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.

What is expected?

Preparing 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. 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 on-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 it is intended that students use Internet resources for constructive educational goals, we understand that they 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.

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, classroom computers, or devices unless they have teacher permission. Nor should students copy another person's work or intrude into other people's files.

Inappropriate use- Throughout the day students are directed to educational sites to enrich instruction. Should a student choose to visit an unapproved site while at school or while at home they should expect consequences to follow.

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, device, network software or hardware in any way.

· Do not interfere or attempt to interfere with the operation of the network or any device.

· 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 law.
· IMMEDIATELY notify an adult, 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. As a user of the RLCS network, all students agree to comply with the rules and to use the network in a constructive manner.

All students also agree to abide by policies of RLCS, including discipline for both on and off campus online harassment. Any infractions of the previously listed rules may result in the revocation of his/her computer privileges.

PUBLICATION OF STUDENTWORK/PICTURES

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 and/or RLCS's social media sites. Please be advised that 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. If you do not want your child's photo displayed as delineated above, please obtain and sign the "opt out" form that is available in the school office.

Personal Digital Device & Cell Phone Policy

Since all K-8th grade students are issued a device for school use, students are no longer allowed to bring and use their own personal technology devices onto Redeemer Lutheran Church and School's campus. Student's may bring a cell phone, but it must be off and in the student's backpack at all times.

- School-provided devices & personal cell phones are not allowed to be in use in the common areas such as the lunchroom, hallways, courtyard, carline, gym, locker rooms, restrooms, after care rooms, etc.
- Cell phones must be off and in the backpack at all times.
- Students are not allowed to use any device to photograph or record (either audio or video format) another person on school property at any time unless for a specific classroom assignment.
- School-provided devices may not be used for any purpose that promotes academic dishonesty.
- Students are prohibited from processing or accessing information by "hacking", attempting to 'hack", altering, or bypassing Redeemer Lutheran Church and School's network security.
- Students will not participate in any behavior utilizing their school provided device or personal cell phone on or off campus that materially or substantially interferes with school operations, and/or creates a substantial disruption to the educational process, and/or is harmful or threatening to another Redeemer Lutheran Church and School student or staff member.

1. In order to encourage students to focus on learning in school and for the students to understand that cell phones must be turned off and left in the backpacks, the following consequences have been established for

any type of cell phone violation. Confiscated phones must always be retrieved from the principal by one of the child's parents.

- First offense—the cell phone will be confiscated and given to the principal to keep in his office for no less than 24 hours. The student will also be issued a detention to be served the following detention day (Tuesday or Thursday).
- Second offense—the cell phone will be confiscated and given to the principal to keep in his office for no less than one week. The student will serve a one-day in-school suspension. The student will be expected to complete all assignments and will not receive credit for the completed work.
- Third offense—the cell phone will be confiscated and given to the principal to keep in his office for no less than one month. The student will serve a one-day in-school suspension (not receiving credit for the work) and pay a $25 fine.

With each violation, Redeemer's faculty and principal reserve the right to check the text history of the last five text messages.

SCHOOL-PROVIDED STUDENT DEVICE RESPONSIBILITIES, EXPECTATIONS AND CONSEQUENCES

- For students in grades K-5 please refer to our *iPad Acceptable Use Policy and Financial Responsibility Form available on our website so you are aware of your family's financial responsibility, as well as our specific guidelines and student consequences for failure to follow the guidelines expected of them. By signing the parent handbook, both you and your student(s) agree to these guidelines, expectations, and necessary consequences.
- For students in grades 6-8 please refer to the *Chromebook Acceptable Use Policy and Financial Responsibility Form available on our website so you are aware of your family's financial responsibility, as well as our specific guidelines and student consequences for failure to follow the guidelines expected of them. Additionally, please read through both the *Chromebook Procedures for Students and the *Student Accountability and Responsibility documents available on our website. Students will be expected to be aware of and follow all guidelines. Failure to do so will result in individual consequences determined by both administration and staff at the time of the event.

By signing the parent handbook both you and your student(s) agree to these guidelines, expectations, and necessary consequences.

*Should you like hard copies of these documents they will be provided for you at your request from the school office.