



**TRINITY EVANGELICAL  
LUTHERAN CHURCH  
AND SCHOOL**  
CROWN POINT, INDIANA

*Together we hear, know and feed upon Jesus Christ, God's living  
Word, growing in Him and sharing Him to the glory of God.*



**Rev. David A. Easterday**  
Senior Pastor

**Rev. David P. Kipp**  
Associate Pastor

**John E. Schultz**  
School Principal

**Paul R. Wendt**  
Dir. of Christian Education

**Karol Ketcher**  
Music Director

**Brandon D. Grelle**  
Dir. Of Contemp. Worship & Youth

## Trinity Lutheran School - COMPUTER POLICY

Trinity Lutheran School has implemented a computer system, with Internet capability in the lab and all the classrooms. This will allow opportunities for students, staff and patrons to communicate, learn, access, and publish information. We believe that the resources available through the Internet and the skills that students will develop in using it are of significant value in the learning process, and to student's success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and the cost of maintaining ever more elaborate systems. Trinity Lutheran School will endeavor to insure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

Trinity Lutheran School intends only to provide a means for educational activities. We dedicate the property comprising the computers, and grant access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

These four basic rules set down by Trinity Lutheran School must be followed in all cases:

- All use of the Trinity Lutheran School Internet must be used to support school work, other formal education or community service or involvement;
- All Internet use by students must be supervised by adults (the student should have permission to use the Internet and an adult must be present in the same room);
- No student should type their own or anyone else's name, address, phone number or other personal information into anything on the Internet;
- Students are not to search the entire Internet (e.g. using Alta Vista, Yahoo or other search engines not specifically designed for students) without explicit adult permission and **direct** adult supervision. "Direct adult supervision" means that an adult is working directly with the student to help him or her to decide which of the search results will be most appropriate for the student's purposes.

The Internet is neither a playground nor an amusement park and should not be used in that manner – at any grade level. We must instill in our students the proper use of this great resource and help them develop the responsible behavior with which they are charged as a user of the technology.

Trinity Lutheran School will provide training and procedures that encourage the widest possible access to electronic information systems and computers by students while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system. This includes the freedom to change procedures when deemed necessary.

### Acceptable Use Guidelines – Computers

All use of the system must be in support of education and research, and be consistent with the mission of the school. Trinity Lutheran reserves the right to prioritize the use of and access to the system.

- Any use of the system must be in conformity to state and federal law, licenses, and school policy. Use of the system for commercial solicitation is prohibited.
- No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system, and/or damage the components of a computer or computing system is prohibited.

- Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.

#### **Acceptable Use Guidelines – Security**

- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Communications may not be encrypted so as to avoid security review.
- Users should change passwords regularly and avoid easily guessed passwords.
- Personal information such as full name, addresses, and telephone numbers should remain confidential when communicating on the system.
- Students should never make appointments to meet people in person that they have contacted on the system without school and parent permission.
- Students should notify their teacher or other adult whenever they come across information or messages that are inappropriate, dangerous or make them feel uncomfortable.

#### **Acceptable Use Guidelines – Copyright**

The unauthorized installation, use, storage or distribution of copyrighted software or materials on Trinity Lutheran School computers is prohibited.

#### **Acceptable Use Guidelines – General Use**

- A signed *World Wide Web* form must be on file with the school prior to student use of the Internet at school.
- Diligent effort must be made to conserve system resources. All students' files should be stored on an alternative storage device. School personnel may purge any files, saved on the hard drives, unless special teacher permission is granted, at any time.
- News Groups and/or Chat Lines are expressly prohibited. The use of mainstream news, such as CNN on line and the like is allowable.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with school policy and procedure.
- From time to time, Trinity Lutheran School will make a determination on whether specific uses of the system are consistent with the regulations stated above, and in the student/parent handbook. Under prescribed circumstances, non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the school. The school reserves the right to remove a user from the computer to prevent further unauthorized activity.
- Violation of any of the conditions of use may be cause for loss of access, disciplinary action, and/or legal action.

(Adopted from Forest Hills Public Schools, Washington School Information Processing Cooperative (WSIPC) Acceptable Use Agreement, and Evergreen School District)

#### *Computer Code of Conduct*

Use of the computer, which includes the Internet, shall be in support of education and research that is consistent with the mission of the school. Internet use is limited to those students who have completed the appropriate agreement form and have received approval. Users of the computer need to comply with the following guidelines:

- Use the computer in such a way that it does not disrupt or interfere with its use by others.
- Maintain the integrity of files and data. Modifying or copying files/data of other users without their consent is not permitted.
- Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the Computer.
- Treat information created by others as the private property of the creator. Respect copyrights.

