

## **ACCEPTABLE USE OF TECHNOLOGY**

The purpose of this policy is to set out conditions for the use of technology in TMS School (TMS), including all computers, computer related equipment, personal computers or electronic equipment, database/records systems, networks, software, the e-mail system and use of and access to the Internet and/or Intranet at the School.

TMS students use technology in order to communicate with one another and fulfill their academic responsibilities effectively and efficiently. Access to these resources is a privilege and brings with it the need for responsible behaviour.

Each student has a responsibility to uphold the School's ethics and values and to use all technology, including the Internet, in a responsible, productive and professional manner. This policy has been established to ensure the security and the integrity of the School's computing and communication systems and uphold School standards.

Failure to comply with this policy may result in forfeiture of technology usage, suspension of computer privileges and disciplinary action up to and including possible expulsion. TMS will not provide compensation for any academic loss incurred as a result.

For the purpose of this policy, "academic" refers to any activity that is related to class or course work.

### **1. GENERAL USAGE AND NETWORK ACCOUNT**

- 1.1. Computer usage is for academic purposes only.
- 1.2. Any inappropriate use of the computer or computer equipment is unacceptable. TMS Staff have the right to rescind the use of the computer immediately if any abuse of the computer is observed.
- 1.3. The user will not use TMS computers as entertainment. This includes but is not limited to leisure game playing and leisure web surfing.
- 1.4. No food or drink is allowed near the computer, whether in use or not.
- 1.5. The user will access and use only his/her own network account. The user will not divulge his/her password to other users.
- 1.6. The user will not tamper with nor modify another user's account, computer workstation, system or files.
- 1.7. Changes to computer properties such as desktop, theme or cursor settings are not allowed. Screensavers are not allowed.
- 1.8. Students must be mindful when printing. Abuse of printing privileges will result in their suspension.

### **2. INTERNET USE, FILE CONTENTS AND PRIVACY**

TMS has put in place a blocked website list to prevent inappropriate material being passed through the network; however it does not ensure 100% prevention. Acceptable Internet usage remains the responsibility of the user. TMS monitors Internet access and the user should assume no privacy. Violations of this policy may result in access suspension or revoked privileges.

**TMS School  
Technology Use Policy  
Lower School**

- 2.1. The user will only access Internet resources that are academically or course related.
- 2.2. Internet sources must be documented; plagiarism will not be tolerated.
- 2.3. The user will not intentionally access Internet resources which would generally be deemed inappropriate or cause embarrassment to others.
- 2.4. Any attempts to circumvent the school Internet firewall and network security are prohibited.
- 2.5. Any form of cyber-bullying will not be tolerated.
- 2.6. The user will not download any non-academic image, audio or video files.
- 2.7. The user accepts full responsibility for any content stored or created on TMS computers or the Internet.
- 2.8. The user is responsible for saving and organizing files. The user will back up important files to their TMS Google Drive. TMS assumes no responsibility if the user fails to do so.
- 2.9. TMS reserves the right to scan and evaluate the contents of user files at any time without the user's permission.

### **3. HARDWARE AND SOFTWARE**

- 3.1. The user will not connect any non-TMS hardware (locally or remotely) to the computer unless approved by the I.T. Department or the computer specialist.
- 3.2. Personal laptops or tablets are prohibited from connecting to the TMS network without proper authorization from the Learning Strategies Specialist and Network Administrator
- 3.3. Personal wifi devices such as handheld consoles are not permitted on the TMS network
- 3.4. Users may connect and store files on personal portable devices such as USB flash drives provided that they are virus free.
- 3.5. Installation of software that is not licensed to, or approved by TMS, is strictly prohibited.
- 3.6. The user will not use any file sharing programs or any instant/online messaging programs.
- 3.7. The user will not modify or attempt to modify any computer system software or hardware
- 3.8. Under no circumstances shall illegal copies of copyrighted software be made or used on school equipment.
- 3.9. The user is responsible for the cost of repair of any physical and software damage to the computer; this includes damage from carelessness and obvious abuse.

### **4. EMAIL USE *(where applicable)***

- 4.1. TMS email is for academic purposes only; the user will refrain from using email for personal use.
- 4.2. Email accounts have a storage limit. The user is responsible for maintaining their emails, purging old emails when necessary.
- 4.3. Spamming or any form of junk email forwarding will not be tolerated.
- 4.4. TMS reserves to right to scan email accounts at any time without the user's permission.

**TMS School  
Technology Use Policy  
Lower School**

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***The following is a summary of the TMS Acceptable Use Policy. Please read and discuss the following points with your child before signing. We ask that older students read the policy in full.***

- School computers are for learning purposes only, not for gaming or other entertainment.
- Students must use computer technology responsibly and under the supervision of an adult.
- Internet sources must be documented; Plagiarism will not be tolerated.
- Printing is expensive, Students must be mindful when printing
- Students must not tamper with another user's files or settings.
- Students must never search for inappropriate websites or images on the Internet. This includes anything which might be embarrassing to others.
- Students cannot use TMS computers, email or Internet sites to defame, ridicule, or bully others.
- TMS email is for academic use only
- Students are responsible for the costs of damage caused by carelessness or abuse.
- Students abusing their technology privileges will lose them.

By signing below, the student and parent/guardian confirm that they have read and understand the Acceptable use policy and agree that it is reasonable and will be followed.

Student:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Student Signature

Parent/Guardian:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Classroom Number

\_\_\_\_\_

Date