

Technology Acceptable Use Policy

Trinity provides computer training and Internet access to promote educational excellence as a basis for personal development through which we can become an effective witness for Jesus Christ and to strive to accomplish His will for us. The use of computers is an integral part of the education and ministries at Trinity. The following guidelines provide a general outline of acceptable and unacceptable use of computers and the internet at Trinity Lutheran Church and school.

Computer use is a privilege for the staff, parents, and students of Trinity. This privilege is maintained by complying with the computer guidelines in this policy. Appropriate use of the tools of technology as stated in this policy allows continued access to computers, Trinity's information network, the Internet, and distance learning tools.

Guidelines:

- Technology should be used in a way which will treat others in a God-pleasing manner.
- Downloading, storing, printing, or distributing information that is profane, obscene, or offends or degrades in any way is unacceptable.
- Do not interfere or tamper with the work of another student or teacher.
- Students and others will be held responsible for the cost of any repairs deemed necessary to return the hardware or software to its normal working capacity.
- The privacy of others is always to be respected.
- Copyright restrictions are always to be followed. This includes, but is not limited to, information and software programs. Alternating the work of another person is a violation of this policy.
- Reasonable care is to be taken when accessing and downloading files to determine they are free of computer viruses.
- Virus protection programs are not to be disabled or uninstalled.
- Changes to the hardware and software set up at Trinity Lutheran Church and School is to be approved and completed by the Technology Coordinator and other appropriate authorities.
- Students and non-staff members are to use the computers, access the internet, and use tools of distance learning only as instructed by a staff member.
- Use of technology at Trinity for personal financial or commercial gain is prohibited.

Guidelines for accessing the Internet:

- Personal information about the user or another person (students, teachers, parents, etc.) may not be transmitted.
- The Internet should not be used without direct supervision of a staff member or authorized volunteer. The Internet should only be used for school tasks. Going to teacher approved sites and research for school assignments.
- Persons accessing the Internet are always expected to behave in a Christ-like way. No text, image, movie, sound, or other form of media that contain obscene material or language that offends or degrades others will be allowed.

- Trinity maintains a website at www.tlsjanesville.com. The website communicates information and advertising for our school.
- Accessing internet sites not approved by teachers or accessing sites at unapproved times, will result in the loss of use of the Chromebook.

Discipline for Not Following Guidelines

If a student does not follow the guidelines as stated above, the following disciplinary actions will take place:

1st Offense – Parent notification. Loss of privilege to use the Chromebook for the rest of the day. If occurring in the afternoon, will lose the privilege to use a Chromebook until noon the following day.

2nd Offense – Loss of privilege for three days and parent notification.

3rd Offense – Parent Conference called. Loss of privilege for 5 days.

During loss of privilege, a student may not bring their own device. Any work that needs to be done on the computer will have to be done at home. Classwork to be done on the computer will receive a zero for that work or assignment.

Computer technology is a gift from God to his people and we use the gift wisely to glorify God and advance His kingdom. Trinity Lutheran Church and School acknowledges the blessings the Lord has bestowed on his church through technology, and we are committed to empowering our members, families, students, and staff to use this gift in a way that is keeping our Christian faith. We pray that God will bless our efforts to enhance the Christian education that Trinity is able to provide to the members of the Trinity Lutheran Church and School community.

Technology Acceptable Use Policy Agreement Form

Trinity Lutheran Church and School

Student Agreement:

I have read or had explained to me the Technology Acceptable Use Policy. I agree to follow the policy while using technology and accessing the Internet at Trinity. I understand that using Trinity Lutheran School's computer and technology and access to the Internet is for school related educational purposes. I also understand that the use of these items is a privilege that can be revoked by my teacher if I do not follow these guidelines.

Student name _____

Student signature _____ Date: _____

Parent/Guardian Agreement:

I have read, understand, and agree to abide by the guidelines for use of computer, Internet access, and distance learning tools for Trinity Lutheran Church and School. I give my consent for the student above to have access to these tools. I understand that I accept responsibility of the supervision of student technology use when it is not in a school setting.

Parent/Guardian name: _____

Signature: _____ Date: _____