

## **Student Acceptable Use Policy**

First Lutheran School strongly believes in the educational value of electronic services and recognizes the potential of such to support our curriculum and student learning. Our goal in providing electronic information services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Listed below are terms and guidelines for appropriate use of technology. If any user does not follow these guidelines, access to the information service may be denied and the user may be subject to disciplinary or legal action. (Possible disciplinary action may include: Parent conference, removal from class, restitution, suspension, and referral to Police Department.)

### **1. Privileges**

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, staff, or faculty of First Lutheran School may deny, revoke, or suspend specific user accounts.

### **2. Acceptable Use**

The use of the assigned account must be in support of education and research and with the educational goals and objectives of First Lutheran School. The user is personally responsible for this provision at all times when using the electronic information service.

- Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- Use of unauthorized commercial activities is not acceptable.
- Use of product advertisement or political lobbying is prohibited.
- Use of the network that incurs expense to First Lutheran School is prohibited.
- Unauthorized installing of any software or data is prohibited.

### **3. First Lutheran School Responsibilities/Limitations**

- First Lutheran School will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and school files. First Lutheran School cannot guarantee that information on any computer system will be secure from other users.
- First Lutheran School will attempt to provide error free and dependable access to technology resources associated with the network.
- First Lutheran School will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- First Lutheran School cannot be held liable for the accuracy of information available through its services.

### **4. Web Policy**

- Teacher/Staff Web Pages. Teachers may establish Web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher Web pages will be developed in such a manner as to reflect well upon First Lutheran School.

- Student and Extracurricular Organization Web Pages. Students may create a web site as part of a class activity. Material presented on a student class activity Web site must meet the educational objectives of the class activity. Material presented on extracurricular pages must relate specifically to organization activities.
- Online Identification -. To recognize student achievement and success, images of students and their work may be displayed on Web pages. Images of students, student work, and student achievement will only be identified by first name and last initial. Signed parent permission must be obtained if students are to be identified beyond these guidelines.
- Online Identification - Email Addresses. Students may be issued web-based e-mail addresses to be utilized as part of class activity and in the furtherance of academic programs and educational objectives. Student e-mail addresses are not intended for personal use and will be limited to use within the school system, with authorized users only (flfalcons.org or flchurch.org email addresses). Students will be unable to send/receive email outside of these email addresses. Signed parent permission will be requested for any email usage outside of our closed school Google account. Students' e-mail usage and communications will be monitored by school personnel.
- It will not be considered a violation of a user's right to free speech to require the removal of material that fails to meet established educational objectives or that is in violation of this ISP or student disciplinary policy, or to suspend or revoke a student's e-mail privileges for violation of this acceptable use policy.

## **5. Personal Responsibility**

- As a representative of this school, the user will accept personal responsibility for reporting any misuse of the network to a teacher, administrator or supervisor. Misuse can come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism and inappropriate language.
- Security on any computer system is a high priority because there are so many users. If the user identifies a security problem, notify an administrator at once. Never demonstrate the problem to other users. Never use another individual's account. All use of the system must be under the user's own account. Login and password information is to be kept confidential. Any user identified as a security risk will be denied access to the information system.
- Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of malware. Any vandalism will result in the loss of computer services, disciplinary action, and/or legal referral.