

## **Acceptable Use of Technology**

St. Paul Lutheran Church and School provides technology for student, employee, and congregational use. This document governs the acceptable uses of St. Paul technology (the “technology”) and related systems (the “system”).

### **Educational Purpose**

1. The system has been established solely for educational and religious purposes.
2. St. Paul Lutheran Church and School has the right to place restrictions on the material that is accessed or posted through the system. Users also are expected to follow the procedures set forth in applicable laws, policies, procedures, and handbooks as set forth by St. Paul Lutheran Church and School.

### **Management of Technology Use**

#### **Legal Issues**

1. All St. Paul Lutheran Church and School policies and procedures apply to the use of technology systems. Any use of the system for illegal activity is prohibited.
2. The use of technology systems to access and/or distribute objectionable and/or obscene material or to promote gang related, racist, or other inappropriate activity is prohibited.
3. The illegal installation of copyrighted software for use on St. Paul Lutheran Church and School computers and file server is prohibited
4. St. Paul Lutheran Church and School retains ownership and control of its technology systems at all times. To maintain system integrity, monitor network etiquette, and insure that users are using the system responsibly, the systems operator and school administrator may review user account files and communications, including electronic mail. User should not expect those files and other information communicated or stored on St. Paul Lutheran Church and School network services will be private. The systems operator, school administrator or his designee may temporarily close an account at any time as required. The administration may request the systems operator to deny, revoke or suspend specific user accounts.

#### **Access Issues**

1. Access to the system is a privilege, not a right. This privilege may be revoked at any time for use that is not consistent with the educational goals, policies, or administrative procedures of St. Paul Lutheran Church and School,
2. The principal/designee or other system supervisor reserves the right to deny access to any person who is in violation of the use of St. Paul Lutheran Church and School technology systems. Users may appeal this decision to the Board of Christian Education.

3. Materials related to the use of district technology systems that are by teachers of required classes will be available to students free of charge. Other materials may be made available to students on a fee basis following the requirements of the day school administrator.
4. Parent/guardian permission shall be required for each minor student using the system.

### **Appropriate Use**

1. The system is only to be used for educational purposes in accordance with St. Paul Lutheran Church and School philosophy, policies, and administrative procedures.
2. Technology accounts are to be used only by the authorized user.
3. Staff and administrative supervisors will determine what constitutes inappropriate use of technology systems.
4. Users shall not interfere with the work of other users of the system. Examples of prohibited interference include tampering with files, data, or passwords of other users; and destroying, modifying, or abusing hardware or software.
5. Users shall not misrepresent other system users.
6. The use of technology systems to develop programs to infiltrate a computer or computing system and/or damage the hardware or software components of a computer or computing system is prohibited (e.g. "hacking").
7. The principal/designee or system supervisor will determine whether specific uses of its technology systems are consistent with the Acceptable Use Policy or Administrative Procedures. Therefore, St. Paul Lutheran Church and School reserves the right to log and monitor all technology uses and to monitor fileserver space utilization by users.
8. Information published via St. Paul Lutheran Church and School technology system is not confidential. When a concern arises regarding a potential violation of St. Paul Lutheran Church and School Acceptable Use of Technology policy or administrative procedures, the appropriate supervisor is expected to investigate using any available means, including monitoring the suspect's electronic mail that is sent or received via the system.

### **System and Internet Access**

#### **All Users**

1. Users will be assigned access and security based on need according to a plan developed and implemented by St. Paul Lutheran Church and School Technology Department.
2. The Principal, in cooperation with the St. Paul Technology Committee, shall establish and publish building level management procedures for technology laboratories and other technology access issues not specifically included in these administrative procedures.
3. St. Paul Lutheran Church and School may utilize filtering strategies in an effort to protect users from unwanted or unwarranted exposure to objectionable materials.
4. Users will complete the following requirements based on an annual basis:
  - Receive, read, and agree to applicable St. Paul Lutheran Church and School policies and procedures.
  - Sign a Use of Technology Agreement and submit it to the day school administrator who is responsible for supervising the use of technology that the community member proposes to use.
  - Observe and adhere to rules established by the site for use of specific technology.

## Students

1. Students and their parent/guardian must sign a Use of Technology Agreement each year before the student will be granted an individual account on the system. The parent/guardian of a minor student can withdraw their approval at any time. The principal/designee or system administrator may revoke a student account if St. Paul Lutheran Church and School policies or procedures have not been adhered to.
2. Student access will be under the guidance of a staff member to whom the student is accountable.

