



Trinity Christian School

Tablet Initiative Responsible Use Policy

The tablet, case, and charging cord issued to the students are the property of Trinity Christian School and remain such throughout the duration of the student's enrollment at Trinity Christian School. As such, the tablet and its accessories are on loan to the student and must be used in accordance with the Tablet Responsible Use Policy, The Trinity Christian School Code of Conduct, and any applicable laws – both on and off campus. The students are encouraged to use the tablets as their own. However, it is important that the student be cognizant of the fact that the use of this device, as well as access to the school network and internet, are privileges and not rights. These items are provided to promote learning and are intended to support the learning objectives of Trinity Christian School. Students are expected to pursue these objectives in a responsible way, including the ethical use of the tablets, especially in regards to the integrity of the assignments and work produced using the tablets.

General Use of the Tablets

1. The student and the student's parent/guardian must read the Tablet Responsible Use Policy and sign and return the Agreement Form prior to the student's receipt of a tablet.
2. Each tablet is assigned to an individual student. Students should never exchange or share tablets.
3. Students are required to activate the passcode setting and to use a passcode. Students should never share their passcodes.
4. Altering the original pre-set school profiles is prohibited. Examples include but are not limited to:
 - a. Loading unauthorized applications
 - b. Changing or removing operating system extensions
 - c. Changing the tablet name
 - d. Altering the pre-loaded operating system or applications
 - e. Altering security hardware
 - f. Taking the tablet apart for access to internal parts
5. Students are responsible for keeping current with tablet updates to ensure the tablet and its applications are operating to its greatest potential.
6. Students are required to utilize their school provided Gmail to maintain accounts, documents, and settings.
7. Bypassing the Trinity Christian School web filter or firewall through use of a web proxy is strictly prohibited and will result in disciplinary action.



8. “Modding” or otherwise tampering with the tablet will result in disciplinary action and removal of the privilege of using the tablet.
9. Internet access, e-mail, and other media that are accessed, created, or stored on the tablet are the property of the school. The school has the right to review these items for appropriateness and to limit or revoke a student’s access to them at any time.
10. Parents, guardians, and students do not have the right or expectation of privacy for any use of the tablet or school network.
11. The tablet may be selected at random for inspection at any time. It may be taken away at any time for disciplinary reasons.
12. Sending, receiving, downloading, or distributing offensive, profane, threatening, pornographic, sexually explicit, or illegal material is strictly prohibited.
13. Computer hacking or trespassing, bullying, threats, or fraud via the tablet will result in disciplinary action and potential legal action. Ignorance of these regulations is not an excuse.
14. Students are responsible for keeping the tablet charged so that it can be used every day.
15. Tablets should be kept in the student’s possession or in a designated secure area at all times. Designated secure areas include the student’s locked hallway locker or another area designated by a teacher during class time. The lockers in the athletic locker rooms are **NOT** considered a secure area. No tablets should be stored in the athletic locker rooms at any time.
16. Student-loaded apps, music, videos, games, and other downloads are unacceptable as they interfere with instructional/educational requirements, and are prohibited.
17. Students are prohibited from playing non-academic internet and app games during instructional times. Students may not play games during lunch or free time unless otherwise instructed, because of network bandwidth issues.
18. School rules concerning appropriate communication are to be obeyed. Students are not allowed to text/message to individuals outside of the school building during the school day unless it is part of class instruction monitored by a teacher. E-mail should be used only for legitimate and responsible communication between students and faculty. Rude, abusive, threatening, obscene, or otherwise inappropriate language will not be permitted.
19. If a student receives any message containing inappropriate or abusive language or if the subject matter is questionable, he/she is to inform the teacher and administration.
20. The use of the tablet’s camera is prohibited during class unless the classroom teacher grants permission. If permission is granted, the camera feature is only to be used as directed by the teacher for that particular period.



21. Illegal transmission of copyrighted material is prohibited.
22. Any student who continually neglects to bring the tablet to school will have take-home privileges revoked. The student will be required to check the tablet in and out each day.
23. Any tablet or accessory that is lost or stolen is the responsibility of the student to replace.
24. Tablets will be collected in the month of May in preparation for the following school year.

