

## **TCS Technology Responsible Use Policy**

*Technology at Trinity College School supports research, communication and the academic goals of the School. TCS students who wish to use the TCS network agree to work by the following:*

All computers connecting to the TCS network must have some form of anti-virus, spyware or malware protection and any other software deemed necessary by the School which protects the school network and the student's computer. Mobile devices such as smart phones and tablets (if capable and supported) are permitted to connect to the TCS network. TCS reserves the right to deny access in the event of any violation to this policy or the TCS Code of Conduct.

Students are to respect the need for security and confidentiality when using the network and are to make no efforts to bypass security systems, to circumvent security methods, resource restrictions or operating systems. Students must not engage in any activity which interferes with or disrupts the TCS network, or that results in the loss of user or network files. The use of personal network switches and wireless routers anywhere on campus or ad hoc wireless networks is also prohibited.

Each student has an individual network account and assumes complete responsibility for it. Access to the account is by confidential password which must not be shared with others to use the account.

Students must not violate federal or provincial laws or the TCS Code of Conduct, including unauthorized attempts to collect and/or disclose personal information. Users are not allowed to use or distribute any copyrighted materials or programs.

Each student is granted a TCS email account and is held responsible for anything sent from that account. Although the School treats all student email as being personal and confidential, it reserves the right to examine the messages if it has reasonable grounds to believe that improper use has occurred and to disclose the contents if in its discretion the School deems such disclosure appropriate.

Using instant messaging or chat websites or programs and playing computer games is not allowed at TCS during class hours and evening study. It is unacceptable to access defamatory, abusive, obscene, profane, sexually oriented, racially offensive, illegal, or otherwise objectionable material.

The School is not responsible or liable for any loss or damage that may result from the use of, or inability to use, the TCS computer network. When using the TCS network, including the internet, the student accepts responsibility for any damage or losses caused by the student to others. Users of the internet also assume full responsibility for the materials they use.

*The TCS Technology Responsible Use Policy is agreed to by each student after having reviewed it with the advisor.*