



CALVIN

MINDS IN THE MAKING

## TRIAGE

# Technology and Network Responsible Use Policy

## 2008

TRIAGE provides students with access to computer equipment, software, and network services. These tools support learning, collaboration, and educational research related to the TRIAGE program. All technology and network usage must be consistent with these purposes, the Responsible Use Policy, and all provisions of law governing the actions of the user.

The Internet, however, is not designed for the use of children. While the TRIAGE staff will supervise student Internet use and will provide Internet filtering to screen student access to Internet content, it is still possible that students may occasionally access inappropriate material either deliberately or by accident. TRIAGE guidelines for Internet use prohibit access to material that is inappropriate in an educational environment. We encourage parents to have a discussion with their children about values and responsible behavior while using the Internet. Parents wishing that their child not access online resources must contact the TRIAGE Program Coordinator, Dr. Rachel Reed, at 526.6032 or at [rachel.reed@calvin.edu](mailto:rachel.reed@calvin.edu).

### Responsible Use

Students are expected to use TRIAGE equipment, software, and network services for projects assigned by their teachers. They are expected to practice online safety measures and appropriate netiquette. The following are guidelines concerning the use of TRIAGE technology and network services.

#### Students may (with TRIAGE staff supervision):

1. Use student software to create projects and to work on TRIAGE research or tasks.
2. Use the Internet to access or search for information to complement TRIAGE goals or tasks.
3. Save TRIAGE work on a computer server.
4. Delete their own files.
5. Use an email account provided by TRIAGE for special projects. *Parent permission will be sought in advance of any such projects.*

#### Students may NOT:

1. Use TRIAGE technology equipment, software, and network services without TRIAGE staff approval.
2. Access inappropriate material or share information about inappropriate material with other students.
3. Access personal email accounts (hotmail, yahoo, etc.), blogs, chat rooms or forums over the TRIAGE network.

4. Send or receive material that may be hurtful to another person or detrimental to the operation of a computer, software, or network.
5. Send or post personal information about themselves or others.
6. Tamper with, assemble, disassemble, connect or disconnect technology or network equipment.
7. Install, download, copy or delete software.
8. Create or change configurations.
9. Attempt to access, modify, copy or delete files created by another user.
10. Attempt to access, or use others' accounts or passwords.
11. Share a network account or password with another person or leave an open file unattended or unsupervised.
12. Plagiarize or break copyright laws (example: unauthorized copying of software).
13. Use TRIAGE technology or network services for personal, entertainment, political, or commercial purposes.
14. Deliberately waste computer resources.
15. Install, copy, or knowingly infect a computer with a virus.

**Note:** Other examples of inappropriate technology and network behavior will be considered on a case-by-case basis.

### **Consequences of Irresponsible Use**

Consequences for individuals violating the Responsible Use Policy vary depending on the nature and seriousness of the violation. Consequences might include: loss of technology access, exclusion from the TRIAGE program, and or involvement of law enforcement agencies.

### **Agreement for Use of Computer Resources within TRIAGE**

As a user of the TRIAGE computer network, I hereby agree to comply with the above stated rules, communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

**Student Name (Print):** \_\_\_\_\_

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

### ***As the parent or legal guardian of the minor student signing above:***

- *I grant permission for my child or custodial child to access the network computer services such as electronic mail and the Internet.*
- *I understand that individuals and families may be held liable for violations.*
- *I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my child or custodial child to follow when selecting, sharing or exploring information and media.*

**Parent Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_