

REDEEMER LUTHERAN CHURCH AND SCHOOL

THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL PERMISSION FORM

ACCEPTABLE USE POLICY

Redeemer Lutheran Church and School (RLCS) is pleased to offer students access to a computer network for educational instruction and the Internet. To gain access to the Internet, all students must obtain parental permission for *this school year* as verified by the signatures (two parent signatures, one student signature) on the form attached. (*One form per child, NOT one form per family*) Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing. Forms are due by 8/31.

What is expected? Building Christian leaders through academic excellence in a faith based environment is our mission at RLCS. It is our belief that academic excellence is enhanced through educational technology. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. Additionally students will be held accountable for both on and off campus online harassment.

What is possible? Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Although our network is filtered and every action is provided to protect against such, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access. Please be aware that your child may be asked to sit out of class during an internet related project if you have chosen to not allow internet access for your child while at school.

What are the rules?

Privacy - Network storage areas are treated much like school lockers. Network administrators may review communications to maintain system integrity and will insure that students are using the system responsibly.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy another person's work or intrude into other people's files.

Inappropriate materials or language - Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Both on and off campus online harassment of any kind is prohibited and may result in strict disciplinary action. A good rule to follow is never view, send, or access materials that you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it their teacher immediately.

These are the guidelines to follow to prevent the loss of network privileges at RLCS

Do not use a computer to harm other people or their work.

Do not damage any school computer or the network software or hardware in any way.

Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.

Do not view, send, type, or display offensive or harassing messages, text or pictures.

Do not share your password with another person and do not use another person's log on.

Do not waste limited resources such as disk space or printing capacity.

Do not trespass in another's folders, work, or files. Do not violate copyright laws.

Do notify an adult immediately, if by accident, you encounter materials that violate the rules of appropriate use.

BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Student Grade _____

Student Name (print) _____

PARENT PERMISSION FORM and USER AGREEMENT
PLEASE SIGN IN BOTH PLACES

As a parent or guardian of the above-named student of Redeemer Lutheran Church and School, I have read the above information about the appropriate use of computers at the school, and I understand this agreement will be kept on file at the school.

____My child may use e-mail of an educational nature and the Internet for research purposes while at school according to the rules outlined.

____I would prefer that my child not use e-mail and the Internet while at school. (Please be aware that your child will sit out of class during Internet lessons if you make this choice)

Parent Name (print) _____ **Parent Signature** _____

PARENT PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet-accessible World Wide Web server. Please be advised that regardless of option you choose below, your child's photo may be included in group shots as it is often difficult to ask a child to step away during group photo opportunities. **At no time will children's first and last names and photos be published together.**

____You have my permission for photographs to be taken of my child during classroom instruction, assessment and other school-related activities. I understand that this media will be produced and used for educational purposes. The media may be used on a school-related website, included in a school related publication or at a school related event

____You do not have my permission for individual photographs of my child to be used for any reason.

Parent Name (print) _____ **Parent Signature** _____

PLEASE LIST YOUR FAMILY E-MAIL ADDRESS HERE _____

STUDENT AGREEMENT

As a user of the Redeemer network, I agree to comply with the rules and to use the network in a constructive manner. I also agree to abide by policies of Redeemer Lutheran School, including discipline for both on and off campus online harassment. Additionally, the information on the previous page has been either read to me, or I have read them myself, and I am in agreement with the guidelines set forth. I also understand that any infractions of the previously listed rules may result in the revocation of my computer privileges.

Student Name (print) _____ **Student Signature** _____

Sign and return to Mrs. Hascup **by 8/31**. Thank you!