



# Acceptable Use Policy

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Immanuel Lutheran School

Department of Educational Technology

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## Premise

Technology is a gift from God to His people on earth. As such it is our duty to use this gift wisely for the advancement of His kingdom and to bring Him glory. Immanuel Lutheran School realizes the blessings our God has given us through technology and we have a commitment to empower our students to use this gift in keeping with our Christian faith. We pray that God will grant us grace and bless our efforts to educate our students in this way.

Technology in our modern world is dynamic and continues to expand at an ever-increasing rate. Immanuel Lutheran School believes that this technology is an important part of every student's life. We further believe that our students must be educated to manage technology according to a Christian perspective and be enabled to adjust to changes in technology as they occur.

## Purpose of this AUP

This acceptable use policy (AUP) is designed to protect our users, technology systems, and Immanuel Lutheran School from inappropriate or unlawful use, objectionable material, or other acts that may be damaging or harmful.

Use of the computers and technology at Immanuel Lutheran School is considered to be a privilege. Privileges come with responsibilities. Users of our computer system will maintain their privileges by complying with Immanuel Lutheran School's AUP as stated herein. Users will be required to complete and sign the agreement form, which will be kept on file at Immanuel Lutheran School.

## Acceptable/Unacceptable Use Defined

### 1. Educational Purpose

- a) Immanuel Lutheran School's computer system has been established for educational purposes. This includes instructional lab activities, class activities, individual school related use, and programs designed for the community.
- b) Immanuel Lutheran School's computer system has not been established as a public access service or public forum. We reserve the right to restrict any material users access or post through our system. The system may not be used for commercial purposes (i.e. offering, providing, or purchasing products or services), nor may it be used for any kind of political lobbying or campaigning.

- c) All apps or websites that may resemble 'gaming' and used by students for curriculum extension activities must have prior approval from the Director of Educational Technology; determination of usage approval will be made based on alignment with Indiana academic standards. Students are not to use school issued devices for gaming, YouTube videos, or social media.
- d) Individuals must not attempt to modify technology resources, utilities, and configurations, and/or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering systems, either with or without malicious intent. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy. Use of proxies are strictly prohibited!

## 2. Internet Access

Users have access to the capabilities of Immanuel Lutheran School's Internet connection through classroom computers, mobile labs, or the computer lab as provided hereafter.

- a) Faculty and staff have unlimited Internet access and are expected to abide by the guidelines of this AUP. Staff mailboxes are established under the same conditions.
- b) Students and other users have limited access to the Internet. This means that these users are only allowed to connect to the Internet through a web filter if a qualified instructor or other authorized adult is present to supervise the online session.
- c) Other users may establish e-mail accounts or personal web pages only by permission of the Immanuel Lutheran School network administrator.

## 3. Personal Safety

- a) Any student work published by Immanuel Lutheran School via the Internet will include only the student's first name and last initial.
- b) Personal contact information (addresses, phone numbers, and email accounts) will not be given out by Immanuel Lutheran School to any unauthorized person or group. We expect our users to respect this policy as well.
- c) Any personal safety concerns should be taken to the network administrator or other school authority.

## 4. Security

- a) Immanuel Lutheran School's computer system includes hardware "firewall" to prevent unauthorized access into or out of our system. This presents a measure of security; however, it is not guaranteed to prevent such unauthorized access.
- b) Any individual accounts are the responsibility of the user. The user should maintain personal account security by not giving out usernames or passwords. If you forget your password, contact the network administrator and a temporary password will be assigned.
- c) If you encounter a security problem, please notify the network administrator immediately.
- d) Downloads from the Internet (other than email) may only be done with the permission of the network administrator. No other authority can grant this permission.

## 5. Unauthorized Activities

Immanuel Lutheran School's computer system may not be used:

- a) To access another person's materials, information, or files without permission.
- b) To access, upload, download, distribute, or transmit pornographic, obscene, abusive, or sexually explicit language or material.
- c) To download unauthorized content or pictures
- d) To violate any local, state, or federal statute.
- e) To vandalize, damage, or disable the property of another person or organization.
- f) To violate copyright or otherwise use another person's intellectual property without his or her prior approval or citation.
- g) For commercial or for-profit purposes.
- h) For extensive personal and/or private business.
- i) For product advertisement.
- j) To access chat rooms except for directly supervised research projects.

- k) To subscribe to or solicit information which incurs a cost.

Users engaging in any illegal activities will be reported to the proper authorities and their computer privileges will be immediately terminated.

## **6. Internet Etiquette**

The following restrictions apply to public messages, private messages, and material posted on web pages hosted through the Immanuel Lutheran School computer system.

- a) Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language will not be tolerated.
- b) Engaging in personal, prejudicial, or discriminatory attacks or any other form of harassment is unacceptable.
- c) You may not post or forward chain letters, or engage in sending annoying messages to large groups of people ("spamming").
- d) You may not post private information about another person or entity.

