Acceptable Use Policy
for using technology at CCLS

Christ Community Lutheran School

Philosophy for the Use of Technology

We believe that technology is a tool for communication, for problem solving, and for academic achievement. Technology does not end with itself, but is used by students, parents, staff, and the entire school community to access information in the school, the community, and the world. Technology tools are used by students to learn grade level and course content based on Christ Community Lutheran School adopted curriculum standards. As in the real world, students use technology to work on challenging, real-life topics, to present their conclusions to important questions, and to defend and clarify their thinking. All technology tools are used in support of the vision of Christ Community Lutheran School to minister to real people in a real way.

Technology at Christ Community Lutheran School

CCLS values the integration of technology as learning tools at all levels and ages. We strive to continuously evaluate the effectiveness of use in the classroom as we seek the best tools. Interactive whiteboards (SMART Boards) and digital projectors are in every classroom. Response systems, Apple TV's, and other interactive tools are used in most classrooms. We value that our learners use a variety of tools to engage in the learning process so that they become effective users across platforms. Therefore, we maintain mobile carts with Chromebooks and iPads at the early childhood and elementary levels for all students' use. Mobile iPad carts are available in the middle school in addition to the 1:1 Chromebook program initiative adopted in 2016. We rely heavily on the cloud and Google Drive.

Internet Acceptable Use Policy

Christ Community Lutheran School believes the internet is a resource that the school and students should positively utilize. There is no simple technological solution to the problem of keeping children safe online. One factor in internet safety is to ensure appropriate supervision. The CCLS staff is aware of the issues surrounding internet access and the need for appropriate supervision. CCLS will filter internet content using Open DNS. The school cannot control internet access by pupils using their own devices with separate internet access (for example, smart phones). However, the school does regard any access of inappropriate material on school property or during school hours to be a disciplinary matter. Parents have the responsibility to be aware that there may be risks associated with Internet access and the steps the school is taking to address these issues. Parents will also wish to ensure safe use of the Internet in the home. Following are wise guidelines for students using the internet no matter the location:

- Let your online behavior be an example for others, and reflect the values and beliefs we share as followers of Jesus.

    > [8]*Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.* [9]*Whatever you have learned or received or heard from me, or seen in me—put it into practice. And the God of peace will be with you. (Phil 4:8-9) (NIV)*

- Respect the rights and property of others.

    - ➢ If you use someone else's writing, video, images, or sounds be sure to get permission and/or give them credit.
    - ➢ Don't log on to someone else's account, even if they give you permission. Watch out for the safety of others.
    - ➢ If you discover someone else's password, let them know and encourage them to change it.

- Never pretend to be someone else while online.
- When communicating online using instant message (IM), e-mail, discussion boards, chat, or text message, remember to always be respectful. Use your words to build others up. Do not be mean, or hurtful.

● Protect yourself. Not everyone online shares your values and beliefs. There are people out there looking to take advantage of you or maybe even harm you, so protect yourself while online.

- Protect your passwords. Do not share them with others.
- When you are posting something that could be viewed publicly, never give out any personal information that could let someone you don't know be able to find you.
- If inappropriate material should appear on your computer screen, tell an adult immediately.
- If someone sends you inappropriate material, tell an adult immediately.
- Do not communicate with a stranger. If you are contacted by an unfamiliar user, tell an adult immediately.

CCLS Network

Students and staff may use the school network for educational purposes. Access to the network is a privilege that may be revoked at any time for inappropriate conduct. Users of Christ Community Lutheran School should have no expectation of privacy when using our technological resources.

Email
- The school reserves the right to search and read email as deemed necessary.
- Email during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their email.
- Email services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate email is allowed including derogatory, obscene, or harassing messages. Email messages of an abusive or harassing nature will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's email account without first receiving explicit permission from the account holder.
- Email etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.
- School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.

Instant messaging
- Messaging (e.g., texting, iChat, AIM, gTalk, Skype, Facetime) is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Participation in chat rooms during school hours is prohibited, except as part of an assigned, in-class activity.

