



COMPUTER USAGE HANDBOOK, PROCEDURES AND INFORMATION

*Oak Grove Lutheran School • Fargo, North Dakota
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OAK GROVE LUTHERAN SCHOOL COMPUTER PROGRAM

The purpose of the Computer Program at Oak Grove Lutheran School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future; the learning tool of these twenty-first century students is laptops, desktops, iPads, and BYOD's. BYOD is Bring Your Own Device (iPhone, iPad, Droid, Kindle, etc) The individual use of computers and BYOD's is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace.

At the high school and middle school level, laptops, desktops and BYOD's encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with these devices integrates technology into the curriculum anytime, anyplace.

Oak Grove Technology Vision Statement: *Oak Grove Lutheran School is committed to academic excellence as a means of nurturing a life-long learning journey. The integration of technology supports students, faculty, and administrators as they learn research, collaborate, problem-solve, and communicate effectively with the Oak Grove community, the local community, and around the world.*

Oak Grove Objectives – Technology Integration will:

1. Allow **Student Accessibility** to technology as a tool for learning and processing/analyzing of information
2. Be used as an **Organizational Tool** for students, parents and faculty.
3. Allow students to do **Project-Based Assignments** that encourages Higher Order Thinking (HOT) Skills.

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The policies, procedures and information within this document apply to all tablet computers used at Oak Grove Lutheran School, including any other device considered by the Principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

1. PASSWORD PROTECTION AND PRINTING

Password Protection

Students are expected to password protect their logins by setting a start-up password and keeping that password confidential. The student's Oak Grove windows username will be assigned to each student prior to computer usage. This username (and password) should be used only by this student and used anywhere access to the Oak Grove network is required.

Printing

Students may use printers in (or near) the classrooms, the library, and Technology Center with teachers' permission during class or breaks.

2. MANAGING YOUR FILES & SAVING YOUR WORK

2.1 Saving to the Home Directory (H drive)

Students will be logging onto the Oak Grove domain in order to back up their work. Students will have their own user account and folder on the server with ample space to back up any school-related work.

Additional folders in the *Home Directory* may be created or added by the student. All student work should be stored in one of the *Home Directory* folders.

Only files stored in the *Home Directory* will be automatically backed up and saved. Student work saved to the computer's hard drive or to a different location on the computer or BYOD will not be saved to the school server.

2.2 Saving to Removable Storage Devices

Students should also backup all of their work at least once each week using removable file storage. Although, totally optional, this is a great way to make sure that documents are properly maintained and not lost. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. *Computer malfunctions are not an acceptable excuse for not submitting work.*

3. SOFTWARE INSTALLED ON LAPTOPS AND DESKTOPS

➤ Originally Installed Software

- The software originally installed by Oak Grove must remain on the laptops and desktops in usable condition and be easily accessible at all times. All laptops and desktops will have Windows 8 installed and additional software installed will include:
- Adobe Acrobat Reader
 - Microsoft Internet Explorer
 - Microsoft Office Professional 2013 including Word, Excel, PowerPoint, Outlook, Publisher, Accounting Express, Access, Groove, OneNote, and InfoPath
 - Microsoft Essentials
 - MalwareBytes Pro
 - Windows Media Player
 - Windows Movie Maker
 - SMART Notebook (*for interaction with SMART Boards in various classrooms*)
 - TrendMicro Antivirus

From time to time the school may add software applications for use in a particular course..

SECTION B: GENERAL COMPUTER INFORMATION (FOR GRADES 6-12)

Section B (Parts 8-9) is for all students in grades 6-12. All students must understand what acceptable use of Oak Grove Lutheran School Technology is.

4. ACCEPTABLE USE

4.1 General Guidelines

Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Oak Grove Lutheran School.

Students are responsible for their ethical and educational use of the technology resources of Oak Grove Lutheran School.

Access to Oak Grove Lutheran School's technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.

Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology

administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with Oak Grove's Student Handbook.

4.2 Privacy and Safety

Do not go into chat rooms or send mass emails without permission.

Do not open, use, or change computer files that do not belong to you.

Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.

Remember that storage *is not* guaranteed to be private or confidential. This includes, but is not limited to: laptops, desktops, iPad's, home directory(H drive), BYOD and Oak Grove email accounts.

