

Trinity Lutheran School – Technology Acceptable Use Policy

Trinity Lutheran School uses computers, wireless devices, the internet, and software to support the educational objectives of Trinity Lutheran School. These tools provide opportunities for students, staff, and patrons to communicate, learn, access, and publish information online. We believe that the resources available through the internet and the skills that students will develop in using it are of significant value in the learning process, and to student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and the cost of maintaining computer systems. Trinity Lutheran School will endeavor to ensure that these concerns are appropriately addressed, but cannot ensure that problems will not arise.

Trinity Lutheran School intends only to provide a means for educational activities. We support the required equipment, and grant access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

All use of the Trinity Lutheran School internet must be used to support school work, other formal education or community service involvement. Trinity provided devices are not to be used for entertainment or work that does not support Trinity.

Trinity Lutheran School will provide training and procedures that encourage the widest possible access to digital information systems and computers while establishing reasonable controls for the lawful, efficient, and appropriate use. This includes the freedom to change procedures when deemed necessary.

Acceptable Use Guidelines - Computers

All use of the system must be in support of education and research, and be consistent with the mission of the school. Trinity Lutheran reserves the right to prioritize the use of and access to the system.

- Any use of the system must be in conformity to state and federal law, licenses, and school policy. Use of the system for commercial solicitation is prohibited.
- No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system, and/or damage the components of a computer or computing system is prohibited.
- Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.

Acceptable Use Guidelines – Security

- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Communications may not be encrypted so as to avoid security review.
- Users should change passwords regularly and avoid easily guessed passwords.
- Personal information such as full name, addresses, and telephone numbers should remain confidential when communicating on the system.

- Users should never make appointments to meet people in person that they have contacted on the system without school permission.
- Users should notify the Director of Technology whenever they come across information or messages that are inappropriate, dangerous or make them feel uncomfortable.

Acceptable Use Guidelines – Copyright

The unauthorized installation, use, storage or distribution of copyrighted software or materials on Trinity Lutheran School computers is prohibited.

Acceptable Use Guidelines – General Guidelines

- A signed Acceptable Use Policy form must be on file with the school prior to student use of internet connected computers at school.
- Diligent effort must be made to conserve system resources. All students' files should be stored on an alternative storage device. School personnel may purge any files saved on the hard drives, unless special teacher permission is granted, at any time.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with school policy and procedure.
- From time to time, Trinity Lutheran School will make a determination on whether specific uses of the system are consistent with the regulations stated above, and in the technology guide. Under prescribed circumstances, non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the school. The school reserves the right to remove a user from the computer to prevent further unauthorized activity.
- Violation of any of the conditions of use may be cause for loss of access, disciplinary action, and/or legal action.

Computer Code of Conduct

Use of the computer, which includes the Internet, shall be in support of education and research that is consistent with the mission of the school. Internet use is limited to those students who have completed the appropriate agreement form and have received approval. Users of the computer need to comply with the following guidelines:

- Use the computer in such a way that it does not disrupt or interfere with its use by others.
- Maintain the integrity of files and data. Modifying or copying files/data of other users without their consent is not permitted.
- Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed.
- Treat information created by others as the private property of the creator. Respect copyrights.
- Use the Computer to access and store only educationally relevant material. Protect your passwords from others.
- Computer hardware or software should not be destroyed, modified or abused in any way.
- Breaking into a computer, systems, or files without authorization is not allowed.
- The computer is not to be used for commercial purposes.
- Do not post, publish, or share private and personal information or the private and personal information of others
- Use only your account and password. Do not share account information or passwords.

Trinity Lutheran School reserves the right to revoke a user's access, as well as take disciplinary or legal action, if it is determined the user is engaged in unauthorized activity or is violating this Acceptable Use Policy or Terms of Agreement.

Web Use Agreement Form

We are pleased to offer students of Trinity Lutheran School use of the computers for internet access. All students must have parental permission with a signed form on file at the school office before they are allowed to use the Internet at school.

Access to the web will enable students to explore libraries, databases, and websites online. Although a content filter has been installed, families should be aware that some material accessible via the web might contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access available to further educational goals and objectives, students may still find ways to access other materials as well. We believe that the benefits to students from access to the web, in the form of information, resources, and opportunity for collaboration, exceed any small disadvantages. Parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media information sources.

Trinity Lutheran School Web Guidelines

Users are responsible for good behavior on school computers just as they are in a classroom or the school hallway. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of this privilege. Each student will only be given that privilege after they complete the policy agreement, complete the designated training sessions, receive approval by the technology trainers and receive the endorsement of their homeroom teacher. **Because access is a privilege – not a right, access entails responsibility.**

Communications on the computers are often public in nature. General school rules for behavior and communications apply. The computer is provided for students to access and store educational relevant material and to conduct research. Computer access is given to students who agree to act in a responsible manner. Only students with proper instruction will be able to use the Internet at school.

Individual users of the school computers are responsible for their behavior and communications over those computers. It is presumed that users will comply with school standards and will honor the agreements they have signed. Students may only transfer files, shareware, or software with prior permission. The school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the computers.

Computers are school property and subject to search. Computer administrators may review files and communications to maintain system integrity and insure the users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Trinity Lutheran School computers.

During school, teachers of students will guide them toward appropriate materials. Students using the school computers are not permitted to do the following:

- Access offensive messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame, or attack others
- Damage computers or alter computer systems
- Violate copyright laws
- Use another person's account. Give out his/her account password.
- Give out his/her name, address, phone number, or personal information or another's

- Trespass in another person's folders, work, or files
- Set up new accounts
- Intentionally waste limited resources
- Employ the computer for commercial use

Violations may result in loss of access as well as other disciplinary or legal action.