## **7. Plagiarism and Copyrights**

- a) You may not take ideas, writings, or images of others and present them as if they were yours. This is plagiarism and is not acceptable. In many cases it is illegal.
- b) Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, users should follow the expressed requirements.

## **8. Inappropriate Material**

- a) Immanuel Lutheran School's computer system may not be used to access, upload, download, distribute, or transmit inappropriate material. This includes, but is not limited to obscene, profane, or pornographic material, and any material that advocates illegal acts, violence, or discrimination toward other people. The network administrator and parental consent in the case of a minor may grant special exceptions to this policy for the purposes of research.

- b) If a user inadvertently accesses inappropriate materials, they should immediately inform their supervisor or the network administrator.
- c) Parental guidance is expected in instructing their children if there is additional material they feel is inappropriate. Immanuel Lutheran School fully expects students to follow the instruction of their parents in this matter.

## **Rights**

### **1. Free Speech**

Your right to free speech as set forth in the policy handbook of Immanuel Lutheran School and this AUP also applies to your communication on the Internet. Immanuel Lutheran School's computer system is considered a limited forum (similar to a school newspaper) and Immanuel Lutheran School reserves the right to restrict your speech for valid educational reasons.

### **2. Search and Seizure**

- a) Users should expect limited privacy in the contents of personal files on Immanuel Lutheran School's computer system. The situation is similar to the rights students have in the privacy of their lockers.
- b) Routine maintenance and monitoring of Immanuel Lutheran School's computer system is necessary.
- c) An individual search may be conducted if there is reasonable suspicion that a user has violated this AUP, the Immanuel Lutheran School policy handbook, or the law.
- d) Parents have the right to request to see the contents of a student's computer files or any emails.

### **3. Due Process**

- a) Violations of this AUP may result in punitive measure including, but not limited to restriction, withholding, or termination of computer privileges, suspension, or expulsion.



- b) Immanuel Lutheran School will fully cooperate with local, state, and/or federal authorities in any investigation related to illegal activities conducted through the computer system.
- c) Any violation that includes a violation of other school policies will be handled in accordance with Immanuel Lutheran School's policy handbook.
- d) In the event that a claim of violation of this AUP or other related claim, the user will be notified in writing. In the case of a minor, parents will be notified as well. Opportunity for a hearing in the case of a claim will be presented as set forth in the Immanuel Lutheran School policy handbook.

### **Limitation of Liability**

While it is Immanuel Lutheran School's intent to provide Internet access in order to further our goals and objectives, we realize that users may find ways to access other material as well, whether intentionally or inadvertently. Immanuel Lutheran School has employed technological hardware ("firewall") and filtering software to restrict inappropriate access and will provide supervision for students using the Internet. Immanuel Lutheran School makes no guarantee, expressed, or implied, that these techniques will insure compliance with this AUP or the policies as set forth in the Immanuel Lutheran School policy handbook.

Immanuel Lutheran School makes no guarantee that the functions or services provided through our system will be error-free or without defect. Immanuel Lutheran School will not be responsible for any damage a user may suffer, including but not limited to, loss of data or interruptions of service. Immanuel Lutheran School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Immanuel Lutheran School will not be responsible for financial obligations arising from the unauthorized use of our system.

### **Responsibility**

Technology is a gift from God to His people on earth. As such it is our duty to use this gift wisely for the advancement of His kingdom and to bring Him glory. Sometimes it is a temptation to try and do something unacceptable with technology because you feel like you cannot get caught. This does not make it right to do so. Immanuel Lutheran School expects our users to act in a way that is pleasing to God and brings Him glory.





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# Acceptable Use Agreement

I understand and agree to abide by Immanuel Lutheran School's acceptable use policy (AUP). I further understand that any violation of this policy is unethical and may constitute a criminal offense. I understand that if I commit an act of violation, my use of the Immanuel Lutheran School computer system may be restricted or denied, and any privileges may be revoked. I understand that student users are subject to Immanuel Lutheran School's discipline code as set forth in the policy handbook.

User's Name: (please print) \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

***Please complete the parental consent section below for users under age 18.***

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## Parental Consent

\_\_\_\_\_ I give consent for my child to have full access to Immanuel Lutheran School's computer system.

In consenting to access for my child, I understand that this access is designed for educational purposes. I understand that Immanuel Lutheran School has taken precautions and set safeguards in place as stated in this AUP. I further realize that it is impossible for Immanuel Lutheran School to completely restrict access to controversial materials and I agree not to hold Immanuel Lutheran School responsible for materials, or financial obligations acquired through the Immanuel Lutheran School network.

I certify that the information on this form is correct.

Parent Signature: \_\_\_\_\_