

Shepherd of the Coast Lutheran School Computer and Internet Guidelines 2023-2024

Shepherd of the Coast Lutheran School provides training in technology to its students. The main focus is the use of computers to assist in education both in and out of the classroom. Students are taught to use technology to gather information from around the world, learn concepts, and better understand how to make technology work for them.

With these privileges also comes responsibility. There are rules and ethics that govern the computers and must be observed by all users. Misuse or abuse of computer or Internet access will result in the loss of access as well as disciplinary action found in the Parent/Student Handbook.

In order to prevent students from accessing objectionable material there is always a teacher in the lab with the students. Please be aware that students may still inadvertently access objectionable material, as there are many websites around the world that have not been screened by educators and may be considered inappropriate for a particular age group.

Please review this letter and the attached documents with your child. The enclosed forms are to be signed and returned to your child's teacher. Students will not be allowed to access the Internet until the Internet Use Agreement has been signed. Students who do not have a current Computer Use Agreement signed on file will not have access to computers in the lab or Chromebooks. Please contact the office with any questions regarding this agreement.

Shepherd of the Coast Lutheran School 2023-2024

Acceptable Use Guidelines – Computers

1. All use of the system must be in support of education and research, and be consistent with the mission of the school. Shepherd of the Coast Lutheran reserves the right to prioritize the use and access to the system.
2. Any use of the system must be in conformity to state and federal law, licenses, and school policy. Use of the system for commercial solicitation is prohibited.
3. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, or abused in anyway.
4. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
5. Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, implicit or explicit threats of violence, discriminatory remarks or other antisocial behaviors are expressly prohibited.
6. Use of the system to access, store or distribute obscene or pornographic material is prohibited.

Acceptable Use Guidelines – Security

7. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
8. Communications may not be encrypted so as to avoid security.
9. Users should change the password regularly and avoid security review.
10. Personal information such as full name, addresses, and telephone numbers should remain confidential when communicating on the system.
11. Students should never make appointments to meet people in person that they have contacted on the system without school and parent permission.
12. Students should notify their teachers or other adult whenever they come across information or messages that are inappropriate, dangerous or make them feel uncomfortable.

Acceptable Use Guidelines – Copyright

13. The unauthorized installation, use, storage or distribution of copyrighted software or materials on Shepherd of the Coast Lutheran School computers is prohibited.

Acceptable Use Guidelines – General Use

14. A signed, Computer/Internet Use Agreement must be on file with the school prior to student use of computers.
15. A signed Internet Use Agreement must be on file with the school prior to student use of the Internet.
16. School personnel may purge files saved on the hard drives at any time, unless special teacher permission has been granted.
17. News Groups, Chat Rooms, and Instant Messaging are expressly prohibited.
18. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with school policy and procedure.
19. Violation of any of the conditions of use will be cause for loss of access, disciplinary action, and/or legal action.
20. Shepherd of the Coast Lutheran School reserves the right to change these rules at any time to meet the demands of new technology and new situations.

Loss of Access

- First Offense: One (1) week suspension of account
- Second Offense: Two (2) week suspension of account and Parent/Teacher Conference
- Third Offense: Account suspended pending Principal's reinstatement
- Damage to equipment: Student is responsible to cover all costs incurred

**Shepherd of the Coast Lutheran School
Computer/Internet Use Agreement 2023-2024**

Student Name _____ **Grade** _____

COMPUTER USE AGREEMENT

Student - I understand and agree to abide by the Computer Use Guidelines of Shepherd of the Coast Lutheran School. I understand that if I do not abide by these guidelines I will lose my computer access. I also understand that if I damage any equipment I am responsible for any costs that are incurred.

Student Signature _____ **Date** _____

Parent/Guardian - I understand and agree with the Shepherd of the Coast Lutheran School Computer Use Guidelines. I have read and reviewed them with my child and understand that if my child violates the Computer Use Guidelines he/she will lose computer access privileges. I also understand that if my child damages any equipment we are financially responsible for any costs that are incurred.

Parent/Guardian Signature _____ **Date** _____

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INTERNET USE AGREEMENT

Student – I understand and agree to abide by the Internet Use Guidelines of Shepherd of the Coast Lutheran School. I understand that if I do not abide by these guidelines I will lose my computer access privilege.

Student Signature _____ **Date** _____

Parent/Guardian – I understand and agree with the Shepherd of the Coast Lutheran School Internet Use Guidelines. I have read and reviewed them with my child and understand that if my child violates the guidelines that he/she will lose computer access privilege. I also understand that although Shepherd of the Coast Lutheran School endeavors to screen all inappropriate materials I recognize that it is impossible for Shepherd of the Coast Lutheran School to screen all such materials and will not hold Shepherd of the Coast Lutheran School responsible for materials that are acquired from the network.

Parent/Guardian Signature _____ **Date** _____