

Reformation Lutheran School

Technology and Internet Acceptable Use Policy

Mission

The mission of the technology program at Reformation Lutheran School is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment, and learning through the integration of technology and curriculum. 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. The Board of Education, faculty, staff, and school community members will all play a key role in the development of effective and high quality educational experiences.

Technology and Internet Acceptable Use Policy

Overview

Access to the Internet is available at Reformation Lutheran School (RLS). There is a wealth of information available through the Internet, and in the light of God's Word, that information can serve to enhance and augment the curriculum in our Christian school. This interconnected World Wide Web can provide students with access to the most recent research and the most up-to-date statistics and opinions. To this end, RLS is providing access to students after their parent or guardian has read, agreed to, and both parents and student have signed the RLS Technology Use Policy. RLS has taken all reasonable precautions to ensure safe access to the Internet. A filter is being utilized to limit access to questionable material. No students will be allowed to use the Internet without adult supervision. However, students may accidentally access less than desirable information. We recommend you and your child have continual discussion on their Internet use at home and at school throughout the year. Our desire is to partner with you in teaching our children Internet habits that reflect our faith in Jesus.

Privileges

Each student accessing the Internet will be trained on the proper uses of the Internet. Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges. We encourage your help in guiding your child to use online services responsibly by reading over this document together. We further recommend continual discussion and monitoring of your child's interaction, learning, and exploration activities throughout the year for both encouragement of good practices and prevention of possible problems. If there is ever a question about your child's interaction with our online services, please contact your child's teacher immediately.

Specific Guidelines

- No student is to be identified over the Internet by full name, photograph, etc. without specific written permission from the parent or legal guardian. If the parent or legal guardian has signed a form provided by the classroom teacher or technology instructor, personal information may be posted in certain circumstances.
- Use of the Internet to defame or demean any person is prohibited.
- Network etiquette: Be polite. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal your personal address or phone number or the personal addresses or phone numbers of others.
- Remember that illegal activities are strictly forbidden.
- Users may not download, nor use, any documents or data that could knowingly cause damage to the school's computer system (ex: viruses).
- Students will not engage in any activity that requires an exchange of money, credit card numbers, or where they enter into an area of service for which the school will be charged an additional fee. Purchases or sale of any kind are prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited on the network.
- The illegal installation of copyrighted software for use on school computers is prohibited. Students are also prohibited from breaking any copyright laws.
- Use of the network to access or process pornographic material, inappropriate text files, files dangerous to the integrity of the network or files that violate our Christian principles is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- RLS shall be the final authority on use of the network.
- Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Technology and Internet Acceptable Use Policy. Violations of the above policies will be communicated to parents and may result in a loss of network access as well as other disciplinary or legal actions.

Google Apps for Education Policy

Introduction

RLS uses Google Apps for Education for students and teachers in classrooms. Students will have Google accounts to allow email, storage of their documents, and presentations online. All stored work will be accessible from home, school, and anywhere there is an Internet connection. Students can access the Google Apps for Education site. Students and teachers will have access to Google Mail, Google Calendar, Google Docs, and Google Sites. Students will not use the Google Chat feature. Students will have training on how to use Google Apps for Education. In addition, RLS has created email accounts for these students to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects. Google Apps is a place for students to safely keep online communication and collaboration documents as they relate to school – school websites, school documents, school videos, school calendars, school email. It is not to be used it for personal things.

Responsible Use Guidelines

Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach. Students will adhere to the RLS Technology and Internet Acceptable Use Policy. All participants will be respectful in their postings and comments. No cyber bullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. All participants must protect their login and password information. If participants suspect that a password has been compromised, they must notify the teacher immediately. No participant may share his/her login information or information about the site with anyone who is not a participant. This includes adding monitoring software or other means by which outsiders can access the site without permission. Any participant who is aware of violations of this agreement by others must report these violations to the teacher immediately, either verbally or in writing.

Responsibility

Copyrighted material that is not cited in any student work will be deemed as plagiarism and disciplined accordingly. Student users are strictly prohibited from accessing documents other than their own unless documents have been shared with them. Students are also prohibited from using the Google Chat feature. RLS reserves the right to access the Google system of user accounts when there is suspicion that unacceptable use has occurred. Access to and use of the student's Google account is considered a privilege. RLS maintains the right to terminate the access and use of their Google account when there is reason to believe that violations of law or school policies have occurred. The alleged violation will be directed to the principal and addressed accordingly.

Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Guideline	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; However, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended; However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

Signature Page

By signing the below, the student and their parent/guardian agree to follow and accept:

- The Internet Acceptable Use Policy
- The Google Apps for Education Policy
- I understand that RLS has taken reasonable precautions to protect users from controversial material
- It is impossible for RLS to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network.
- The Website and Social Media Guidelines.

Print Student's Name _____

Student's Signature _____ Date _____

Print Parent/Guardian's Name _____

Parent/Guardian's Signature _____ Date _____