If a user inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an assistant principal immediately so that such sites can be blocked from further access. *This is not merely a request; it is a responsibility.*

Website protection on computers is controlled by Oak Grove only at Oak Grove.

4.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. *Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or staff member.*
- Plagiarism is a violation of Oak Grove's Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the consequences outlined in Oak Grove's Student Handbook. Violation of applicable state or federal law, including the North Dakota Century Code, Computer Crimes, will result in criminal prosecution or disciplinary action by Oak Grove Lutheran School.

4.4 E-mail

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.
- If provided with an Oak Grove email account, this e-mail is subject to inspection by the school.

4.5 Internet

It is to be understood that the use of blocked or inappropriate sites on campus is prohibited, including, but not limited to the sites of social networking such as Twitter and Facebook. Although there may not be any harm in using these sites when used properly, it has been found that a considerable amount of school time has been spent on these sites.

A student should be conscious of what information is being shared through the Internet and who they are sharing it with. When filling out online forms or browsing through sites, one should be aware of their privacy and what information is transmitted. This includes sharing the information of others without their permission. This includes both recreational sites and work or school related sites.

If objectionable information is found, whether inappropriate sites or content that could harm others at Oak Grove, a student should report this to the appropriate individuals immediately. According to the Children’s Internet Safety Act, the Oak Grove Lutheran School, upon receiving internet access, is required to certify yearly that internet safety policies provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

4.6 Consequences

The student in whose name a system account is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of this Computer Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Oak Grove Student Handbook.

Electronic mail, network usage, and all stored files shall *not* be considered confidential and may be monitored at any time by designated Oak Grove staff to ensure appropriate use. Oak Grove cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the State of North Dakota; proper authorities will be given access to their content.

9. COMPUTER TECHNICAL SUPPORT

The Technology Help Desk is in the *InterceptEFT Technology and Media Center* (Technology Center) located on the first floor of the Arvid Benson Hall and coordinates the repair work for computers, projection units, phones, printers, Surfaces and iPads. Services provided include the following:

- Hardware maintenance and repairs for all listed
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Virus removal

- 1. What has the school done to help prevent students from going to inappropriate sites?**
Oak Grove has a software product within our firewall which is designed to help monitor all Internet sites that students attempt to access. Certain sites are automatically blocked from access, and the list is always growing and changing. If a student accidentally brings up an inappropriate site, it is expected that this student will report this activity immediately to the teacher, school administrator, or technology director. **Student emails that the firewall deems as offensive, profane, threatening, pornographic, obscene, or sexually explicit materials, are forwarded to the Director of Technology without notice to the student. If found necessary the email will be forwarded to the appropriate principal for disciplinary action.**
- 2. Are computers and BYOD subject to school “snooping;” what if they bring their computer in for repairs and “objectionable data” is detected?** Oak Grove will monitor all files and activity on the network. Inappropriate material on computers should be reported to the classroom teacher, principal, or Help Desk immediately upon identification. Students who have “objectionable data” on a school computer but have failed or chosen not to report it, will be referred to the Principal’s Office.

APPENDIX A: USE OF TECHNOLOGY RESOURCES POLICY

Purpose: Oak Grove Lutheran School is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of Oak Grove’s technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of Oak Grove Lutheran School.

Definition – Technology Resources: Oak Grove Lutheran School’s technology resources include, but are not limited to, the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations: The use of Oak Grove’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by Oak Grove is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at Oak Grove. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. Oak Grove’s Student Handbook shall be applied to student infractions.

User Terms and Conditions:

The use of Oak Grove's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Oak Grove along with State & Federal regulations. In compliance with federal law, the school shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school. The Director of Technology may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:
 - a. Computer Violations:
 - i. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - ii. Downloading or transmitting multi-player game, music, or video files using the school network.
 - iii. Vandalizing, damaging, or disabling property of the school or another individual or organization.
 - iv. Accessing another individual's materials, information, or files without permission.
 - v. Using the network or Internet for commercial, political campaign, or financial gain purposes.
 - vi. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
 - vii. Promoting or soliciting for illegal activities.
 - viii. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
 - ix. Violating copyright or other protected material laws.
 - x. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
 - xi. Intentionally wasting school resources.
4. Oak Grove Lutheran School does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
5. Any security or equipment problems arising from the use of technology resources must be reported to the Technology Help Desk or School Administration.

