

# Pilgrim Lutheran Christian School

## Acceptable Use Policy

### **PURPOSE**

Computers and related technology are extremely valuable tools for education. One of this school's purposes is to encourage the proper use of computer-related technology, including accessing the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy described in this document.

### **GOALS**

To provide a variety of electronic and interactive tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.

To enable students and teachers to work effectively with various computer and communication technology.

To encourage critical thinking and problem solving skills needed in this increasingly electronic and global society.

To guide students toward God-pleasing choices concerning the use of available technology.

### **RESPONSIBILITIES OF THE USER**

With right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet, for instance, may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Filtering, monitoring, and controlling all such material is impossible. The school makes diligent and responsible effort to discourage and reduce the possibility of the appearance of such material. However, making the many resources of the information superhighway available for the benefit of our students comes with the risk of exposure to inappropriate and undesired content. It is the responsibility of the user to utilize Pilgrim Lutheran technology and Internet access only as instructed by educational staff, to understand the technology user is in control and is not forced to read or observe objectionable content (it may be deleted/closed), and to immediately report to the appropriate school authority any content that is inadvertently accessed that is in conflict with this Acceptable Use Policy.

### **ACCEPTABLE USE**

1. All use of the Internet at Pilgrim Lutheran is to be in support of education and research, and must be consistent with the mission of a Christian school.
2. The user must abide by the acceptable use rules of any network being used/accessed.
3. Any use of the Internet to facilitate illegal activity is prohibited.
4. Any use of the Internet for commercial or for-profit purposes is prohibited.
5. Any use of the Internet for advertisement or political lobbying is prohibited.
6. Unauthorized use of copyrighted material is prohibited.
7. Downloading information or research, whether public domain or copyrighted, and

submitting it as one's own original material is plagiarism, and will result in appropriate consequences.

8. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Vandalizing the data of other users is prohibited.
10. Hate mail, harassment, discriminatory remarks, cyberbullying, and other antisocial behaviors are prohibited.
11. The illegal installation of copyrighted software for use on school computers is prohibited.
12. Use of the Internet to access obscene or pornographic material is prohibited.
13. Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.
14. Posting of anonymous messages is prohibited.
15. Email use at Pilgrim Lutheran shall be limited to legitimate school educational purposes, and shall be conducted only through school-arranged student email accounts.
16. Any attempt to circumvent system security, network security, or the Internet filtering system is prohibited.
17. Users will not repair, reconfigure, modify, or attach external devices to school technology unless under the specific direction of a school staff member.
18. No content created and stored on the school hardware or school authorized online accounts may be considered private. School personnel have the right to monitor and review all data stored on the cloud and school authorized online accounts, at any time.
19. Additional rules, restrictions, and guidelines may be added at any time.

**NETIQUETTE** (Guidelines for appropriate use of the school network and the Internet)

1. Be polite.
2. Abstain from vulgar or obscene language.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
4. All communications and information accessible via the Internet belongs to someone, and should be assumed to be private property usable only by permission.
5. Do not intentionally disrupt the network or other users.
6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. Do not provide or reveal your full name, address, or phone number (or those of others) without specific teacher or parent approval.

8. Email is not private. Email should always be written with the understanding it may be reviewed by a staff member.
9. Apply Christian ethics and values to all actions related to use of the Internet and the school network.

### **PENALTIES**

Any user violating any aspect of this Acceptable Use Policy is subject to loss of Internet privileges as well as other school disciplinary action. Dependent upon the grade level and/or activity, loss of Internet privileges may also have a negative impact upon a student's academic subject grades, as Internet access will often be necessary to properly complete school activities.

In situations that lack clarity and require a judgment call, the school administrator will make the final determination as to what constitutes acceptable use. The administrator's decision is final.

### **SCHOOL RESPONSIBILITIES**

1. Occasionally, the school will make determinations on whether specific uses of the Internet are consistent with the Acceptable Use Policy.
2. The school will maintain appropriate filtering hardware and/or software to protect students from inappropriate Internet content.
3. The school will log Internet use and periodically monitor sites that students access and attempt to access.
4. The school reserves the right to bar access to the Internet in order to prevent unauthorized activity.
5. The school will **not** be responsible for any damages a user may suffer, including loss of data.
6. The school is **not** responsible for the accuracy or quality of information obtained through the Internet.

### **APPS FOR EDUCATION**

Pilgrim Lutheran Christian School may be utilizing Apps for Education for some aspects of its educational program. This requires the creation of student accounts. These accounts, which will be accessible by students both at school and elsewhere, are intended for school usage only. Personal information concerning students given to the Apps by the school for account creation is protected by federal privacy laws, and will not be used for other purposes. The bare minimum of required information will be submitted in the creation of these accounts. All docs are teacher viewable.

### **REGARDING SCHOOL-ISSUED DEVICES FOR STUDENTS**

1. Upon receipt of a school device (iPad or Chromebook) for Pilgrim Lutheran educational use, the student accepts responsibility for careful and appropriate use of the device. Damage caused beyond expected wear and tear through appropriate use may result in repair or replacement costs assessed to the parents/guardians of the child of a damaged unit, at the discretion of the school. The devices are warranted for malfunction and/or defect that may occur despite careful and appropriate use.
2. Students/families are encouraged to purchase, at their discretion, a cover or case to protect

the device. This is not a requirement, but is recommended. Options are available for purchase locally, such as at Best Buy.

3. Keep food and liquids away from the device at all times.
4. All accounts and software added to the device are to be done only by school staff members. A student is **not** to attempt to create or add additional accounts to the device.
5. Students may add additional Wi-Fi access information to the Network settings, allowing Internet access when using outside of school (such as at home). This is encouraged in order to allow greater student productivity.
6. Should a student's device become lost or stolen, the family will be charged for its replacement.
7. Upon 8<sup>th</sup> Grade graduation, a student will have the opportunity to keep the device by purchasing it from the school at a depreciated amount, to be determined at that time.

I have read and discussed the Acceptable Use Policy with my Child/Parent. I agree to abide by and support the Policy.

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Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date