Our Redeemer Lutheran Church with School Technology Acceptable Use Policy

Parents/Guardians: Please read this Technology Acceptable Use Policy, and then sign and return the Technology Acceptable Use Policy Agreement (on the last page) so that your child can be granted Internet access and assigned a Google account and a Chromebook.

INTRODUCTION

Computer technology is a gift from God to His people. As with all gifts, it is up to us to use the gift wisely to glorify God and advance His kingdom. Our Redeemer Lutheran Church with School acknowledges the blessings the Lord has bestowed on His church through technology. To that end we are committed to empowering our students to use this gift as an integral part of their education in a way that is in keeping with our educational experience through technology. There are three main components to technology for students at Our Redeemer Lutheran School: Chromebooks, Google Apps, and access to the Internet. Each of these pieces of technology, and the expectations for their proper use by students, are described in the remainder of this document.

CHROMEBOOKS

ORLS is supplying each student in 1st through 8th grade with a Chromebook device. The kindergarten class will also have a set of Chromebooks for class use, though they will not be assigned to each individual kindergarten student. These Chromebooks are the property of Our Redeemer Lutheran School, and will provide each student access to educational materials needed to be successful during the school day. <u>The Chromebooks are never to be taken home</u>.

The following sections summarize the use and care of your Chromebook. PARENTS WILL ASSUME RESPONSIBILITY FOR LOST OR STOLEN CHROMEBOOKS, OR THOSE DAMAGED IN VIOLATION OF THE POLICIES LISTED BELOW!

GOGUARDIAN CHROMEBOOK MONITORING

GoGuardian will monitor our Chromebooks through software which will allow us to view historical and real-time Chromebook activity. We will be able to take an in-depth look into which sites are accessed, what searches are performed, and what documents are opened with just a few clicks. GoGuardian will help us protect our students while they are online. Although Chromebook monitoring software is available, it is ultimately the student's responsibility to be good digital citizens.

RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed within the first month after the start of the school each year. Chromebooks will be collected at the end of each school year and students will be reissued the same Chromebook every year (if possible) while they are enrolled at ORLS.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken, or fail to work properly, must be submitted to Mrs. Strom as soon as possible so that they can be taken care of properly. The following sections summarize the proper care of a Chromebook during school.

GENERAL GUIDELINES
- Chromebooks must have an ORLS asset tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport the Chromebook with the power cord plugged in.
- Never carry the Chromebook while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents must never be covered.
- Chromebooks should never be left in an unsupervised area.

CARRYING YOUR CHROMEBOOK
- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Case use is required when transporting the Chromebook to and from each classroom.
- **Parents will assume repair costs for any damage to devices caused by failure to follow above instructions.

SCREEN CARE
- Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils)
- Do not place the device near magnets or anything with high electric current.
- Clean the screen with a soft, dry microfiber cloth or antistatic cloth.

CHARGING YOUR CHROMEBOOK
- Students are responsible for making sure their Chromebook gets properly plugged into the charging station each night before leaving school.
- Students will be allowed to remove their Chromebook from the charging station each morning upon teacher's permission.

PROTECTING AND STORING YOUR CHROMEBOOK
- Chromebooks will be labeled in the manner specified by the school and can be identified by the asset tag and serial number of each device and individual user account and password.
- When students are in school and not using their Chromebook, they should store them in their transport case.
- Use of the transport case is a MUST in order to prevent damage to the device.
- Chromebooks must be returned to the charging station and properly plugged in at the end of each school day to ensure a fully charged device is ready for use each morning.

Our Redeemer Lutheran Church with School reserves the right to amend these policies/rules as needed to assure Christian and ethical use of Chromebooks, computers, Google accounts, and the Internet at Our Redeemer Lutheran School.

- Transport cases are to remain in student lockers at the end of each day once Chromebooks have been placed in the charging station.

USING YOUR CHROMEBOOK AT SCHOOL
The following sections describe the acceptable use of your Chromebook at school.

GENERAL USE GUIDELINES
- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebooks to all classes, unless specifically advised not to do so by their class teacher.
- Chromebooks needing repair will need to be given to Mrs. Strom to have a loaner Chromebook assigned.
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.
- Students using a loaner Chromebook will be responsible for any damages incurred while in their possession.
- Students will be required to reimburse the school if a loaner Chromebook is lost or stolen.

OPERATING SYSTEM ON YOUR CHROMEBOOK
- Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the Internet. It does not run Windows application software or Mac application software.
- When a Chromebook starts up, it updates itself automatically so it has the most recent version of the Chrome operating system without having to do a thing.
- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- If your Chromebook needs technical support for the operating system then it needs to be submitted to Mrs. Strom for repair.

