

## Acceptable Use Policy

Herein, the term “technology” refers to any desktop, laptop, projector or other mobile device owned or issued by St. Paul’s Lutheran School (SPLS) to any user for SPLS and/or home use. The term “privately-owned technology” refers to any personal desktop, laptop or other mobile device owned by the user, but used at SPLS. The term “network” refers to the services provided to access the internet and other technology on SPLS’ network.

SPLS provides technology and technology resources to enrich the academic experience of students, faculty and staff. The primary purpose of technology use is to improve/enhance learning and teaching. The guidelines presented below are meant to help students, teachers, and parents understand appropriate use of technology at SPLS.

The use of technology, the network and other resources at SPLS is a privilege. It is expected that the user will use these resources responsibly and for education purposes that align with the mission of SPLS. The proper use of this technology requires users to accept the same ethical responsibilities found in all other areas of SPLS life. The general rules and principles of SPLS are a sound basis for good decision making with regard to technology. It is the user’s responsibility to treat the technology and their fellow users with proper care and respect.

All users are responsible for their actions and activities involving technology, the network and even privately-owned technology. This Acceptable Use Policy (AUP) provides general guidelines concerning the use of these technologies and the network. The AUP does not attempt to describe every possible prohibited activity; students, parents and SPLS staff who have questions about whether a particular activity is prohibited are encouraged to speak with the administrator or Technology Coordinator. The AUP applies to all technology and/or the network regardless of how they are accessed.

### **A. Acceptable Use**

1. SPLS’ technology and network are provided for educational purposes consistent with the mission, curriculum and instructional goals.
2. Users must comply with all Board policies, SPLS rules and expectations concerning conduct and communications when using technology and the network, whether on or off SPLS property.
3. Users also must comply with all specific instructions from SPLS staff when using the technology and network.

### **B. Prohibited Uses**

Unacceptable uses of technology and the network include, but are not limited to, the following:

- 1. Accessing or Communicating Inappropriate Materials** - Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar,

sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.

**2. Illegal Activities** - Users may not use technology and/or the network for any illegal activity or in violation of any Board policy/procedure or SPLS rules. SPLS assumes no responsibility for illegal activities of users while using technology and/or the network.

**3. Violating Copyrights or Software Licenses** - Users may not copy, download or share any type of copyrighted materials (including images, music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Coordinator or teacher. Unauthorized copying is illegal and may subject the copier to substantial civil and criminal penalties. SPLS assumes no responsibility for copyright or licensing violations by users.

**4. Authority of SPLS Staff to Search** - In the event SPLS staff discovers inappropriate materials on a SPLS owned device, the device may be confiscated and the materials removed without permission, even if it means the loss of purchased material, and appropriate restrictions may be placed on the user's future technology use. SPLS staff also has the right to confiscate or search technology at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search privately-owned technology on SPLS grounds upon reasonable suspicion of a violation of this "Prohibited Uses" section.

**5. Plagiarism** - users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used the author, publisher and web site must be identified.

**6. Use for Non-SPLS Purposes** - Using Computers and/or Computer Services for any personal reasons not connected with the educational program or SPLS assignments is permissible so long as those uses do not constitute a violation of the "Prohibited Uses" section of these rules and/or are not interfering with the educational purpose of these devices by the user or others.

**7. Misuse of Passwords/Unauthorized Access** - Users may not share passwords with unauthorized personnel, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or network.

**C. Compensation for Losses, Costs and/or Damages** - The student user and his/her parents are responsible for compensating SPLS for any losses, costs or damages incurred by SPLS for violations of Board policies/procedures and SPLS rules while the student is using technology and/or the network, including the cost of investigating such violations. SPLS assumes no responsibility for any unauthorized charges or costs incurred by a student user while using technology and/or the network. The student user and his/her parents/guardians are similarly responsible if the student user takes any action with technology that has the purpose or effect of

voiding any warranty in effect covering such technology or of providing users access to apps that are available other than at the app source authorized for use by SPLS.

**D. Student Privacy and Safety** - A student should exercise caution, in consultation with a parent or SPLS staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. users should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

**E. System Security** - The security of the Computers and/or Computer Services is a high priority. Any user who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material.

