

# **Oak Grove Lutheran School: Acceptable Use Policy for Technology**

---

## **Vision and Purpose:**

Oak Grove Lutheran School believes that the appropriate implementation of technology plays a vital role in the education of our students. By introducing technology into our K-12 curriculum, we can ensure students:

- o Engage actively in their learning, taking an active role in analysis and production of information
- o Collaborate with students, teachers, parents, community members, and people throughout the nation and world through interactive capabilities and opportunities
- o Take ownership of their learning opportunities, connecting them to learning in a meaningful manner

## **To the student:**

Your personal learning device, whether provided by the school or purchased personally, including but not limited to personal laptops, phones, AirPods, Apple Watch, etc, is to be used for responsible educational purposes and innovation. You are expected to participate with your school provided device in classes, unless otherwise authorized by administration to utilize a personal device. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Oak Grove Lutheran School along with teachers' classroom policies. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.

## **To the parent:**

With a significant investment in education technology and infrastructure, your student will be exposed and trained to utilize technology as a tool and resource in order to enhance their learning. We encourage your student to be innovative with the technology devices provided during the school day. We also encourage you to support your student in learning to use new technology, ask questions, and have them teach you what they are learning. In compliance with federal law, the school shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the users in the school environment.

## **Ownership**

Oak Grove Lutheran School retains sole right of possession of each device and school provided account and related equipment. Oak Grove Lutheran School grants permission to students to use the technology provided according to the expectations contained in this document. In addition, Oak Grove Lutheran School staff and administration retains the right to collect and/or inspect devices at any time, including via remote access and to alter, add, or delete installed hardware or software.

## **Expectations:**

### **Students will:**

- LOG IN with their personal Username/password, unless otherwise instructed by teachers
- Access the system for educational purposes only during school hours, including printers
- Use computers for learning, research, innovation, collaboration, and creativity
- Keep passwords and personal information confidential

- Use appropriate language and be respectful of others
- MUTE sound with headphones, AirPods, etc. use only with teacher permission

**Students will NOT:**

- Damage computers, computer systems, or computer networks
- Use another's password or represent oneself as another, including trespassing into another's files, work, or folders
- Load or use unauthorized games, programs, files, or other electronic media
- Create, send, share, access, or download material which is abusive, hateful, threatening, harassing, or sexually explicit
- Alter, add, or delete any files that affect the configuration of a school computer
- Conduct any illegal activity, including infringement on copyright laws
- Access the data or account of another user (this is considered vandalism)
- Copy any school software (this is considered theft)
- Record staff or students without their consent or knowledge, including the use of webcams, laptops, Chromebooks, cameras, phones, or any other digital device
- IM or Chat during class, with any device unless relative to academic related expectations set forth by teachers
- Put mobile devices and phones not owned or managed by the school on the school's network. They must be on the Guest Network.
- Create/Use Mobile Hot Spots of any kind (this is against CIPA regulations requiring all school devices to be adequately filtered)

**Use and Care of Devices:**

Proper care of all devices is necessary to allow for the maximum life of the device. Students are responsible for the general care of the devices they are using. Devices that are broken or fail to work properly must be reported to a teacher immediately. Students should avoid intentionally wasting school resources, including but not limited to the use of Internet bandwidth, internal network bandwidth or printing resources.

**Carrying the Device:**

The school's device should be carried with the screen closed and with care in both hands of the person moving the device. Never lift or carry the device by the screen. Under no circumstances should a device be left unattended. Any device left unattended is in danger of being broken, and technology privileges may be suspended or revoked for students who leave equipment in an unsupervised situation.

**Screen Care:**

Clean the screen with a soft, dry, antistatic or microfiber cloth. Screens can be damaged by cleaning too harshly. Be careful. Leaning on the top of a device with the screen closed can result in screen breakage. Likewise, do not put anything between the screen and the keyboard when closing the device. This could result in screen breakage.

**Battery Life:**

In an effort to have as much battery life as possible, students should be sure to properly shut down all devices before putting them away. Putting away a device should include putting the device in its cart and plugging it

in, so it is ready for the next student to use it. Students should also close the device when not in use to conserve battery life.

**No food or drink should be around the device at any time.**

**Damages:**

Vendors warrant the devices from defects in materials and workmanship for a limited time. This limited warranty covers normal use, mechanical breakdown, or faulty construction and may provide replacement parts necessary to repair the device or provide a device replacement. The warranty does not protect against damage caused by misuse, neglect, or abuse. While the Technology Fee does pay for some small wear and tear issues, it will not pay for negligence or damage on a large scale. Students/Parents will be entirely responsible for the cost of repairs to computers damaged by negligence or intentional damage.

**Consequences:**

Students who violate the Oak Grove Lutheran School Acceptable Use Policy are subject to consequences. Consequences are determined based on the severity of the violation. These may include, but are not limited to detentions, suspension of technology privileges, or referral to law enforcement authorities, depending on the violation or degree of severity of the computer misuse. Students who violate the rules may also lose access to devices for a period of time. Serious violations will result in the students’ use of technology to be restricted or revoked.

**Student Use Contract**

**Directions:**

After reading the Oak Grove Lutheran School Acceptable Use Policy (AUP), please complete this form and indicate that you agree with the terms and conditions outlined. The signatures of both the student and the parent/guardian are mandatory before access to devices may be granted. The attached document reflects the entire agreement and understanding of all parties.

As a user of the Oak Grove Lutheran School computer and computer network, I have read and hereby agree to comply with the Acceptable Use Policy and Procedures.

Computer Homeroom Teacher Name: \_\_\_\_\_ Your Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

**Parent or Guardian:**

As a parent/legal guardian of the student signing above, I have read and agree to the Acceptable Use Policy. I understand that some materials on the internet may be objectionable; therefore, I agree to accept responsibility for advising my child, and conveying to her/him appropriate standards for selecting, sharing, and/or exploring information and media. I understand and agree that it is necessary for school personnel to supervise student use of this form of technology and support their efforts to ensure appropriate use.

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

Parent Printed Name: \_\_\_\_\_