AUDIO/DISPLAY RESTRICTIONS
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Screen brightness should only be adjusted by the teacher and screen must be visible to the classroom teacher at all times.
- Headphones may be used at the discretion of the teacher, but may not be provided by the school.
- Screens must be visible to the classroom teacher at all times.

PRINTING FROM YOUR CHROMEBOOK
- In an effort to save on printing costs from paper to ink ORLS is encouraging digital transfer of information by sharing and email information, papers, etc.
- Printing can be done with teacher permission only.

GOOGLE ACCOUNTS

Google Apps for Education offers a free set of customizable tools that enable teachers and students to work together and learn more effectively, and will include an email address for students to use to collaborate with other students, and to communicate with teachers. Google Apps for Education includes email, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, on a Google Drive (a cloud storage location). These tools help students keep organized, prevent lost homework, and allow students to work individually or collaboratively on school assignments.

The Google Apps account assigned to your child will be created and administered by Our Redeemer Lutheran School. No personal information was collected by Google in creating these accounts. The school is in control of which Google services it provides for student use. Students can, however, access their school-provided Google account from any computer; therefore, this Technology Acceptable Use Policy is in effect not only while students are in school, but 24/7, 365 days a year.

The following sections summarize the use of your Google account and Google Apps.

GENERAL ETTIQUETTE & GUILDELINES FOR USE OF EMAIL AND GOOGLE APPS

- Do not use Google Apps to post to any web pages for commercial activities, product advertisements,
- political advocacy, or cyber bullying.
- Do not use Google Apps to post any obscene, discriminatory or offensive material. All material posted will relate to classroom assignments.
- Understand that Our Redeemer Lutheran School has the right to monitor all postings.
- Only share and collaborate on projects that have been assigned to me by a teacher.
- Respect the collaborative work of my teachers and peers. In other words, I will not delete the work of
- others unless I have their permission.
- Practice appropriate ethical use of Google Apps and abide by the accepted rules of network etiquette.
- Accept responsibility for reporting any misuse of the Google Apps to a principal or any teacher.
- Make sure that other students are not being made fun of, harassed, or cyber-bullied by any comment made on a Google document.
- Always use appropriate and proper language in your communication.
- Be polite at all times.
- Use appropriate "school" language at all times.
- Don't type abusive, hurtful or gossip-type messages.
- Respect other student's privacy. Do not reveal personal information of any kind.
- Respect all security issues. Don't share passwords with other students.
- Don't delete another student's data without that student's knowledge.
- Use of the e-mail is a PRIVILEGE, not a RIGHT.
- E-mail is not guaranteed to be private.
- Violation of this policy will result in the possible loss of e-mail privileges.
- Persons issued an account are responsible for its use at all times.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- E-mail communications sent/received should be related to educational needs.
- E-mail and communications are subject to inspection by the school at anytime.
- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.

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- ORLS cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

ACCOUNT ACCESS
- Students will only be allowed to login using their *@orlcs.org email account.
- Students must not browse on any device as a guest.
- Account login information will be supplied to a student by the technology staff.

PRIVACY AND SAFETY
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number or passwords for yourself or others.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of ORLS.
- If you inadvertently access a website that contains inappropriate material, exit the site immediately.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a parent or teacher.
- Plagiarism is a violation of the student policy. Give credit to all sources used whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

PASSWORDS AND CONTENT STORAGE
- Take care to protect your password. Do not share your password.
- Password resets can be facilitated by technology staff.
- Inappropriate media may not be used as a screensaver or background.
- Browsing history can only be deleted by an ORLS staff member and will be randomly checked by school staff.
- Presence of inappropriate media will result in disciplinary actions.

MANAGING AND SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online on your Google Drive in the Google Cloud environment.
- Prior to leaving the school, or graduating, students that want to save any work need to use Google Takeout to transfer any work to a personal gmail account.

PLAGERISM
- Plagiarism will not be tolerated.
- Copying a paragraph, and then just changing a few words is plagiarism.
- Plagiarism is also using someone else's ideas without giving them credit.
- All research projects require a "Works Cited" section.
- If a student work is found to be plagiarized, disciplinary action will occur.

INTERNET ACCESS

Access to Google Apps through the Chromebooks is accomplished through the Our Redeemer Lutheran School wireless network. There are also several Internet-connected computers available in the Media Resource Center (the library).

Through the Internet, students will have access to hundreds of databases, libraries, and computer services from all over the world. With access to computers and people all over the world, families are warned that some material accessible via the Internet may contain items that are of little educational value in the context of the school setting, illegal, defamatory, inaccurate, or potentially offensive to Christian people. However, on a global network that has little to no regulation standards, it is impossible to control all materials. While it is Our Redeemer Lutheran Church with School's intent to apply technology to the practice and proclamation of the Gospel of Jesus Christ, students may find ways to access improper materials.