- Use the Computer to access and store only educationally relevant material. Protect your passwords from others.
- Computer hardware or software should not be destroyed, modified or abused in any way.
- “Hacking” the system is not permitted. Hacking is when a computer user breaks into a computer without authorization.
- The computer is not to be used for commercial purposes.
- Respect the privacy of others. Use only your password.

Trinity Lutheran School reserves the right to revoke a user’s access, as well as take disciplinary or legal action, if it is determined the user is engaged in unauthorized activity or is violating this Computer Code of Conduct.

### **WORLD WIDE WEB [WWW] USE AGREEMENT FORM**

We are pleased to offer students of Trinity Lutheran School use of the computers for World Wide Web (WWW) access. All students must have parental permission with a signed form on file at the school office before they are allowed to use the Internet at school.

Access to the WWW will enable students to explore thousands of libraries, databases, and web sites throughout the world. Although Microsoft Border manager has been installed, families should be aware that some material accessible via the WWW might contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the WWW, in the form of information, resources, and opportunity for collaboration, exceed any disadvantages. Parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media information sources. To that end, Trinity Lutheran School supports and respects each family’s right to decide whether or not to apply for access.

### **Trinity Lutheran School World Wide Web Guidelines**

Students are responsible for good behavior on school computers just as they are in a classroom or the school hallway. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of this privilege. Each student will only be given that privilege after they complete the policy agreement, complete the designated training sessions, receive approval by the technology trainers and receive the endorsement of their homeroom teacher. **Because access is a privilege – not a right, access entails responsibility.** Communications on the computers are often public in nature. General school rules for behavior and communications apply. The computer is provided for students to access and store educational relevant material and to conduct research. Computer access is given to students who agree to act in a responsible manner. Only students with proper instruction will be able to use the Internet at school.

Individual users of the school computers are responsible for their behavior and communications over those computers. It is presumed that users will comply with school standard and will honor the agreements they have signed. Students may only transfer files, shareware, or software with prior permission. The school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the computers.

Computer storage areas may be treated like school lockers, which mean they are school property and subject to search. Computer administrators may review files and communications to maintain system integrity and insure the users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Trinity Lutheran School computers.

During school, teachers of younger students will guide them toward appropriate materials. Students using the school computers are not permitted to do the following:

- Access offensive messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame, or attack others
- Damage computers or alter computer systems
- Violate copyright laws

- Use another person's password
- Give out his/her name, address, or phone number
- Trespass in another person's folders, work, or files
- Set up individual e-mail accounts
- Intentionally waste limited resources
- Employ the computer for commercial use

Violations may result in loss of access as well as other disciplinary or legal action.

**Adopted Trinity Day School Board – 10-03-06**

**Technology Acceptable Use Policy for Students  
Agreement Form**

Network/Internet access is a privilege not a right. It entails responsibility. Any user violating Trinity Lutheran School Technology Acceptable Use Policy, state and federal laws is subject to the loss of privileges and other disciplinary action. Data files or messages related to or in support of illegal activities may involve law enforcement agencies.

Trinity Lutheran School will not be responsible for financial obligations incurred by users of the network/Internet system. Any damages a user may suffer including loss of data will not be the responsibility of Trinity Lutheran School. All students shall assume full liability for their actions.

Although Trinity Lutheran School has systems to regulate students' network/Internet access, it is impossible to control all content of the data. It is the student's responsibility to initiate access to appropriate materials.

I have read the **Technology Acceptable Use Policy** for Trinity Lutheran School and agree to promote this agreement within the ministries and mission of the school. I agree to follow the policy set forth in the Trinity Lutheran School **Technology Acceptable Use Policy**. I also agree to adhere to the following related technology use guidelines in addition to the general acceptable use policy:

1. All programs, computer settings, and passwords will be installed and assigned by the technology specialist. Students should not remove, install, or change these items in any way.
2. Students must be trained by the technology specialist on the use the computers and software prior to use.
3. I will notify the computer specialist if a problem occurs in the computer or software and fails to function properly.
4. I understand that all software used is licensed to Trinity Lutheran School Lutheran Church and School and will be removed from the computer if my enrollment at Trinity Lutheran School is terminated.
5. Students who fail to follow the Trinity Lutheran School Acceptable Use policy could lose access services to Trinity Lutheran School's computer network.
6. I have read and understand the policy manual section relating to the use of technology items at Trinity Lutheran School.
7. I have read, understand, and agree to follow the acceptable use policy.

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**Parents Please Fill This Out and Return this entire page to Trinity Lutheran School.**

- I authorize \_\_\_\_\_ to have network/Internet access privileges.  
**Student's Legal Name**
- I **DO NOT** authorize \_\_\_\_\_ to have network/Internet access privileges.

Student's Legal Name: \_\_\_\_\_

Grade Level \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_