Concordia Lutheran School
Communications Technology Acceptable Use Policy
Student/Parent Version

Introduction
Concordia Lutheran School has been blessed with a variety of technological communication tools. From telephones and FAX machines to computer labs and Internet access, the faculty, staff, and students have available resources that can enhance learning and promote the mission of Concordia Lutheran School.

Responsibilities
With blessings come responsibilities. The following Acceptable Use Policy is designed to inform faculty, staff, students and parents of the responsibilities associated with the privilege of using communications technology at Concordia Lutheran School. Each person who will use the communications technology of Concordia Lutheran School must sign the Acceptable Use Policy before access to communications technology will be granted.

Definitions
Communications technology includes but is not limited to:
  a. The Concordia Lutheran Church and School local area network
  b. Individual computers including servers, desktop units and laptop units
  c. The Internet including the World Wide Web, discussion groups, chat rooms, e-mail and any other activity requiring an Internet connection accessed through Concordia Lutheran Church and School
  d. Any software and hardware used on or with the above devices
  e. Telephones
  f. FAX machines
  g. Messaging devices

Privilege
Use of communications technology at Concordia Lutheran School is indeed a privilege not a right. Therefore access to any of these tools can be limited or ended based on the determination of the school administration. Failure to comply with the Acceptable Use Policy can result in suspension or denial of access to communications technology plus school or legal penalties, if appropriate.

Users
  ✓ Elementary School (K-5) Students
      o Elementary students are allowed to use communications technology using a student log-in. This type of user log in allows the student access to instructional software and data files.
      o Elementary students are not allowed access to the Internet at school unless supervised by a teacher. Internet access is limited to sites designated by the teacher
      o Elementary students will not be given direct access to electronic mail, Internet mail or instant messaging. E-mail for elementary students will only be received in a supervised account for a specific school-related purpose. Students may not access personal Internet e-mail accounts on school equipment.
  ✓ Middle School (6-8) Students
      o Middle school students are allowed to use communications technology using a student log-in. This type of user log-in allows student access to instructional software and data files.
      o Middle school students are only allowed to access the Internet under the direct supervision of a teacher, instructional aide or other trained adult volunteer.
      o Middle school students are allowed to pursue Internet searches.
      o Middle school students will not be given direct access to electronic mail, Internet mail or instant messaging. E-mail for middle school students will be received in a supervised account for a specific school-related purpose. Students may not access, directly or indorectly, personal Internet e-mail accounts on school equipment.

Acceptable Use
Use of communications technology at Concordia Lutheran School is limited to activity which:
  ✓ Supports the educational and spiritual mission of Concordia Lutheran Church and School
  ✓ Is in accordance with the policies and procedures of Concordia Lutheran Church and School

Unacceptable Use

The signer of this Acceptable Use Policy agrees not to commit any of the following actions:

- ✓ Any activity designed to circumvent the filtering programs used to protect students.
- ✓ Tampering –
    - o The accessing of files without authorization
    - o Changing of computer settings, including desktops, default settings and so on,
    - o Circumventing or attempting to circumvent Internet filtering programs
- ✓ Vandalism –
    - o Changing the contents of other user's files
    - o Disrupting the functioning of a piece of equipment or of the network
    - o The introduction, production or distribution of a virus
    - o Physical damage to equipment due to intent or carelessness
- ✓ Introduction of New Software or Programs – No new programs may be added to the communications technology equipment without the authorization of the Technology Committee or the school principal
- ✓ Unauthorized Use of Copyrighted Material – Software, images, text and other copyrighted materials shall only be used with proper licensing or authorization from the author.
- ✓ Improper Content – The accessing, sharing, sending or production of anything that includes:
    - o Obscenity – pornographic, crude or lewd images, text or other content
    - o Sacrilege - blasphemous, pagan, paranormal, psychic or satanic content
    - o Harassment
    - o Gossip - false or harmful information about people or institutions
    - o Hatred - disrespect or degrading of individuals or groups
    - o Violence - anything that depicts or promotes violent behavior
    - o Non-educational games – teachers will decide the educational content of games
    - o Gambling
    - o Acts of a criminal nature
    - o Unauthorized use of copyrighted material
    - o Chat rooms
- ✓ Commercial or Political Uses - The communications technology of Concordia Lutheran Church and School may not be used for any commercial activity.
- ✓ E-Mail/Instant Messaging/Personal Messaging – Accessing private e-mail accounts or any other type of personal private communication at school is prohibited. Do not reveal your own or other's personal address, phone number, or other private information.
- ✓ Sending or Receiving Large Files – Shared resources are not to be dominated by large file transfers.

Technology Use Outside of Concordia Lutheran School

Concordia Lutheran School reserves the right to respond to student use of technology outside of school which negatively impacts the students, staff and/or the program of Concordia Lutheran School. The response can be discipline within the school but might also warrant legal action by involving police or pursuing civil action.

Privacy Disclaimer

Signers of this Acceptable Use Policy recognize that there is no implication of privacy while using any of the communications technology of Concordia Lutheran Church and School. E-mail, file content and usage information are examples of information that the leadership of Concordia Lutheran Church and School can and will monitor.

Filtering Disclaimer

An effort is made to protect faculty, staff and students from accessing or being exposed to inappropriate material. No guarantee is expressed or implied by these efforts and no liability is accepted for accidental exposure to inappropriate content.

Student

As a student of Concordia Lutheran School, I have read and understand the above Acceptable Use Policy. I understand that violation of this policy or of its intent may result in denial of access, school disciplinary action, and, possibly, legal action.

Full Name _____

Student Signature _____ Date _____

Parent

As a parent of a Concordia Lutheran School student, I have read and understand the above Acceptable Use Policy. I understand that my child's violation of this policy or of its intent may result in denial of access, school disciplinary action, and, possibly, legal action. I pledge to support the efforts of Concordia Lutheran Church and School to provide safe and beneficial communications technology to my child and all the students.

Full Name _____

Parent Signature _____ Date _____