## **Due Process**

1. St. Paul Lutheran Church and School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the system.
2. In the event there is a claim that a user has violated these procedures in the use of the system, the user will be provided with notice by the principal/designee or system administrator, and an opportunity to be heard in the manner set forth in policy or contract.
3. If the violation also involves a violation of other provision of St. Paul Lutheran Church and School handbooks or agreements, it will be appropriately handled. Additional restrictions may be placed on the use of the system.

## **Limitation of Liability**

St. Paul Lutheran Church and School:

1. Makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect.
2. Makes no guarantee that users will be unable to circumvent preventative strategies to access objectionable materials.
3. Will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruption of service.
4. Is not responsible for the accuracy or quality of the information obtained through or stored on the system.
5. Will not be responsible for financial obligations arising through unauthorized use of the system.

## **Student Safety**

1. Student users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. If contact information is absolutely necessary, the school address and telephone number may be provided once a supervisor has provided permission.
2. Students will not agree to personally meet with someone they have met on-line, without the approval of a parent/guardian. Parents should accompany students to such meetings.
3. Students will promptly disclose any message to their teacher or administrator that are inappropriate or make the student feel uncomfortable.

## **Personal Responsibility**

Exemplary behavior is expected on “virtual” field trips. When “visiting” locations on the system, users must conduct themselves as representatives of St. Paul Lutheran Church and School. Conduct that is in conflict with the responsibilities outlined in this document, or related St. Paul Lutheran Church and School policies and procedures, will be subject to appropriate disciplinary action. Examples of disciplinary action include limitation to access, requirement to post a retraction or apology, and any other disciplinary actions that are enforced at St. Paul Lutheran Church and School for students, employees, and other users.

## **Penalties for Violations**

The day school administrator will administer penalties based on the severity and frequency of the offense. User may appeal a penalty following appropriate procedures defined in St. Paul Lutheran Church and School policy.

### All Users

1. The progression of penalties may involve but not be limited to increasing periods of time that access to the system will be denied.
2. Violations involving illegal activities or system security will result in severe penalties, including denial of access for one or more years. If the conduct violates local, state, or federal law, St. Paul Lutheran Church and School will cooperate with those authorities.
3. Violations that result in a cost for repair or replacement of equipment or data will result in a fine to recover the cost. Access to technology will be denied until the fine is paid.

### Students

1. Violations could result in the student’s removal from a class or lab when other learning options exist.
2. Other consequences such as detention, suspension, or expulsion may be applied in accordance with the severity of the violation.

### Employees

Violations by St. Paul Lutheran Church and School employees shall subject them to disciplinary action and penalties as may be applicable under St. Paul Lutheran Church and School policies and procedures.

Note: School employees are responsible to the Board of Christian Education and church employees are responsible to the Board of Elders.

### Congregational Members

Violations by congregational members shall result in denial access to St. Paul Lutheran Church and School technology systems as determined by the administrator responsible for supervising use of the technology that was used when the violation occurred.

Adopted: February 5, 2002  
Board of Christian Education

**St. Paul Lutheran Church and School  
Use of Technology Agreement**

This form must be signed and returned before access to St. Paul Lutheran Church and School Internet or other on-line services will be allowed. A separate form must be completed each year for each user.

**TO BE COMPLETED BY THE USER**

**I read, understand, and agree to St. Paul Lutheran Church and School Use of Technology Policy and Administrative Procedures.**

\_\_\_\_\_  
User Name (print)

\_\_\_\_\_  
Location:

\_\_\_\_\_  
Street

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
City, State, Zip Code

Student \_\_\_\_\_

Employee \_\_\_\_\_

Community

User Signature: \_\_\_\_\_  
(User)

Date: \_\_\_\_\_

**TO BE COMPLETED BY A PARENT/GUARDIAN OF A MINOR**

I read and understand St. Paul Lutheran Church and School Use of Technology Policy and Administrative Procedures. I give consent for my child to use St. Paul Lutheran Church and School technology, the Internet and other on-line service.

I read and understand St. Paul Lutheran Church and School Use of Technology Policy and Administrative Procedures. I give consent for my child to use St. Paul Lutheran Church and School technology, **WITH THE EXCEPTION OF THE INTERNET AND OTHER ON-LINE SERVICES.**

School Year: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Street, City, Zip Code

Telephone Number if different from above \_\_\_\_\_

(home)

(work)

+++++  
Date Received by Teacher: \_\_\_\_\_ Date Received by Administrator \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Administrator's Signature \_\_\_\_\_