**F. Care of and Responsibility for Technology** - Users are responsible for the proper care of technology at all times, whether on or off SPLS property, including costs associated with repairing or replacing the technology. SPLS does not provide insurance for SPLS-owned technology. Parents should be aware that they are responsible for any costs associated with loss, theft or damage to technology issued to the student user. If technology is lost or stolen, the loss or theft must be reported to the Technology Coordinator and/or administrator immediately. Additionally, if technology is stolen, a report should be made to the local police. With respect to SPLS-owned technology, users must keep activated at all times the services that allow that technology to be located remotely and must establish and keep activated at all times a security code which will prevent others from accessing the content and services of the technology.

**G. Scope of Policy and Rules Application** - The Board's policy and rules concerning technology and/or network use apply at any time or place, on or off SPLS property. Users are responsible for obeying any additional rules concerning care of SPLS-owned technology.

## **H. Miscellaneous Issues**

**1. Confiscation/Restriction of Privileges/Disciplinary Action** - Violation of policies or rules governing the use of technology or the network, or any careless use of technology may result in a user's technology being confiscated and/or a user only being allowed to use the technology under the direct supervision of SPLS staff. The user will also be subject to disciplinary action for any violations of Board policies/procedures or SPLS rules.

**2. Required Sharing of Computer Passwords with SPLS Staff** - Any user to whom technology is issued must share with the Technology Coordinator any passwords, codes, or keys to allow the technology staff unlimited access to any and all materials on the technology.

Failure to provide such access will result in discipline and confiscation or limitations placed on future use of the technology and network.

**3. Parent Access to Student Computer Passwords** - Upon request, parents may have access to their student's login password, codes, or keys. Parents are responsible for supervising their child's use of the technology and Internet access when in use at home.

**4. Use of Computers by Others** - Technology may only be used by the user to whom it is issued or by any family members assisting them with their educational work and consistent with the educational purpose of the technology. All use of technology by all persons must comply with SPLS' Acceptable Use Policy.

**5. Return of Computers** - Technology must be returned in acceptable working order whenever requested by SPLS staff. Student users will also be required to turn in technology before the end of SPLS year, at which time they will be inventoried, updated as needed, and subjected to search for materials in violation of this policy. Graduating 8th graders will have the option to purchase their technology at a reduced price.

#### **I. Additional Rules for Use of Privately-Owned Technology by users**

**1. Permission** - Users are permitted to use privately-owned technology in SPLS provided that they comply with the policy and rules governing technology and network use, there is a suitable educational basis for the request, and the demands on SPLS' network or staff are reasonable. In addition, if requested, the user must provide to the Technology Coordinator such information as IP addresses and login passwords as to enable enforcement of all policies and rules regarding use of the network.

**2. Compatibility** - The Technology Coordinator has the authority to determine whether use of a user's privately-owned technology would place an undue burden on or could interfere with the network.

**3. Care** - The user is responsible for proper care of his/her privately-owned technology including any costs of repair, replacement or any modifications needed to use the technology at SPLS. SPLS is not responsible for damage, loss or theft of any privately-owned technology.

**4. Privacy** - Users have no expectation of privacy in their use of the network while using privately-owned technology at SPLS.

**5. Privilege** - Violation of any Board policies, administrative procedures or SPLS rules involving use of the network or privately-owned technology may result in the revocation of the privilege of using the technology at SPLS and/or disciplinary action.

**6. Seizure** - SPLS may seize any privately-owned technology used by in SPLS without authorization as required by these rules and the contents of the technology may be searched in accordance with applicable laws and policies. The technology will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

We have read and discussed with our child(ren) the Acceptable Use Policy in its entirety for the 2016-17 school year and we agree to support the policy as parents and student(s).

\_\_\_\_ By checking here, I indicate that I will allow my student to bring SPLS-owned technology home and will abide by the Acceptable Use Policy.

\_\_\_\_ By checking here, I indicate that I DO NOT want my student to bring home SPLS-owned technology but will still support the Acceptable Use Policy. (Keep in mind that not allowing the technology to come home may hinder your student's ability to complete assigned work.)

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_