

Pilgrim Lutheran Church and School Technology Policy - Student

Section 1. Purpose of Technology Use

Pilgrim Lutheran Church and School provides technology resources to its students solely for educational purposes. We believe technology allows opportunities for students, staff and patrons to communicate, learn, access, and publish information which is significant in the learning process, and to students' 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 ever more elaborate systems. Pilgrim Lutheran Church and School will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

Pilgrim Lutheran Church and School intends only to provide a means for educational activities. We dedicate the property comprising the computers and all technology throughout the school, 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.

Section 2. Privileges and Responsibilities

Pilgrim Lutheran Church and School's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the school reflect on Pilgrim Lutheran Church and School; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications when using the school's computers and networks.

Access to the Internet will enable students to explore thousands of libraries, databases, and websites throughout the world. Although filtering software has been installed, families should be aware that some material accessible via the Internet 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 find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources, and opportunity for collaboration, exceed any 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. To that end, Pilgrim Lutheran Church and School supports and respects each family's right to decide whether or not to apply for access.

Pilgrim Lutheran Church and School will provide training and procedures that encourage the widest possible access to electronic information systems and computers by students while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system. This includes the freedom to change procedures when deemed necessary.

Section 3. Acceptable Use Guidelines

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

Basic Guidelines

- All use of Pilgrim Lutheran Church and School's technology must be used to support school work, other formal education or community service or involvement;
- **A signed Technology User Agreement Form must be on file prior to student use of the technology at church and/or school.**
- All technology use by students must be supervised by adults (the student should have permission to use technology including the Internet and an adult must be present in the same room);
- Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students.
- Students are not to search the Internet (e.g. using Google or other search engines not specifically designed for students) without explicit adult permission and **direct** adult supervision. "Direct adult supervision" means that an adult is in the classroom and monitoring students helping them decide which of the search results will be most

appropriate for student use. Teachers and Administration will use monitoring software to keep track of student activities.

- Use of the system to access, store or distribute material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors is prohibited.
- From time to time, Pilgrim Lutheran Church and School will make a determination on whether specific uses of the system are consistent with the regulations stated above, and in the student/parent handbook. 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 church and school. The church and school reserves the right to remove a user from the computer to prevent further unauthorized activity.

Behavior Expectations

- Damaging or altering school technology equipment both hardware and software is prohibited. This includes changing user and computer settings, moving hardware and/or software from the computer it is assigned to, downloading harmful viruses, and any other physical damage done to technology throughout the school and church.
- 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.

Cyber Bullying

- Technology may not be used to disturb, harass, abuse, or embarrass others in any way.
- Any student who receives threatening or unwelcome communications should bring them to the attention of a teacher/administrator.
- **Students may not create, send, access, or download material that is abusive, hateful, harassing, or sexually explicit.**
- The creation of false online identities in order to mislead or cause malice is prohibited.

Social Networking Guidelines

- **Access to social media sites such as Facebook, Instagram, and the like are strictly prohibited.**
- **School personnel and students will not contact each other via technology for non-educational purposes which includes texting, social media, or personal e-mails.**

Copyright and Plagiarism

- Copyrighted materials, trade secrets, proprietary information or other protected and controlled material may not be stored, downloaded, distributed, or transferred using the pilgrimluth.org domain. Transmission of any material in violation of any U.S or state regulation is prohibited.

Security Guidelines

- Users may 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.

Section 4. No Expectation of Privacy

No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on services or hard drives of individual computers will be private. **Pilgrim Lutheran Church and School Administrators or individuals designated by the Administrator may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. Pilgrim Lutheran Church and School Administrators will monitor online activities of individuals who access the Internet via a Pilgrim Lutheran Church and School owned device.**

- All files stored on pilgrimluth.org domain are not confidential and may be viewed by Pilgrim administrative staff at any time.
- All files created by the student are owned by Pilgrim Lutheran Church and School.
- Inappropriate materials stored on the pilgrimluth.org domain can and will be removed without prior notification. This includes, but is not limited to: copyrighted material, threatening or obscene material, inappropriate music, images or infected files.

Section 5. Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other

appropriate disciplinary action. **Violations of local, state or federal law may subject students or staff to prosecution by appropriate law enforcement authorities.** Any violation of this technology use agreement should be reported immediately to a Pilgrim Lutheran Church and School teacher, staff, or administration. Accounts can be terminated immediately without consultation of the student.

Section 6. Termination of Student Accounts

Student accounts will be removed 2 weeks after graduation or at such a time as we know the students will not be returning. Once accounts are fully deleted from the system they will not be restored.

Section 7. Student Agreement

I have read the **Pilgrim Lutheran Church and School Technology Policy** and agree to promote this agreement within the ministries and mission of the school. I agree to follow the policy set forth in the **Pilgrim Lutheran Church and School Technology Policy**. I also agree to adhere to the following related technology use guidelines in addition to the general acceptable use policy:

1. All programs, computer settings, and passwords will be installed and assigned by a technology specialist. As a student, I will not remove, install, or change these items in any way.
2. I understand that I must be trained in the use of computers and software prior to use.
3. I will notify a computer specialist if a problem occurs with the computer or if software fails to function properly.
4. I understand that all software used is licensed to Pilgrim Lutheran Church and School and will be removed from the computer if my enrollment at Pilgrim Lutheran Church and School is terminated.
5. I understand that students who fail to follow the Pilgrim Lutheran Church and School Acceptable Use policy could lose access services to Pilgrim Lutheran Church and School's computer network.
6. I have read, understand, and agree to follow the Pilgrim Lutheran Church and School Technology Policy.

Parents Please Fill This Out and Return to Pilgrim Lutheran Church and School.

I authorize _____ to have network/Internet access privileges.
Student's Legal Name

I **DO NOT** authorize _____ to have network/Internet access privileges.
Student's Legal Name

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____