General Care of the TCS Tablets

1. Students are expected to treat their tablets with care and respect.
2. When transporting their tablets to and from school, students should be sure it is placed in the protective case.
3. Students should protect their tablets from extreme heat or cold.
4. Students should refrain from placing excessive pressure on the screens of the tablets.
5. Soft, lint-free cloths should be used to wipe the tablet screen. Do not use window cleaner, household cleaners, or solvents. Avoid moisture in opening/connection ports.
6. Tablets should be protected from the weather, water, liquid, food, and pets. If the tablet gets wet, turn the machine off and allow it to thoroughly dry. This typically can take 8 hours or more.
7. Heavy objects should never be stacked on top of the tablet. This includes books, musical instruments, and athletic equipment.
8. Any inappropriate or careless use of the tablet should be reported to a teacher or other staff member.
9. If a tablet is not working properly, it must be turned in to your teacher for repair or assistance. If there is a problem over a weekend or holiday, the teacher must be notified upon return to school.
10. If the tablet assigned to a student is lost or stolen, parents/guardians must immediately report the loss to the school office.
11. If a student withdraws from Trinity Christian School for any reason, the tablet and its accessories must be returned to the school before records are released. Upon graduation, students must return the tablets to Trinity Christian School before diplomas and transcripts will be available.



Parent Responsibilities

Your student has been issued a tablet to improve/personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my child's use of the tablet at home.
- I will discuss our family's values and the school's expectations regarding the use of the internet and email at home.
- I will supervise my child's use of the internet and email
- I will not attempt to repair the tablet, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report any problems with the tablet to the school.
- I will not load or delete software from the tablet.
- I will make sure that my student recharges the tablet nightly.
- I will make sure that my student brings the tablet to school every day.
- I understand that if my student forgets the tablet I may be called to bring it to school.
- I agree to ensure that the tablet is returned to the school upon the termination of my student's enrollment.

Student Responsibilities

Your tablet is an important learning tool and is to be used for educational purposes only. In order to take your tablet home each day you must be willing to accept the following responsibilities:

- When using the tablet at home, school, or anywhere else I might take it, I will follow the policies and conduct code of Trinity Christian School.
- I will treat the tablet with care.
- I will not lend the tablet to anyone, not even friends or siblings. It will stay in my possession at all times during the school day.
- I will not load apps onto the tablet without permission from Trinity Christian School.
- I will not use my tablet with an e-mail account other than that given to me by the school.
- I will not remove apps or files that are loaded onto the tablet by Trinity Christian School.
- I will honor the values of Christ, my family, and Trinity Christian School when using the tablet.
- I will not give personal information to others when using the tablet.



- I will bring the tablet to school every day.
 - I agree that email or any other form of communication will be appropriate and responsible.
 - I will keep all accounts and passcodes assigned to me secure. I will not share these with other students.
 - I will not attempt to repair the tablet.
 - I will recharge the tablet each night.
 - I will return the tablet when requested.
 - I will keep the tablet in the protective case provided by the school.
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Please read this entire document. No tablet will be issued until this form is returned with the signature of the parent/guardian and student.

It is agreed and understood that :

- Students/parents are responsible for the full replacement costs if a tablet is lost or damaged beyond repair.
- A student with a lost or damaged tablet will be issued a replacement to use during the school day but will not be allowed to take the tablet home without permission from the school.
- Students/parents will be responsible for all repair costs should a tablet be damaged.



I have read and understand and agree to my responsibilities regarding my student's use of a tablet issued by Trinity Christian School as outlined in the Parent Responsibilities and the Tablet Initiative Responsible Use Policy.

Parent Signature _____ **Date** _____

I have read and understand and agree to my responsibilities regarding my use of a tablet issued by Trinity Christian School as outlined in the Student Responsibilities and the Tablet Initiative Responsible Use Policy.

Student Signature _____ **Date** _____