

St. Paul Lutheran School

Technology Acceptable Use Policy

2020-2021



“Dedicated to Providing a Christ-Centered Education”

325 North Colfax

West Point, Nebraska 68788

402-372-2355

stpaulschool@stpaulwpne.org

www.stpaulwp.org

This Handbook was revised 10/2020.

Changes include title page, and minor formatting & addition of Internet Policy from the Parent/Student Handbook.

St. Paul Lutheran School Student Technology Acceptable Use Policy

Technology, Internet, Computers, Electronic Devices, & Cell Phones

St. Paul Lutheran School has adopted this acceptable use policy, we ask parents to please read the following policies and consequences carefully. Also we wish to remind parents that they are legally responsible for their student's actions.

Students should understand that as they use the Internet they must

“... take captive every thought to make it obedient to Christ.” (2 Corinthians 10:5b)

In a number of classes we are introducing students to electronic mail and other global information resources, including the Internet. Our school has developed a policy to enhance your student's education through the use of the Internet. We believe that it is imperative to teach our children about making Christian choices so they will be better suited to make the same type of value judgments as adults.

Precautions St. Paul Lutheran School has taken to restrict access to inappropriate sites

- Web content filtering software is installed on the student network. This software blocks objectionable material and monitors which websites students may access. While very effective, it is not capable of blocking all such material all the time.
- Access to the Internet is only allowed under direct teacher or staff supervision.
- Students are always told which websites they may go to during the lesson. They are never left to browse the Internet without any instruction or supervision.

Computer Lab Policy

In order for all students and staff to benefit from the network and lab, those who use it must do so in ways that give honor to our God and show concern for the needs of others. To that end, users of St. Paul Lutheran School's network and lab are expected to abide by the following rules.

(Please note that all the rules will be covered with your student at the beginning of the school year.)

Computer and Network Use

- Students will treat equipment carefully so no damage is done.
- The network and lab will be used for educational purposes only. No use for personal financial benefit or entertainment purposes is allowed.

Internet and E-mail

- When on the Internet, students will go only to those sites the teacher authorizes.
- Students will use the school issued email appropriately.
- Students are not to use inappropriate language, make harassing, discriminatory remarks, or other harmful behavior while communicating with others on the network or the Internet.
- Students are not allowed to create unofficial St. Paul Lutheran School websites or defame the school, other students or staff in any online environment.
- Students are not allowed to create, maintain, or access personal web pages, blogs or personal email at school. • Students will act in accordance of copyright laws.
- Students will respect the rights and privacy of other authorized users and themselves on the network by not giving out personal information or passwords.

21st Century Learning - We believe equitable access to technology will aid our students in becoming...

- Information producers rather than information consumers
- Self-directed learners and collaborative team players
- Proactive towards their learning rather than reactive towards assignments

Google Apps for Education

St. Paul Lutheran School currently utilizes Google Apps for Education for some aspects of its educational program. This requires the creation of student accounts. These accounts, which will be accessible by students both at school and elsewhere, are intended for school usage only. Personal information concerning students given to Google by the school for account creation is protected by federal privacy laws, and will not be used for other purposes. The bare minimum of required information will be submitted in the creation of these accounts. At this time, Google only requires student names.

Regarding School-Issued Devices to 5-8 Grade Students

St. Paul Lutheran School is committed to aiding students in creating a 21st century learning environment. The implementation of this policy which will aid in this goal. Students will now be able to access our wireless network with their school issued personal device during the school day. With classroom teacher approval, students may use this device to access the Internet and collaborate with other students on several different projects. Many schools across the nation are implementing one-to-one device policies for their students. By allowing students to use this technology on a regular basis at school we are hoping to increase the access all students have to technology they need to succeed.

