

Trinity-Pawling School

Acceptable Use Policy

Trinity-Pawling's communication and information network is intended to support legitimate and authorized academic, instructional, research, and administrative purposes. T-P's network is intended to be a forum in which positive and meaningful educational and professional growth can occur provided individuals use the network in a mature and responsible manner. Although T-P will do its best to maintain the computer network, it does not guarantee that it will function at all times. In addition, T-P will provide access to the Internet, but we do not guarantee the accuracy of information found on the internet. Trinity-Pawling may require specific software to be installed in order to access its network.

All users (defined as any student and his guests, faculty, or staff member) must acknowledge that any time they are using T-P's network for communication, research or recreational purposes, their behavior must comply with the standards of appropriate behavior as outlined below. While accessing the network, users also acknowledge that they represent Trinity-Pawling School and are expected to behave in an appropriately dignified manner. All users are also expected to adhere in spirit to the standards below even while not utilizing Trinity-Pawling's network or equipment either on or off campus.

Login ID's and Passwords

All users of the Network will at times be required to use a login ID and password to access various School resources. These passwords need to be kept confidential and cannot be shared with other users. The use of someone else's login ID (with or without permission) is not allowed. When using these resources remember that you are responsible for all activity conducted while your account is active. For this reason, please remember to logout of shared resources when you are done with them.

E-mail is a major means of communication on the Trinity-Pawling campus. For this reason, students are required to retrieve their E-mail from their School account at least twice per school day when school is in session.

Any use of the network that violates the letter or spirit of School policy towards harassment, hazing, gambling, plagiarism, dishonesty, privacy, software piracy, copyright infringement, or vandalism is strictly forbidden. Further, use of the network for any sexual or illicit purpose is expressly prohibited. Users of this network are representatives of the Trinity-Pawling community and strict adherence to all School rules and policies is required.

Harassment & Hazing

To the greatest extent possible, all users of the School's network, or any other network, will be protected from harassment or unwanted contact while enrolled at Trinity-Pawling. Behavior in the electronic environment, whether on campus or off, be it through texting, emailing, blogging, wireless cords, video chat or any other means of electronic communication, will be subject to the same standards as all other environs of the School. Behavior and language within the network must conform to the School's general guidelines for personal interaction among students, faculty, and the community at large. Profanity, bullying or obscenity in written communication over an electronic environment is inappropriate, as it is in all other areas of school life.

Plagiarism

The use of someone else's words or ideas, whether obtained from print or electronic sources, without appropriate attribution is plagiarism. This includes, but is not limited to, software, photographs, artwork and scholarly research downloaded from the Internet, as well as information obtained and used from another user's e-mail.

Privacy

All users of T-P's network are responsible for all transactions made using their login and passwords. Users also agree to respect the privacy of each user with access to the network. Toward this end, users may not intentionally seek or provide confidential information on, obtain copies of, or modify data files, e-mail, or passwords of any user of the network. Users may not, in any way, attempt to gain unauthorized access to private information on the School's network or any network or organization located outside the confines of Trinity-Pawling School. While we do grant the right to privacy, all users are reminded that impersonation and anonymity are not permitted. Trinity-Pawling reserves the right to monitor your activity while utilizing its network.

Software Piracy and Copyright Infringement

All commercial software is a form of literary expression and is included in the Copyright Act. According to Title 17 of the United States Code, it is illegal to make or distribute copies of copyrighted material without authorization. There is no justification for the use of illegally obtained software from any source. This includes file sharing.

The Copyright Act also applies to software, photographs, artwork, music, movies and scholarly research downloaded from the Internet. Copying network software to your personal computer is also a violation of the Copyright Act. Any violation of the Copyright Act is considered theft. Disciplinary action will be taken against individuals suspected of piracy or copyright infringement.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy software, hardware, or data of another user, organization, or network including, but not limited to, all or portions of the School’s computer facilities in the Dann Building, Gardiner Library, or any place on the Trinity-Pawling campus. The School’s computer facilities are available for student and faculty use during the academic day. Therefore, it is imperative that these computers remain operational for all to use. Since the well being of all users depends on the availability and integrity of the network system, any defects discovered in system accounting, system security, or system use should be reported to the Director of Technology.

In addition, users shall not intentionally develop or use programs that harass other users of the facility or infiltrate the system and/or damage the software or hardware components of the system. This includes, but is not limited to, the creating, uploading, downloading, or distribution of computer viruses. To reduce the risk of inadvertently spreading viruses, users are advised not to import files from unknown or disreputable sources, or add any software to the network.

Changing the settings or adding software files to network computers is forbidden. The School’s network must remain consistent and stable so that students and teachers can prepare assignments.

Information from the Internet

While Trinity-Pawling cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a form of dishonesty. Further, making public or passing on any material that is pornographic, violent, or otherwise hurtful will be considered a sign of disrespect and a form of bullying and will be treated accordingly. Disseminating the Internet address of sites containing such material can also be cause for disciplinary action. The use of any network resource for gambling is also forbidden.

Safety

Making the Internet available to students carries with it the potential that users may encounter information that some have identified as controversial and of potential harm. Because information on the Internet appears, disappears, and changes, creating a “safe environment” is impossible, and implying that it is being done is a disservice to community members and parents. The School’s focus is on providing the understanding and skills needed to use the network in ways appropriate to a student’s educational and recreational needs rather than controlling the environment.

Any user believed to be in violation of the above guideline grants the Director of Technology the right to inspect any and all private files, including the user’s computer. When possible, an attempt will be made to notify the user before such an inspection occurs.

Consequences & Penalties

Any user of Trinity-Pawling’s network who violates the letter or spirit of School policy with regard to harassment, hazing, plagiarism and dishonesty, privacy, software piracy and copyright infringement files sharing, or vandalism, including but not limited to, damaging or theft of hardware, software, or the operating system of the network will face cancellation of privileges, loss of one’s computer, and disciplinary actions in accordance with School rules as deemed appropriate by the Headmaster, Technology Department and the Disciplinary Committee.

I hereby state that I have read and understand the Acceptable User Policy as outlined by Trinity-Pawling School. I understand that by signing this document, I subject myself to possible termination of my network privileges and disciplinary action should I violate any of the above stated policies. I also agree to conduct myself in an appropriate manner at all times when using the school’s network.

Student Signature

Date

Print Name

Grade

Date of Birth

I hereby state that I have read and understand the Acceptable User Policy as outlined by Trinity-Pawling School. I understand that by signing this document, my son subjects himself to possible termination of his network privileges and disciplinary action should he violate any of the above stated policies. I also acknowledge that he agrees to conduct himself in an appropriate manner at all times when using T-P’s network.

Parent/Guardian Signature

Date

Print Name

This form must be signed and returned to Trinity-Pawling’s Technology Department before a student (NEW or RETURNING) is granted access to any School computer, internet or network resource.