

# **ACCEPTABLE USE POLICY**

## Rules and Regulation for the Student Use of St. Paul Lutheran School Computer System

### **PURPOSE**

The purpose of these rules and regulation is to provide guidance for students in using the school computer system. The use of the school's computer system is a privilege not a right.

Using St. Paul Lutheran School's computer system shall constitute an agreement on behalf of the user to abide by the provisions of these rules and regulations.

### **DEFINITIONS**

- "User" shall mean but is not limited to: a student of St. Paul Lutheran School.
- "Computer System" shall mean but is not limited to: hardware, software, network, servers, and data.
- "Network" shall mean but is not limited to: video, voice, and data networks and their components.
- "Data" shall mean but is not limited to: any electronic file or hardcopy.

### **GENERAL**

All users must act honestly and responsibly. Users are responsible for the integrity of their information resources. Users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent licenses and contractual agreements related to St. Paul Lutheran School's computer system. Users shall act in accordance with these rules and regulations and the relevant local, state, and federal laws and regulations.

### **PERMITTED USE**

St. Paul Lutheran School's computer system is to be used predominately for academic-related business. Personal use is permitted. Personal use should not interfere with school operations or performance of students' duties. All materials created on the school's computer system shall remain property of the school.

The Internet is a totally uncensored worldwide communication network. It is possible for any user of the Internet to access information that may not be considered to be of educational value in the context of the school setting and/or appropriate for a minor.

St. Paul Lutheran School believes that the valuable information and interaction available on the local and worldwide networks far outweigh the possibility that users may procure material that is not consistent with the education goals of the district. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, St. Paul Lutheran School supports and respects each family's right to decide whether or not to apply for Internet access.

## **INAPPROPRIATE USE**

Inappropriate use of St. Paul Lutheran School's computer system is prohibited. Inappropriate use includes, but is not limited to the following:

- violating local, state or federal regulation
- accessing or using pornographic or sexually explicit materials
- using sexual overtones or sexually harassing content
- promoting or opposing any political candidate or issue
- using for personal/business financial gain
- advertising or solicitation for personal/business financial gain
- violating or infringing upon the rights of others
- submitting, publishing or displaying any defamatory, inaccurate, abusive or illegal material
- using any fraudulent electronic communication
- violating any license or copyright
- using for any unauthorized purpose
- academic dishonesty
- accessing unauthorized files or systems
- accessing another users' files or ID and password without permission
- providing an ID or password to another
- modifying or removing computer equipment, software, or peripherals without proper authorization
- intentional damage or destruction

## **COURSE OF ACTION**

Failure to abide by these rules and regulations regarding the use of the school's computer system may result in the imposition of one or more of the following courses of action:

- denial of access to St. Paul Lutheran School's computer system
- loss of computing privileges
- disciplinary action as deemed necessary and appropriate by the building principal
- civil action
- criminal prosecution

## **PRIVACY**

The computer system is the property of St. Paul Lutheran School and may be subject to being retrieved and viewed by authorized personnel at any time for any reason connected with official school business.

**St. Paul Lutheran School cannot guarantee user privacy**, therefore, users should be continuously aware of this fact.

Materials stored on the school's computer system may be subpoenaed if deemed relevant to any school-related legal action or hearing.

Grade: \_\_\_\_\_  
2006-2007

## ST. PAUL LUTHERAN SCHOOL ELECTRONIC RESOURCES

(Complete this agreement/consent or the option-out on the reverse.)

### STUDENT ACCESS USE AGREEMENT

I understand and will abide by the procedures and *Acceptable Use Policy* for student access to electronic resources of St. Paul Lutheran School. I further understand that any violation may result in access privilege revocation, school disciplinary action and/or appropriate legal action. In consideration for having the privilege of using St. Paul Lutheran School electronic resources and in consideration for having access to the information contained on it, I hereby release St. Paul Lutheran School from any and all claims of any nature arising from my use of the network system.

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Student Signature

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Date

### PARENT/GUARDIAN CONSENT

As the parent or guardian of this student, I have read the electronic resources *Acceptable Use Policy* and guidelines for student use established by St. Paul Lutheran School. I understand that electronic access is designed for educational purposes. In consideration for the privilege of using St. Paul Lutheran School electronic resources and in consideration for having access to the information contained on it, I hereby release St. Paul Lutheran School from any and all claims of any nature arising from my child's use of the network system. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to apply for an independent use license.

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Parent/Guardian Signature

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Date

St. Paul Lutheran School  
West Point, Nebraska

## ST. PAUL LUTHERAN SCHOOL ELECTRONIC RESOURCES

*(Complete the agreement/consent or this option-out.)*

### ACCESS TO INTERNET PARENT/GUARDIAN “OPTION-OUT” FORM

As the parent or guardian of the student named below, I am requesting that my child not have access to the Internet at school. I understand this will limit the amount of education material available to my child to more traditional resources of information available at school or at home. My child understands my wishes and will cooperate with the school to carry out this decision. I understand that should I later decide to allow my child to use the Internet, I must personally contact the school and request that such access be permitted.

\_\_\_\_\_  
Student name (please print)

\_\_\_\_\_  
Parent/Guardian name (please print)

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

\_\_\_\_\_  
Date