

**OUR SAVIOR EVANGELICAL LUTHERAN SCHOOL
ACCEPTABLE USE POLICY**

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Preface

Our Savior Evangelical Lutheran School (OSELS) believes that technology is a gift from God to His people. As with any gift, it is our desire to use this gift wisely in order to glorify God and advance His Kingdom. OSELS is committed to empowering our students to use this gift in a way that is in keeping with our faithfulness to Christ.

The use of the computer network and Internet is a privilege, not a right, and in order for students to maintain that privilege, they must follow the guidelines and policies in this Acceptable Use document which have been established to protect students, allow for proper use of the equipment, and ensure the ongoing program. OSELS offers students access to a computer network and Internet for educational purposes only. Our goal in providing this service to our students is to promote educational excellence by helping young people use technology as an important tool for information gathering and sharing. All computer and technology usage must be to further the mission and ministry at OSELS. OSELS will not tolerate the use of any school computer in a way that demeans another person, whether students, teachers, staff, or parents, or treats them in a manner that is contrary to God's Word.

Access to the Internet provides the availability of a wealth of materials designed to educate and enrich. However, it also provides access to material that may not be considered to be of educational value. OSELS will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because OSELS's technology is a shared resource, the filtering/blocking device will apply to all OSELS computers with Internet access. Filtering/Blocking devices are not foolproof, and OSELS cannot guarantee that users will never be able to access offensive materials using OSELS equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by OSELS is prohibited.

The principal, a designee, or the OSELS's technology administrator may disable OSELS's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit OSELS.

Computer Use Policy

1. Students may use computers or the Internet only with the supervision of a teacher, administrator, staff member, or other responsible adult. Supervision means that a responsible adult is present and is actively monitoring the work of the student.
2. Students may work on computers and the Internet only in conjunction with a school project or activity.

3. Students may not change individual computer setting (such as the background, icons, and screen savers) without permission of the instructor.
4. Students may not interfere with the work of a teacher or another student.
5. Students may not intentionally access messages, files, or work of another student or teacher, nor alter any of these in any way. The privacy of other people, whether they are fellow students or teachers, is to be respected.
6. Students may not copy program files except with the approval of the teacher or administrator and under their personal supervision. Students using technology are expected to uphold U.S. copyright law and the Seventh Commandment.
7. Students may use portable storage devices (e.g. flash drives) for transfer of their personal documents for educational use only. No programs, games, etc. may be transferred to school computers without the instructor's consent.
8. Students may not degrade or disrupt the normal function of hardware or software so that the performance of these items is damaged.
9. Students may not use OSEL technology for their own financial or personal gain.
10. Students may not share any personal information of any kind about himself or another person over the Internet, including name, address, phone number, school, or location.
11. Students may not use the Internet to plagiarize another's work. Plagiarism is taking the ideas or writing of others and presenting the work as if it were their own.
12. Students may not attempt to gain any unauthorized access to resources, programs, or on-line sites. Text, images, movies, or sounds that contain obscene material or language that offends or degrades others is not allowed.
13. Students who accidentally access inappropriate information must promptly disclose the incident to their instructor or supervising adult. Students who receive inappropriate messages must promptly report this to the teacher or supervising adult.
14. Students may assume no privacy while using a school computer.

Violations of Policy

Students are responsible for appropriate behavior and adherence to this policy when using computers. Routine maintenance and monitoring of the system will search for unauthorized or inappropriate use. Noncompliance with this policy will result in appropriate consequences, which may include the loss of computer privileges, after-school detention, school suspension, or expulsion. Repairing or replacing equipment damaged through misuse will be the responsibility of the student's parent or guardians.

Agreement with Policy

By signing this Acceptable Use Policy, students and parents agree to abide by the policy.

Student Agreement

I have read, understand, and will abide by the rules stated in the Acceptable Use Policy for Our Savior Evangelical Lutheran School. I understand that computer access is designed for educational purposes and use of computers and the Internet is a privilege, not a right. I understand that any inappropriate behavior or violation of the rules on my part may lead to disciplinary action.

I understand that for my own safety and the safety of my fellow students I will not provide any personal information about myself or others on the Internet, including names, addresses, and/or telephone numbers.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent Agreement

As parent or legal guardian of the student above, I have read, understand, and accept the guidelines outlined in the Our Savior Evangelical Lutheran School Acceptable Use Policy. I grant permission for my son or daughter to have supervised access to the computer network system and the Internet at Our Savior Evangelical Lutheran School. I understand that technology access is designed for educational purposes. I recognize that it is impossible for Our Savior Evangelical Lutheran School to restrict access to all controversial materials, and I will not hold Our Savior Evangelical Lutheran School or any of its personnel responsible for materials acquired on the network. Furthermore, I will support and uphold Our Savior's policies and decisions regarding appropriate usage.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____