



TRINITY HIGH SCHOOL

1:1 Technology Acceptable Use Policy

This policy is intended to provide students and parents with knowledge of the parameters for acceptable and legal use of school-issued technology, whether or not the student is on campus. Trinity High School further requires that all students abide by the Trinity High School Technology Acceptable Use Policy. Teachers may set additional policies for their classrooms. This device will be considered property of the student after graduation from Trinity with ALL outstanding balances paid in full. If the student leaves Trinity early for any reason, the technology must either be returned in acceptable condition or paid for at the current replacement cost. This balance due will be provided by the Administration if requested by the parents/guardian of the departing student.

International students are required to return the technology to the Administration at the end of each school year and prior to any trips outside of Pennsylvania. International students may not purchase the technology for use after leaving Trinity. This restriction is in place to protect Trinity from federal restrictions on exporting technology. Special permission to take technology outside of Pennsylvania, but within the contiguous United States, may be requested through the Administration. Application for permission does not imply consent; these students must have a valid permission waiver from the Administration prior to their trip. International students must return the technology when they leave Trinity, regardless of graduation status. Any use of this technology by an international student outside of the United States may be grounds for dismissal from the technology program as well as the international program at Trinity.

It is the desire of the Trinity's Faculty and the Administration that the use of the provided device is strictly for academic advancement.

General Use Guidelines

1. Issued Technology is to be brought to school every day, fully charged, in anticipation of use throughout the day in one's classes. This technology is only to be used for academic purposes (not for checking fantasy football or playing games as examples of unacceptable use).
2. Once issued, the Technology is to be used by the assigned student only.
3. The student is responsible for the general security and upkeep of the device. It is to remain in the protective case at all times.
4. The Technology should not be left unattended, or in a damp or moist location, or in a location with extremely hot or cold conditions. Do not leave in an unlocked (jammed) locker or in a vehicle.
5. Students will only login with their THS credentials (THS username & password).
6. If the device is lost, damaged or not working properly, the student will fill out a Loss of Use form (found on the THS website) and sign for a replacement device. If it is later determined that someone tampered with the device, the parents will be notified and the matter referred to the Administration for resolution.
7. If the device is lost or stolen from home, it is the responsibility of the parents/guardians to file the appropriate police and insurance reports.
8. Losses that are not covered by insurance will be billed to the parents for the current replacement fee.



TRINITY HIGH SCHOOL

9. Students are prohibited from placing any stickers, labels, or other identification information on the device. (The only exception would be a personal identification label affixed to the protective case rather than the device.) Students should not remove any stickers, labels, or other identification information from the device. This actions will be considered tampering with the device and subject to discipline from the Administration.
10. Students are expected to save all data to their student network drive or on their Google Drive while on campus.
11. Students may not add any “apps” without the specific endorsement of the IT Director.
12. Students may be requested to submit their device for inspection at any time and for any reason. Failure to turn over the device will result in the loss of privilege and loss of use of the THS network for an amount of time as specified by the Administration in conjunction with the IT Director.
13. This notification can be revised or updated throughout the year. Students will be notified of such changes and will be bound by the changes without resigning the policy.

The following uses are prohibited and will subject the student to technology consequences. Certain infractions will also carry other discipline consequences as described in the Student-Parent Handbook. Repeated infractions will also carry increased consequences.

Infraction	Technology Consequence
Sharing of the device with another student.	Warning or denial of network access for limited time.
Using the device for cyberbullying or cyberstalking.	Denial of network access for remainder of semester. Possible referral to the local police.
Sending inappropriate content through email or other electronic method.	Warning or denial of network access for limited time. Possible referral to the local police.
Use or possession of hacking software or malicious content.	Denial of network access for remainder of year. Possible referral to the local police.
Creating, accessing, or distributing offensive, profane, pornographic, or other such material.	Denial of network access for a determined period of time. Possible referral to the local police.
Repairing, replacing or modifying the device without explicit authorization.	Denial of network access for a limited time.
Deleting any file or application that was not of the student’s creation.	Denial of network access for a limited time.
Posting or retrieving any information from social media sites (such as Instagram, Facebook, and others as they are developed).	Denial of network access for a minimum of one week.
Plagiarism, copying, or other method of cheating.	Denial of network access for two weeks.
Downloading of copyrighted music or video, regardless of the source.	Warning or denial of network access for one week.



TRINITY HIGH SCHOOL

Intentional destruction or damage to the device.	Denial of network access for the balance of year.
Violation of a specific classroom restriction.	Warning or consequence from the classroom teacher.
Adding or removing stickers, labels, or other identifying information (except a personal identification label on the protective case as noted above).	To be determined based on seriousness of the infraction.
Non-academic use of the computer systems during school time (arrival to school-3:00 PM) or while on school property.	Warning or loss of Chromebook use for a determined period of time.
Playing of games or accessing inappropriate files using personal storage devices (flash drives, SD cards, external hard drives, etc.) during school time (arrival to school – 3:00 PM) or while on school property.	Confiscation of storage device in addition to the Chromebook. Loss of use of the Chromebook for a minimum of two weeks. Storage device will be returned to the parents after investigation concludes. Student will not be allowed to use personal storage devices during school time.
Other infraction not listed above.	To be determined based on seriousness of the infraction.