- a. Only labels or stickers approved by Oak Grove Lutheran School may be applied to the computer.
- b. Computers that malfunction or are damaged must first be reported to the Computer Help Desk located in the Technology Center. The school will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

APPENDIX B: HIGH/MIDDLE SCHOOL STUDENT/PARENT COMPUTER USE AGREEMENT

1. I will keep food and beverages away from any computers because they may cause damage to the computer.
2. I will not disassemble any part of any computers or attempt any repairs.
3. I will use school computers in ways that are appropriate and educational.
4. I will not place decorations (such as stickers, marks, etc.) on the school's computers.
5. I will report any inappropriate activity (websites, music, photos, etc) that shows up on my computer immediately to the Principal to avoid potential consequences.
6. I will follow the policies outlined in the *Computer Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
7. I will not store personal videos, games, pictures, or music on the computers or on the school's network (H: drive).
8. I understand that the use of Oak Grove's technology resources (ex: laptops, iPads, computer lab, internet, and servers) are a privilege and not a right. I realize that suspension of computer privileges for a length of time as deemed appropriate by the Principal will be mandated when above rules are broken.

Consequences:

1st offense – Office intervention or 5 day computer and/or user account suspension

2nd offense – 10 day computer and/or user account suspension

3rd offense – Computer and/or user account suspended for remainder of semester or not less than 10 days.

a. Computer Network Violations:

- i. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- ii. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- iii. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- iv. Creating, uploading, or transmitting computer viruses.
- v. Attempting to defeat computer or network security.

Consequences: Suspension of computer and/or user account, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

- b. Unlawful Computer Usage: Any use of Oak Grove technology that results in unlawful activity, which includes, but is not limited to threats, violence, terrorizing, cyber bullying, may result in severe consequences. This may include, but is not limited to suspension of use of all technology devices, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

I have read and understand and will comply with the computer policies, procedures and information handbook.

Student Name: _____ (Please Print) Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PLEASE NOTE: This form is to be signed and returned to High School Office before a student will receive access to the Oak Grove network (login account). Failure to comply to the terms of this agreement will warrant consequences and loss of technology privileges as outlined in the family handbook.

APPENDIX C: ELEMENTARY SCHOOL STUDENT/PARENT COMPUTER USE AGREEMENT

1. I will keep food and beverages away from any computers because they may cause damage to the computer.
2. I will not disassemble any part of any computers or attempt any repairs.
3. I will use school computers in ways that are appropriate and educational.
4. I will not place decorations (such as stickers, marks, etc.) on the school’s computers.
5. I will report any inappropriate activity (websites, music, photos, etc) that shows up on my computer immediately to the Principal to avoid potential consequences.
6. I will follow the policies outlined in the *Computer Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
7. I will not store personal videos, games, pictures, or music on the computers or on the school’s network (H: drive).
8. I understand that the use of Oak Grove’s technology resources (ex: laptops, iPads, computer lab, internet, and servers) are a privilege and not a right. I realize that suspension of computer privileges for a length of time as deemed appropriate by the Principal will be mandated when above rules are broken.

Consequences:

1st offense – Office intervention or 5 day computer and/or user account suspension

2nd offense – 10 day computer and/or user account suspension

3rd offense – Computer and/or user account suspended for remainder of trimester or not less than 10 days.

c. Computer Network Violations:

- i. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- ii. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- iii. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- iv. Creating, uploading, or transmitting computer viruses.
- v. Attempting to defeat computer or network security.

Consequences: Suspension of computer and/or user account, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

d. Unlawful Computer Usage: Any use of Oak Grove technology that results in unlawful activity, which includes, but is not limited to threats, violence, terrorizing, cyber bullying, may result in severe consequences. This may include, but is not limited to suspension of use of all technology devices, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

I have read and understand and will comply with the computer policies, procedures and information handbook.

Student Name: _____ (Please Print) Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PLEASE NOTE: This form is to be signed and returned to Elementary School Office before a student will receive access to the Oak Grove network (login account). Failure to comply to the terms of this agreement will warrant consequences and loss of technology privileges as outlined in the family handbook.