Responsible Use Policy for Students
Good Shepherd Lutheran School

1300 Beltline Road
Collinsville, IL 62234
www.gslcs.org

MISSION STATEMENT

The purpose of Good Shepherd Lutheran School is to provide each student with a quality Christian education. We recognize that this begins with the premise that Jesus Christ is our Lord and Savior and in Him we have eternal life. The curriculum and all activities are developed around this premise.

Partnership

It is important to use this initiative to further the partnership between home and school. As we partner together, our goal and prayer is that your child will be better prepared in this "digital world".

Vision

Good Shepherd Lutheran School recognizes that today's students learn and engage in education differently than students of the past. Research and practice have both demonstrated that students learn best when they are actively engaged. Technology engages students. As a leader in academic excellence, Good Shepherd will continue to help our students develop the necessary digital citizenship skills for their future.
Our goal is to engage our students with technology to increase learning. Increasing access to technology is vital for our students' future. Some of the learning tools of these 21st century students are iPads and Chromebooks, which are a means to empower our students to maximize their full potential and prepare them for their future. All technology will be used to create an environment of collaboration, presentation, assimilation, research and reporting.

Policies for Technology

The policies and procedures within this document apply to all technology including iPads and Chromebooks that are used at Good Shepherd Lutheran School. Teachers may set additional requirements for use in their classroom. Access to the Internet at school is subject to the school's content filtering software and all rules and expectations.

Good Shepherd will require all students and parents, or all official guardian, to accept, in writing, the provisions set forth in the Technology Responsible Use Policy by signing and submitting it to the school to keep on file. Technology users are responsible for the proper use of all technology at Good Shepherd. Users will be financially responsible for damages to any technology they are responsible for.

Good Shepherd provides training for use of computers, digital citizenship, and Internet access to promote educational excellence as a basis for personal development through which we can become an effective witness for Jesus Christ and strive to accomplish His will for us. Good Shepherd Lutheran School is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct scholarly research. Good Shepherd Lutheran School provides network access for students, faculty, staff and administration. Our goal is to promote educational excellence by facilitating research, resource sharing, communication and innovation. All network access is expected to support education and research and to be consistent with the educational goals of Good Shepherd Lutheran School. Parents are to monitor use of the iPads/Chromebooks of the Junior High students when not at school.

The use of the network is a privilege, not a right, and inappropriate use or use in violation of this policy will result in disciplinary action. The Responsible Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of Good Shepherd Lutheran School iPads, Chromebooks, and other computers at Good Shepherd Lutheran School. Consequences may include, but are not limited to loss of all usage and privileges or other disciplinary action. Loss of school computing privileges will not release a student from responsibility for computer related work in courses and consequently may also have a negative impact on academic grades. The underlying premise of this policy is that all members of the Good Shepherd Lutheran School community must uphold the values of honesty and integrity; thus, we expect everyone to use good judgment and to utilize technology with integrity.

Social Networking:

- Social networking sites (Facebook, Instagram, Twitter, etc.) are not to be used.
- Using the school e-mail address on social networking sites is forbidden.

- Students will be taught about the possible dangers of social networking for young people as they are taught about Digital Citizenship.

E-Mail:

- Good Shepherd has set up school email accounts (Google) that will be used by the students. These accounts are monitored by their teachers.
- Students are **NOT** allowed to use the school assigned e-mail address to sign up for anything other than school related uses.
- E-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail.
- E-mail services provided by the school are to be used only for school use.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.

Cell Phone Use

- Cell phone use, texting, and etc. should not be used at school while under school supervision.
- Cell phone use may be conducted with teacher's approval.
- Any student with a cell phone at school must have, on file, the cell phone form with a parent's signature.
- Cell phones must be turned off during school hours and kept in a designated location in the classroom.

Network Access

- Students must not make any attempt to access servers or network information that is not open to the public.
- 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.

- Good Shepherd Lutheran School is not responsible for damaged or lost data transferred through our network or stored on Good Shepherd Lutheran School, computers, or on our file servers.

Downloading and Loading of Software/apps

- All installed software must be a legally licensed copy. Additional software installations must be approved by the technology staff.
- The downloading of music files, video files, games, apps, etc. through the school's network is **absolutely prohibited** unless it is a part of an assigned, in-class activity.
- The School reserves the right to remove any installed software/apps that impedes the educational purpose of Good Shepherd.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of sexual or pornographic nature, anti-religious, 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 and neither should the staff.
- Information obtained through the Internet must be properly cited and in compliance with all copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material may be recommended.
- 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 the same as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he or she is to notify the 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.
- Recreational "surfing" or use for any purpose unrelated to academic or school activities during school hours is prohibited.
- Teachers will determine appropriate iPad, Chromebook, and computer 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.
- The use of all technology must follow the school's 'Covenant of Respect'. This includes cyber-bullying, electronic, or written communication.
- Partnership is necessary for the safety of your child. Parents should monitor the sites their child visits when they are at home. Parents may want to place further restrictions on their home access.

<u>iPads and Chromebooks</u>
Students will use the iPads and Chromebooks:
- to organize and track assignments, homework, and class projects.
- to access the Internet to research information needed for class projects
- to learn and demonstrate 'digital citizenship'
- to learn to safely use the Internet as a tool and to discern what is appropriate or not
- to learn the appropriate use school email accounts, Google classroom
- to create presentations
- to use a word processor app for class papers and a presentation app for class projects
- to run a variety of applications to enhance their learning experience in class
- to read electronic books, including some textbooks
- to learn responsibility as they take care of technology devices
- When students are not using their iPads, they should be stored where their teacher instructs them to.
- to bring their iPads/Chromebooks charged to school each day (grades 6-8)
- to conserve on paper use. Since Good Shepherd Lutheran School is encouraging an environment that uses less paper, many papers that relate to different subjects will be in PDF or electronic form so students can put them on the iPad/Chromebooks. When students need to print an assignment, they should talk to their teacher before printing.

