

Martin Luther School

Acceptable Use Policy for Technology K-8

INTRODUCTION

Martin Luther School grants students access to computers and other technology tools through which they have access to an abundance of resources available through the internet. The use of computers and the internet is a privilege, not a right. These tools facilitate student learning, assist in conducting research, and enable communication and collaboration with others. Students must agree to act in a responsible, Christian manner when using these tools.

The Martin Luther School network uses an internet filter to help prevent and protect students from accessing content that is not safe, educational, or Christ-centered. Martin Luther School reserves the right to monitor students' online activities and to access, review, copy, and delete any electronic communication or files and disclose them to others as determined necessary. Students should have no expectation of privacy in their use of computers and the internet at Martin Luther School.

STUDENT ACCOUNTS

Students in grades three through eight have accounts for the Web 2.0 services listed below. Account usernames are comprised of the student's first initial followed by the first four letters of their last name and @martinlutheroshosh.com. Passwords are the student's first and last initials and the numbers 123456.

Students in PreK, Kindergarten, First and Second grade will not have dedicated accounts. They will have access to classroom tablets utilizing teacher selected applications.

GAFE (Google Apps for Education) – basic word processing, spreadsheet, and presentation tools;

Typing Web – a website for helping students develop keyboarding skills

SeeSaw - Lower grades online learning tool.

GUIDELINES FOR ACCEPTABLE USE OF COMPUTERS/INTERNET

School computer equipment is intended for educational purposes only. Any other purpose needs to be approved by the technology director. Students and their parents will be held responsible for any damage, replacement of parts, or technician time (could be \$50+ per hour) necessary to correct what has been altered or destroyed.

Students will be expected to use these resources with due care and in a manner designed to protect them and keep them in good repair. Specifically, students will be expected to do the following:

- Students will show respect for computers and all other forms of technology and take great care when using them.
 - Keep the device clear of pen/pencil marks, stickers etc.
 - **Never set anything (books) on top of the device (open or closed).**
 - **Keep all food and drink (water bottles should be on the floor) away from the device.**
 - Always carry an electronic device with two hands.
 - Students should not vandalize the equipment. This includes dismantling a computer in any way by removing keycaps, mouse parts, connections, etc.
 - Notify the classroom teacher or technology coordinator immediately of any problems or anything inappropriate that occurs.
- Only use the device with the student's school account.
- Students will only use technology in a God-pleasing way. Students will never use technology to harm others.
- Students will keep their login credentials safe.
- Students will only access the internet with a teacher's permission and supervision. When using the

internet, students will only access websites they have been granted permission to use.

- Students will protect their identities by not sharing personal information over the internet such as first and last name, address, phone number, email address, etc.
- Students will not use social media (email, Facebook, Twitter, etc.) unless special permission has been granted by a teacher.
- Students may not communicate with each other via share or collaboration tools such as “shared” Google documents or Google Chat unless specific permission has been granted by a teacher.

CONSEQUENCES FOR MISUSE OF COMPUTERS/INTERNET

- Computer/Internet privileges may be conditionally revoked.
- Disciplinary action will be enforced by the principal if determined necessary.

BORROWING AN ELECTRONIC DEVICE

Due to the need for online access to complete homework assignments during at-home learning, we will be having students bring school electronic devices home, as needed. Keep in mind that these devices are school property and need to be treated as such.

The guidelines that we follow at school should also be followed at home regarding internet usage. Parents will need to be sure that internet usage is monitored closely and used for a school-related activity. Any misuse could result in the loss of future electronic device privileges at school.

U.S. LAWS OF WHICH PARENTS SHOULD BE AWARE

- Communications Decency Act (CDA, 1996)
- Child Online Protection Policy Act (COPPA, 1998)
- Children’s Internet Protection Act (CIPA, 2000)

Please sign the agreement below and return it to the office.

STUDENT’S NAME _____ GRADE _____

I have read, understand, and agree to abide by the Martin Luther School Acceptable Use Policy for Technology.

STUDENT’S SIGNATURE

_____ DATE _____

PARENT’S SIGNATURE

_____ DATE _____