Audio and Video
- Audio on all devices should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted during class, without the permission of the teacher.
- The use of devices to watch movies and videos is not permitted during the school day.
- Any audio or video recording may be conducted only with prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited.

Games
- Games are not permitted during school hours except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school computer.
- Screen savers that include gaming components are not allowed.

iPads, Chromebooks, & Other Devices
- Devices must not be left unattended at any time. Unattended devices are turned in to the office.
- Devices must be in the student's possession, secured in a locked classroom or computer cart at all times.
- Devices must be carried and transported appropriately. Chromebooks should be closed and carefully carried.
- No food or beverages should be in the vicinity of the devices; consequently, they may not be used in the dining hall during lunch.
- Devices should be handled with respect and care. Inappropriate treatment of the tools is not acceptable.

Network Access
- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Students may not download large files which tax the ability of the school's network to operate efficiently or any other applications that cause serious congestion on the campus network and interfere with the work of others.
- Students may not tamper with network cabling or routing devices installed on campus.

Internet Use & Filtering
- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet, but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, it is the responsibility of the student to notify a teacher as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Privacy, Use, and Safety
- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm; therefore contact with such individuals is considered inappropriate and unsafe.
- Students must secure and maintain private passwords for network/laptop and e-mail use. This is important in order to protect the privacy of each student.
- The school administration has the right to view any files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another computer through the use of their own computer.
- Students are prohibited from using laptops or any computer for acts of cruelty (including mean-spirited e-mails, offensive blogging, cyberbullying etc.).

Use of WiFi Network
Pupils may access the school Wifi network on devices managed by the school.

Mobile Devices
Students found accessing inappropriate material on their own mobile devices such as a mobile phone , iPad, Kindle, etc. may have these removed from their possession for the duration of the school day and may be banned from having them in school. Additional formal action may also be taken as is appropriate.

Cameras
Students should not use cameras (including cameras built into mobile devices) in school without the permission of a teacher. Under no circumstances should cameras be used on the playground, in restrooms, or in other private places.

Social Networking
This section of the policy refers to the use of social media sites such as, but not limited to Facebook, Snapchat, Twitter, Instagram, YouTube, etc. Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under the applicable constitutional protections.

Copyright
Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited. Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Consequences
The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Any violation of Christ Community Lutheran School's Acceptable Use Policy may result in loss of school provided access to electronic information. Consequences will be applied to student misuse of school property, including, but not limited to, the loss of the use of the technology device for an amount of time determined by the administration and the technology department, disciplinary action including suspension and referral for expulsion, and possible legal action. Students with computers or mobile devices containing illegal or inappropriate materials may be subject to having content removed from the device and may be subject to more frequent random checks, and may be subject to having the device re-imaged.* These students may face possible fines because of damage or labor charges.

Christ Community Lutheran School is not financially responsible for any student purchased content lost during the re-imaging process. In the case of repeated iPad or Chromebook abuse and/or damages, the school has the right to revoke the use of the school's technology device. Repeated AUP offenses or laptop abuses may lead to the loss of student privilege to use a laptop or other technology devices on campus. Additional action may be determined by the executive director and principals. Illegal actions are subject to prosecution by local, state, or federal authorities. Christ Community Lutheran School takes no responsibility for activities conducted on school computers or materials stored on computers, laptops, Chromebooks, iPads or the school's network.

Students are required to adhere to all provisions and conditions set forth in this Acceptable Use Policy. Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Christ Community Lutheran School reserves the right to make changes or additions to the acceptable use policy. The most current edition is always available at www.ccls-stlouis.org.

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By signing here, I am acknowledging that I have read, understand, and agree to follow the policies as stated in the Acceptable Use Policy for using technology at CCLS, both at school and away from school. I understand that my bad choices could lead to consequences as outlined in this policy and the school handbook.

CLICK THE APPROPRIATE LINK BELOW TO SIGN THE ELECTRONIC VERSION!

GRADES K-4   GRADES 5-8

_____   _____
student signature   *date*   *parent signature*   *date*