We believe that the benefit to students from the access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages, because when used educationally, the Internet offers the following benefits:

- Access to global resources
- Entering into partnership to enhance learning options
- Broadening problem-solving and decision-making abilities
- Broadening research capabilities by using appropriate materials
- Developing higher thinking skills

The following sections describe policies related to Internet access for students.

USER EXPECTATIONS

All Internet users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to prosecution. The user will be held responsible for his or her actions using the Internet. When using Our Redeemer Lutheran Church with School's access to the Internet, students are expected to abide by the policies established by the school.

Responsible Students:

- May use the Internet to research assigned classroom assignments or special projects under teacher supervision only
- Will respect and uphold copyright laws and all other applicable laws or regulations
- Will respect the rights and privacy of others by not accessing private files
- Will follow all regulations posted in the computer lab or other room where computers are in use
- Will follow the directions of the adult in charge of the computer lab or other room where computers are in use
- Will report any known unacceptable use of the Internet to their teacher
- Shall NOT establish unauthorized e-mail accounts or check on their home e-mail accounts
- Shall NOT enter a chat room.
- Shall NOT attempt to make any purchases from advertisers
- Shall NOT fill out any surveys or questionnaires
- Shall NOT use the Internet for any illegal purpose
- Shall NOT use impolite or abusive language
- Shall NOT violate the rules of common sense or etiquette
- Shall NOT change any computer files that do not belong to them
- Shall NOT create and/or distribute a computer virus over the network
- Shall NOT use the network in such a way that would disrupt the use of the network by others
- Shall NOT deliberately or willfully cause damage to computer equipment or assist others in doing the same

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- Shall NOT deliberately access materials that are inconsistent with Our Redeemer Lutheran Church with School's Code of Conduct or our educational goals or show others how to do the same

Access to the Internet via Our Redeemer Lutheran Church with School is a privilege, not a right. This privilege may be restricted at any time for use not consistent with the educational goals of our school.

DISCIPLINARY ACTION

Violation of ANY part of this Technology Acceptable Use Policy at Our Redeemer Lutheran Church with School may result in one or more of the following actions being taken:

- School disciplinary action including but not limited to suspension or expulsion
- Full financial restitution
- Banned access to the equipment and/or Internet
- Permanent removal of user privileges on school equipment
- The decision of the school regarding inappropriate use of technology is final.

PLEASE SIGN THE TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT ON THE NEXT PAGE, AND RETURN IT TO THE SCHOOL OFFICE. AN OUR REDEEMER STUDENT WILL <u>NOT</u> BE ISSUED A CHROMEBOOK UNTIL THIS AGREEMENT IS ON FILE.

OUR REDEEMER LUTHERAN CHURCH WITH SCHOOL

416 West Geneva Street	Church	(262) 728-4266
Delavan, Wisconsin 53115-1631	Fax	(262) 728-5581
Pastor Robert P. Rickman	School	(262) 728-6589
Pastor Timothy Ritter	Child Care	(262) 728-5602
Ms. Kristi Collins, Principal	Website	www.orlcs.org

Technology Acceptable Use Policy Agreement

Grades K-8

Read the Technology Acceptable Use Policy and complete the following agreement. This agreement <u>must</u> be signed by the student and/or parent or guardian in order to use the technology provided at Our Redeemer Lutheran School.

I _____ **(print student name) will use electronic communications with honesty, integrity, and respect for the rights of others.**

I have read and agree to abide by the attached Technology Acceptable Use Policy, which is summarized below:

1. All Chromebooks, computers, local networks, and the Internet must be in support of education and research consistent with the purposes of Our Redeemer Lutheran School.
2. Use of the school's technology is a privilege. Inappropriate use may result in loss of the privilege.
3. Students will use proper network etiquette and appropriate language while using electronic communication.
4. No use of any technology shall disrupt use by others. Hardware, software, files, or operating systems shall not be destroyed, modified, or abused.
5. Our Redeemer Lutheran Church with School cannot take responsibility for data lost or costs incurred to equipment/software failure or inappropriate activity by the student.

For Students in Grades 2-8:
I have read, understood, and will abide by the Technology Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action taken and/or appropriate legal action may be taken.

Signature of Student: _____ Date: _____

For Parents of Students in All Grades:
I have read and understood the Technology Acceptable Use Policy for Internet/Local Network Access. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should my child commit any violation, their access privileges may be revoked, school disciplinary action taken and/or appropriate legal action may be taken. I hereby give permission for my child to use the Internet at Our Redeemer Lutheran Church with School.

Signature of Parent/Guardian: _____ Date: _____

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