

## **Computer - Technology Acceptable Use Policy (AUP)**

These policies and guidelines are intended for all users of computer, iPad and network resources at Lutheran High School.

### **General Computer Use Guidelines**

1. LHS requires all faculty, staff, students and parents or official guardian to accept in writing the provisions set forth in the Technology Acceptable Use Policy (AUP) by signing and submitting the Acceptable Use Permission Form (pg.5). The user's device will not be given network access nor will the user receive access to LHS resources, PowerSchool, eBackpack, LHS Wiki Server, until this form is received. The AUP is a guide. Prohibited behaviors and consequences are not intended to be exhaustive. Users are to use good judgement and their Christian standard of ethics to guide their behaviors. LHS reserves the right to sanction any behavior deemed inappropriate by the administration.
2. Each user will be allowed one personal device on the LHS Mobile Network. LHS issued devices are additional to this count.
3. Technology users are responsible for proper use of a computer/iPad and associated resources. Users will be financially responsible for damages to computers/iPads and associated resources, if owned by LHS, caused by negligent, improper, or malicious use.
4. Device users should have no expectation of privacy in the use of their device and network resources provided by Lutheran High School. Computer files and data contained in these files are the property of Lutheran High School.
5. Student data files will not be routinely monitored by LHS personnel. However, access to technology is a privilege not a right. If a student gives any administrator, teacher or staff member cause to believe that they may be participating in prohibited behavior, that student's data files may be searched without student knowledge or permission.
6. Unauthorized use of technology resources include but are not limited to:
  - a. Use which violates federal or state law.
  - b. Unauthorized access (or attempted access) to administrative files, other user files or protected or private computer resources.
  - c. Activities that disrupt normal computer/network use and services including but not limited to propagation of viruses and/or use which ties up network resources so as to limit the access of others.
  - d. Damaging or altering school technology equipment or supplies
  - e. Use of technology resources to produce, transmit, store or display text or graphics which are inappropriate or unlawful information. This includes, but is not limited to any pornographic material, material that is lewd or suggestive, alcohol or drug related, material which disparages a particular race, gender, religion or nationality, or material considered excessively violent in nature.
  - f. Unauthorized use of technology resources for financial, commercial or political gain is prohibited.
  - g. Gaming during school hours.
6. Users may not attempt to circumvent any protective schemes installed on the devices or network at Lutheran High School. (This includes the use of a personal VPN etc...)
7. Misuse of technology resources is subject to disciplinary action according to school policy. Consequences for students may include, but are not limited to loss of all device use privileges, suspension or expulsion from LHS. Loss of school technology privileges will not release a student from responsibility for technology-related work in courses and consequently may also have a negative impact on academic grades.
8. Violation of US or Missouri laws may result in legal action.

### **Software Use Guidelines**

The following applies to all software and data at Lutheran High School, whether owned by the school or owned by a vendor and licensed to the school.

1. The device user is responsible for compliance with all policies and laws regarding the use of software. Ignorance of the rules does not justify their violation.
2. The unauthorized copying of any software and iPad apps licensed or protected by copyright is illegal. All software and iPad apps available for student use are protected by licensing agreements and may not be copied for any use by any user.
3. Users may not attempt to modify any software or iPad apps provided by LHS, including Jailbreaking the iPad OS.
4. No user may install software on any LHS computer without the permission of the LHS Director of Technology.
5. Users may download apps/music through their own personal iTunes account. Personal apps/music are to be obtained legally. Educational apps and usage takes priority over personal usage.
6. Users may not install protective devices or software (e.g.: encryption) to prevent LHS officials from examining data contained in files.

### **Network Use Guidelines**

All users of the school's network must adhere to the following rules. They apply to device hardware, data, apps and programs connected electronically to school network regardless of the location of the device.

1. Users may only use their own computer user ID and password. They may not use another individual's computer ID and/or password, nor can they allow their own computer password and ID to be used by any other individual. Users are responsible for the security of their password. Users may not try to obtain another individual's computer password or log-in name.
2. Users may not attempt to disguise the identity of the computer log-in name and/or password that is being used.
3. Users may not attempt to circumvent data protection schemes or seek security loopholes.
4. Students may not read, monitor, copy, change, or delete another user's files without the permission of the owner.
5. Users may not connect any non-LHS owned computer/iPad to the LHS network without authorization from the LHS Director of Technology.

### **Internet Use Guidelines**

Internet use at Lutheran High School is intended to serve the educational needs of students as they relate to their courses or activities at Lutheran High.

1. Internet service during school hours is intended for academic use and school related activities. Recreational use is permitted after the academic day is over.
2. Teachers will determine appropriate computer/iPad usage for their classrooms. Students must adhere to all classroom rules and restrictions. Student use of the internet is restricted to sites related to the assignment specified by the teacher.
3. iPads are not to be used in the locker rooms or in unsupervised areas. iPads should always be secured. Students should respect their iPad as they would their wallet or purse.
4. When students are not using their iPads, they should be stored in their **locked** locker.
5. Students will not identify themselves by age, sex, or location in any communication over the Internet, nor are they allowed to exchange addresses or phone numbers over the Internet.
6. If personal student information is required to open a school related account or to complete a valid assignment, the teacher will guide students through the disclosure process. Any request for information that has not been validated by the teacher, is to be reported immediately to that teacher.
7. Users of the internet are not allowed to view or download inappropriate or unlawful information. This includes, but is not limited to any pornographic material, material that is lewd or suggestive, alcohol or drug related, material which disparages a particular race, gender, religion or nationality, or material considered excessively violent in nature. Users are expected to demonstrate positive digital citizenship.
8. When using the Internet students will not use or establish codes or passwords which are unknown to the school. All passwords will be provided by the school for student use.

### **Warrant Against Damages**

Lutheran High School makes no warranties of any kind for the computer, iPad, network, and Internet services provided by the school. The school will not be responsible for any loss or damages suffered from loss or delay of data, non-deliveries or service interruptions. Use of any information obtained via the Internet is at the user's risk.

### **Missouri Law**

*Summary of Missouri Law RSMo 1988 569.094-569.099*

A state law makes unauthorized access and interference with computer/iPad systems, computer/iPad data and other computers/iPads illegal.

- Do not attempt to access any computer/iPad unless you are authorized.
- Protect passwords. You are responsible for unauthorized use of your log-in name, as well as for refraining from using someone else's log-in name.
- Accessing private computer/iPad files of others, even if those files are unprotected, is illegal.
- Do not endanger or interfere with the operation of any computer/iPad system.

*Summary of Antibullying Policy - Missouri Law 160.755*

- "Bullying" means intimidations or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reports of such acts.