- Upon receipt of a school Chromebook laptop for St. Paul Lutheran educational use, the student accepts responsibility for careful and appropriate use of the computer. Damage caused beyond expected wear and tear through appropriate use may result in repair or replacement costs assessed to the parents/guardians of the child of a damaged unit, at the discretion of the school. The Chromebook units are warranted for malfunction and/or defect that may occur despite careful and appropriate use.
- Keep food and liquids away from the Chromebook at all times.
- All accounts and software added to the computer are to be done by school staff members only. A student is not to attempt to create or add additional accounts to the Chromebook computer.
- Students may add additional Wi-Fi access information to the Network settings, allowing Internet access when using outside of school (such as at home). This is encouraged in order to allow greater student productivity.
- Should a student's Chromebook become lost or stolen, the family will be charged for its replacement.
- All students are expected to place their Chromebook computers in the provided carts to be charged each night in order to be powered up at the beginning of each school day.
- The Chromebook computers will not be allowed to be taken home on a daily basis unless teacher permission has been granted and they are checked out accordingly. Under no circumstances are the Chromebook computers to be taken home over long holidays (Thanksgiving or Christmas breaks) unless allowed by the teacher for a specific reason or request.

Consequences For Not Respecting the Rules may include:

- | | |
|--------------------------------------------------------------------------|---------------------------------------------------------------------|
| · Students will lose a letter grade for each infraction during lab time. | · Incident Reports |
| · Losing the privilege of using the computers and/or the Internet. | · Detentions |
| · Call home to parents | · Warning of suspension |
| · Restitutions for damages | · Suspension from school |
| | · Criminal acts will be referred to the proper government authority |

Policy for cell phones and electronic devices:

No cell phones or other electronic devices (ipods, gameboys, etc.) are allowed in the classroom unless given permission by the classroom teacher to be used as a BYOD (Bring Your Own Device) tool for classroom learning. They are an unnecessary distraction in school. If you are concerned about getting in touch with your child during the school day, every classroom has a phone, and teachers carry their cell phones with them

whenever they go to lunch, assemblies, etc. We will always have a way of communicating if an emergency should arise. If you want your child to have permission to bring cell phones, etc. to school, you must sign the form given at the beginning of the school year below agreeing to following terms:

- The student must keep the device switched to silent mode during school hours. This includes the time the student enters the building and leaves the building.
- The student must check in their device with their child's homeroom teacher at the beginning of each day, the cell phones will then be released at dismissal time from school.
- The student may not have the device on in before or after school care programs.
- If the student has the device on during school hours, it will be confiscated and consequences enforced.
- If the student fails to follow the above cell phone policy the following consequences will be enforced.

Consequences are as follows:

1st offense: Warning given, cell phone confiscated for the remainder of the school day.

2nd offense: Yellow Discipline Slip issued (2 points) that must be signed by a parent/guardian and returned to school; cell phone confiscated for the remainder of the school day.

Repeat offenses: Yellow Discipline Slip issued (2 points) and a conference with parent/ guardians will be scheduled; cell phone confiscated for the remainder of the school day.

Internet Safety Policy

It is the policy of St. Paul Lutheran School to: (a) prevent school network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of student personal information; (d) provide Internet safety education to students and (e) comply with the Children's Internet Protection Act (CIPA).

St. Paul Lutheran School takes reasonable measures to ensure that students do not access material and content that is potentially harmful to minors. As required by CIPA, St. Paul Lutheran School utilizes a technology protection measure ("filter") that blocks access to material that is potentially harmful to minors. The filtering technology blocks Internet content and visual depictions including, but not limited to: pornography, child pornography, sexual acts or conduct, and other obscene material that may be deemed harmful to minors. School administrators, supervisors, or other authorized staff may disable technology protection measures for legitimate educational purposes, bona-fide research or other lawful purposes. St. Paul Lutheran School may override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

The St. Paul Lutheran School staff monitors student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the school's instructional program, educational goals, and to enforce the Internet Safety Policy. Additionally, the school takes reasonable precautions to prevent unauthorized ("hacking") electronic student records and information. These precautions include, but are not limited to: network firewalls, confidential passwords, data encryption, electronic monitoring and physical data security.

St. Paul Lutheran School provides instruction to minors on the topics of Internet Safety and appropriate online behavior. Internet Safety education topics include, but are not limited to: online behavior and ethics, social networking safety, chat room safety, cyber-bullying awareness and response, and other online privacy and security issues. The St. Paul Lutheran School network and computing systems are for educational use only. Even with the above provisions, St. Paul Lutheran School cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate Internet material. The school makes no assurance of any kind, whether expressed or implied, regarding any Internet, network, or electronic communication services.