Our Father's Evangelical Lutheran School
Computer Network and Chromebook
Acceptable Use Policy

Philosophy and Goals

- The Internet is a system of networks used by educators, businesses, the government, the military and other organizations and individuals. The Internet can be used to educate and inform both positively and negatively. As an information resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources. Internet information may or may not be valid, nor may the source be as claimed.

- Access to the Internet at Our Father's is a privilege, which is accompanied by user responsibility.

- The information accessible on the Internet is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. We monitor use closely, and our objective for Internet use is to further educational objectives, as well as to promote technology use in accordance with Christian principles. Students may, however, find ways to locate materials inappropriate for their age or Christian standards. Ultimately, it is the responsibility of parents and guardians of minor children to establish and communicate standards that their children should follow when using media and information sources.

- The networking environment requires that Our Father's define guidelines for student exploration and use of electronic information sources (See Internet Use Rules and Regulations below). These guidelines address issues of privacy, ethical use of information with respect to intellectual property (7th Commandment), illegal activities, or knowingly damaging or destroying programs or data.

- Students may use the Internet to locate material for their educational or personal information needs within the boundaries of Christian conduct. Staff and volunteers have a responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate for their age and development levels, and to evaluate and use information to meet their educational goals.

- Our Father's Lutheran School reserves the right to delete any files put onto the computer.

- Our Father's Lutheran School reserves the right to prioritize use and access to the system**.**

- **Our Father's Lutheran School requires that all students have an agreed <u>Acceptable Use Policy</u> on file in Sycamore.**

Internet Rules and Regulations

The following are examples of actions that are not allowed:

- Sending or displaying offensive or pornographic messages or pictures.
- Using obscene or defamatory language.
- Using the Internet or email to harass, insult, defame, or attack others.
- Damaging computers, computer systems.
- Destroying or damaging data of another user.
- Violating copyright laws.
- Using another person's password.
- Intentionally wasting limited resources.
- Using the Internet for commercial purposes.
- Interactive game playing (unless directed by a teacher).
- Downloading files or programs without specific approval from a teacher.
- Other uses deemed unacceptable by the general standards of our faith and school.

In addition to the inappropriate and unallowable behaviors, listed above, these ground rules for use of the Internet are also included:

- Do not give out personal information, phone numbers, social security numbers, credit card information, or addresses.
- Do not enter newsgroups, chat rooms, or personal profile sites (i.e., facebook, etc.) without specific approval of a teacher.
- Do not fill out questionnaires without specific permission of a teacher.
- Do not order a product over the Internet.
- If you arrive at a site that is offensive to Christians, leave the site and report it immediately to a teacher in charge.

Violation Consequences

Violations of this Acceptable Use Policy will be dealt with as a disciplinary action and may result in:
- Withholding computer privileges.
- In-school suspension.
- Out-of-school suspension.
- Expulsion.
- Financial reimbursement for any expenses resulting from improper technology use, including damage to laptops or Chromebooks. This includes payment to staff members or others for their time to correct problems due to abuse.

Our Father's Lutheran School Chromebooks

TAKING CARE OF THE CHROMEBOOKS
- I am responsible for the general care of the Chromebook while I use it at school.
- If the Chromebook is broken, or fails to work properly, I will submit it to my homeroom teacher as soon as possible so that it can be taken care of properly.
- If I frequently damage the Chromebook given, I may lose the privilege of using the device at school.
- If I intentionally damage the device, I will be responsible for the cost of repairs or replacement.

SCREEN CARE
- I understand that the Chromebook screens can be easily damaged, and that the screens are particularly sensitive to damage from excessive pressure on the screen.
- I will properly store the Chromebook in the charging cart when I am not using it.
- I will carefully store the Chromebook with the screen in the closed position.
- I will properly close the Chromebook free from any obstructions such as pens and paper.
- I will keep the Chromebook away from magnets or anything that may damage the sensitive electronics inside it.

USING A CHROMEBOOK AT SCHOOL
- The Chromebook is intended for use at school only. Chromebooks may not be taken home.
- Games, music, and videos are not to be played with the Chromebooks.
- If a Chromebook needs repair I will give it to my homeroom teacher. I will not attempt to fix it myself.
- Chromebooks are not for personal use. As they are shared, no settings (background, shortcuts, etc.) should be changed without explicit permission from the principal.
- Should a student be found using a Chromebook or their school Google account to participate in cyberbullying, the discipline policy of the school will be enforced and the privilege of using those items will be revoked indefinitely.

I understand that violations of these policies may result in restrictions on device use. These include but are not limited to:
- Restricted access and use of the device during the day
- Depending on the infraction, the student discipline policy may apply. This could lead to the student being suspended or expelled.

*These discipline steps may be used in any order given the severity of the incident.

By accepting the agreement in the online registration portal (Sycamore), I, and my children, agree to abide by the policies set forth above.