student during the day, they should contact the school office.

Acceptable Use
Trinity Christian School is providing Internet access and student accounts to support the curricular goals of the school. Use of computing facilities/ resources and use of the Internet must be consistent with the educational objectives of the school.

This includes, but is not limited to, threatening or obscene material and material protected by trade secret. Users shall respect all U.S. copyright laws and licensing agreements pertaining to material entered into and obtained via the system. Trinity Christian School also prohibits transmitting or storing of pornography; unethical or illegal solicitation; sexually explicit or inappropriate language, graphics, or audio; or any material that is in violation of U.S. or state law or regulation.

Students conducting legitimate Internet research on controversial topics should do so with the guidance of a faculty or staff member, to be sure that the acceptable use policies are being followed.

Electronic commercial activity of any sort is prohibited without permission from the principal and directly supervised by a teacher.

Privileges
The use of Trinity Christian School's computing facilities/resources (i.e. portable computers) and the Internet is a privilege, not a right. Inappropriate use of these resources will result in a cancellation of your privileges and other school disciplinary actions as deemed appropriate.

Etiquette
You are expected to abide by the generally accepted rules of computing and network etiquette. These include (but are not limited to) the following:

1. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

2. Do not reveal personal information, such as home addresses, phone numbers, age or gender of yourself, your family, or your classmates.

3. Do not use computers or networks in any way that would disrupt their use by others.

Privacy

Trinity Christian School will monitor the use of e-mail and, the school reserves the right to retrieve the contents of school owned e-mail messages for legitimate reasons, such as to find lost messages, or to comply with investigations of wrongful acts. E-mail, Web use, and files in student accounts are not guaranteed to be private. Messages relating to or in support of inappropriate or illegal activities will be reported to the authorities.

To insure that computer use adheres to these guidelines, teachers and technology staff have access to student accounts and have the ability to monitor computer use.

Safety

Trinity Christian School provides Internet access at the campus which is controlled and filtered for the safety and security of its students and faculty. The safety and security of the student on the Internet away from the school will be the responsibility of both the student and parent(s) or guardian of the student.

Trinity Christian School strongly recommends that parents or guardians take both an active and informed role in their child's Internet activity. For additional information on how to provide secure and safe Internet access at home, please feel free to contact the Technical Director.

Security

Security on any computer system is a high priority, especially when the system involves many users. It is unacceptable to try to bypass standard procedures in any way, shape or form, including attempting to discover another person's password, or to use an account for purposes for which it was not intended.

Attempts to gain unauthorized access to devices, to decrypt encrypted material, or to obtain privileges to which the user is not entitled are prohibited by public law and will be dealt with according to school guidelines and to the full extent of the law.

Attempts to circumvent data protection, to discover security loopholes, possession of software for such purposes, any demonstrations of such purposes, or using computers or networks in any way that would disrupt their use by others is prohibited.

Users are responsible for the use or misuse of their own accounts. Users are responsible for safeguarding their account passwords. A user should never use another person's account, or give his or her own password to another person.

Responsibility

Members of the Trinity Christian School must remember that when you telecommunicate with individuals, groups, or institutions, you do so as an individual. You should not present your views, ideas, questions, or actions as representing Trinity Christian School without specific permission from a principal or other administrator. Students who wish to publish their material or make files public may do so only with permission and direction from the principal.

Warranties
Trinity Christian School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, erroneous deliveries, or service interruptions. Users assume the responsibility for backing up their own data although help is always available through the Technology Department. Trinity Christian School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Vandalism
Vandalism will result in cancellation of privileges and school disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of the school or of any other student. This includes, but is not limited to, the creation or transmission of malware.

Statement of Agreements to Terms and Conditions
By signing this document, I hereby understand, accept, and intend to abide by the rules that govern the use of technology at Trinity Christian School. I will abide by all rules with honor and respect towards the proper owner of the laptops.

This agreement will be valid and enforced from the date of the signature below and will continue until the student has either graduated from, or is no longer enrolled at Trinity Christian School. This agreement can be amended or replaced at the discretion of Trinity Christina School.

All terms and conditions as stated in this document are applicable to Trinity Christian School facilities and networks. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Hawaii, and the United States of America.

Signed this day: _____

_____   _____
Student   Parent

_____   _____
Printed Name   Printed Name

Forward this form printed and completed with all pages to the Makai campus office.