Responsible Use Policy
Good Shepherd Lutheran School
1300 Beltline Road
Collinsville, IL 62234
www.gslcs.org

https://www.gslcs.org/student-responsible-policy/

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 and valuable 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. Technology is a tool to prepare students for their future. As a leader in academic excellence, Good Shepherd's vision is to assist our students to develop the necessary digital citizenship skills necessary for making wise decisions while using technology.

Our goal is to engage our students using a balance of traditional methods and supplementing learning with the proper usage of technology. Increasing access to technology is vital for our students' future. Some of the learning tools of these 21st century students 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. Every effort is made to filter and protect out students.

Technology Goal

Good Shepherd Lutheran School is dedicated to promoting the use of technology as a tool for assisting teachers, staff, and students in all educational applications and in learning how to utilize their full potential in order to prepare them to function successfully in a complex digital world.

Policies for Technology

The policies and procedures within this document apply to all technology that is 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 requires all students and parents, and/or guardians, to accept and follow the Technology Responsible Use Policy by signing the appropriate form before school begins. Users will be financially responsible for damages to any technology they are responsible for.

Good Shepherd provides training for use of technology, 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. Teachers monitor student usage in grades 5-8 using GoGuardian. Reports are available to parent upon request. Parents of students in grades 6-8 are to monitor the use of the Chromebooks when not at school.

Students need to learn to respect the use of technology in their lives. The use of technology and access to the Internet is a privilege, not a right, and inappropriate use or use in violation of this policy will result in disciplinary action. Personal devices are not to be used at school. 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 technology 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 administered by Good Shepherd.
- Students are **NOT** allowed to use the school assigned e-mail address to sign up for anything other than school related uses.
- E-mailing during class is prohibited unless authorized by faculty or administration.
- 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/Personal Device Use
- Cell phone use, texting, etc. should not be used at school unless they receive permission and are under school supervision.
- 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.
- Personal Devices, such as Apple Watches, Fitbits, and other devices similar to them should be turned off during school hours and kept in a designated location in the classroom.
- Cell phones and devices may not be taken on field trips.

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/apps must be a legally licensed copy. Additional software/apps 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 technology 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.
- Harassing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Cyber-bullying will not be tolerated. Sending emails or posting comments, images, and/or other content with the intent of scaring, hurting, or intimidating someone else can be considered cyber-bullying.
- Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, can be a crime. These behaviors may also result in severe disciplinary action and loss of privileges. Remember network activities are monitored and

retained.

- 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.

OPERATING SYSTEM AND SECURITY

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is managed by Good Shepherd Lutheran School

- Teachers, Staff, and/or the principal will use monitoring software that allows them to view the screens and activity on student Chromebooks.
- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.
- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.
- Good Shepherd utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). While at school, all Chromebooks, will have all Internet activity protected and monitored by the school. It is ultimately the parent's responsibility to monitor and filter content when students are not on school property.
- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried to school.

iPads and Chromebooks

Students will use the devices:

- 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 devices, they should be stored where their teacher instructs them to.
- to bring their devices 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 devices. When students need to print an assignment, they should talk to their teacher before printing.

Students will not:

- Attempt to modify the devices, protective case in any way other than instructed by the administration.
- Share passwords and pass codes with other students
- Clear or disable browsing history or reset the devices or the pass code protection on the device.

- Disable the devices or its applications.
- Take the devices into the locker room or restroom.
- Use any feature on the devices unless instructed to.
- Users may not attempt to circumvent any protective schemes installed on the devices.
- Users may not attempt to modify any software or apps installed by Good Shepherd, including 'Jail breaking' and Power washing.
- No user may install any personal app on any school device without permission.
- Personal music is not to be put on the school's devices.

The Chromebooks are intended for school use:
- Students will log into their Chromebooks using their school-issued Google Apps for Education account only
- Students should never share their account passwords with others. In the event of a compromised account Good Shepherd Lutheran School reserves the right to disable your account.
- Students should have a profile picture displaying his or her own likeness.
- Students should have the school issued background displayed or none at all on the chromebook or any browsers.
- Students with shared files must also include a teacher on the shared document.
- Student should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Good Shepherd Lutheran School may, without prior notice or consent, log, supervise, access, monitor, and record student use.
- Disciplinary action will be taken for any pictures, symbols, or messages deemed inappropriate and/or in conflict with our Christian values.

Additional Responsibilities for students in grades 6-8:
- Keep the Chromebook battery charged - if students fail to recharge their device at home, work cannot get done at school. Students will not be permitted to charge his/her Chromebook at school.
- Remember to bring Chromebook school every day for all classes - if students leave their device at home, work cannot get done at school.
- Students need to accept responsibility for their Chromebooks and therefore may not use school devices
- Repeated violations of this policy may result in the student having other disciplinary action taken.
- A Wi-Fi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the internet.
- Students are bound by the Responsible Use, and all other guidelines in this document wherever they use their Chromebooks.
- Students may not alter how the Chromebooks are set up or try to bypass policies and monitoring software.

Technology Device Security
- Devices 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 devices during this activity.

Technology Care
- Report problems to your teacher immediately.
- Students are responsible for the total care of the technology they use.

Chromebook Care
- Students are responsible for the general care of the Chromebook they have will be using.
- The student will be responsible for any damages to their devise as outlined in the Chromebook Usage Agreement.
- Students in grades 6-8 need to report any damage of malfunctions to be determined if it is covered under their extended warranty.

Consequences
Consequences will be applied to student misuse of school technology, 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 devices containing illegal or inappropriate materials may
- be subject to having content removed from the device
- be subject to more frequent random checks
- be subject to having the device reimaged.

In the case of repeated device abuse and/or damages, the school has the right to revoke the use of the school's technology device.

Repeated RUP offenses or computer/electronic device abuses may lead to the loss of student privilege to use any devices on campus.

Additional action may be determined by the administration.

Consequences will be determined by the severity and frequency of the infraction.

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 device 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.

Once you have read this document, please sign the Responsible Use Policy Form and return it to your child's teacher. There need to be a separate form for each child. Students may not use technology until this form is turned in.