Students will not:
- Attempt to modify the iPad/Chromebooks, protective case in any way other than instructed by the administration.
- Share passwords and pass codes with other students

- Apply any permanent marks, decorations, or modifications to the iPad/Chromebooks or the protective case or protective cover.
- Clear or disable browsing history or reset the iPad/Chromebooks or the pass code protection on the device.
- Disable the iPad/Chromebooks or its applications.
- Take the iPads/Chromebooks into the locker room or restroom.
- Use any feature on the iPad/Chromebooks unless instructed to.
- Users may not attempt to circumvent any protective schemes installed on the iPads/Chromebooks.
- Users may not attempt to modify any software or iPad/Chromebooks apps installed by Good Shepherd, including 'Jail breaking' the iPad OS.
- No user may install any personal app on any school iPad/Chromebooks without permission.
- Personal music is not to be put on the school's iPads/Chromebooks.

iPad and Chromebook Security

- iPads and Chromebooks should be in a student's possession or secured in a locked classroom at all times.
- Coaches, teachers and any other adult conducting an after school activity will provide a secure area for the iPads during this activity.

Personal iPads/Chromebooks Policy and Requirements

- iPads/Chromebooks brought from home for use in Junior High must meet the minimum requirements listed in the Personal iPad/Chromebooks Usage Form.
- Students must adhere to all policies and rules at Good Shepherd.
- The family will be responsible to purchase required apps for their personal iPad/Chromebooks.
- Insurance will be available if the family would like to purchase it.
- It is recommended that the iPad/Chromebooks has a protective case.
- Personal iPads/Chromebooks will be set up to access to all accounts used for school purposes.
- iPads/Chromebooks that are misused in the classroom will be subject to being taken by the teacher.
- The school retains the right to check the iPad/Chromebooks for

unauthorized usage during the school day.

The school is not responsible for loss or damage to the personal iPads. The **minimum requirements** *are:*

➤ *New retina display iPad (iPad3), iPad 2 or iPad mini (please make sure the screen is large enough for your child to read text on without straining their eyes) – (minimum size is 16GB)*

➤ *Your family must have an iTunes account that can be used to acquire all required apps. Your child will need to know the password in order to download the apps.*

➤ *Required purchased apps are: Pages and Keynote for 7th and 8th graders.*

➤ *A sturdy case will be needed. It is optional if you wish to use one with a keyboard.*

➤ *Earbuds are required.*

➤ *Students may bring a stylus if they choose to.*

iPad/ Chromebook Care

- Do not eat or drink on or near your iPad/Chromebook.
- Report problems to your teacher immediately.
- Students are responsible for the total care of the iPad that they have been issued. (Grade 6 students)
- The iPads can be cleaned with a microfiber cloth.
- Charge the iPad only with an official apple brand charger and cable a standard wall outlet for your power source.
- Keep the iPad in a well-protected temperature controlled environment when not in use. Do not leave the iPad in a vehicle or location that is not temperature controlled.
- Insert cords and cables carefully into the iPad to prevent damage.
- Never leave iPads in an unlocked locker, unlocked car, locker rooms or any unsupervised area.
- Only use a stylus designed for an iPad.
- Do not put undue pressure on the screen or set heavy object on it.
- Shut down the iPad completely if you are not going to use it for an extended period of time.
- Shut down apps that are running and not being used will prevent a drain your battery.
- If you have accidentally damaged your iPad, please report the damage to your teacher. (Grade 6 students)

- If your iPad has a blank screen, insert the charger and plug it into an outlet. It may just need to be charged. If you still encounter a black screen, try holding the home and sleep buttons together to restart/reboot your iPad. Be sure to hold the buttons for two for at least 10 seconds, perhaps longer. If you still are having a problem, notify the school.
- Only school-approved applications may be installed. The App Store is enabled, however purchases have been disabled, even for free apps. The iPads are all configured with the school's volume Apple ID account, to which students do not have a password. (Grade 6 students)
- Students may not create their own Apple IDs or add any applications to the school iPads.

Privacy 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 are not to provide the e-mail address or other personal information regarding other students, faculty or administration to anyone outside the school without their permission.
- Students must secure and maintain private passwords for network and e-mail use as well as laptop/iPad/Chromebook access. This is important in order to protect the privacy of each user.
- Good Shepherd Lutheran School respects the privacy of every student, faculty, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including violations or harassment, is suspected, the school administration has the right to view these 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, e-mails, bandwidth, and network use.
- The school office should approve all postings of school activities on social media, since some student's pictures are not permitted on these sites.

Conclusion

Computer technology is a gift from God to his people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. Good Shepherd Lutheran School acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our members, families, students, and staff to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance the Christian education that Good Shepherd is able to provide to the members of the Good Shepherd Lutheran School community.

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Student Agreement

I have read, or had explained to me. I agree to follow the policy while using any technology, including Chromebooks and iPads, and accessing the Internet at Good Shepherd. I understand that using Good Shepherd Lutheran School's computers and access to the Internet is only for school related educational purposes. I also understand that the use of these items is a privilege that can be revoked by my teacher if I do not follow the acceptable use guidelines.

Student name: _____

Signature: _____Date: _____

Homeroom teacher _____ Grade _____