

St. James Lutheran School, Shawano
Internet Safety and Acceptable Use Policy Agreement GRADES K-2

Personal Responsibility

St. James is pleased to offer students access to the Internet and other electronic networks. St. James believes that the advantages afforded by the digital resources available today through the Internet certainly outweigh any disadvantages. HOWEVER, access is a privilege, not a right, and carries responsibilities for all those involved. Misuse is defined as any violation of this agreement and/or any other use that is not included in the agreement but has the effect of harming another or his or her property.

Terms of the Agreement - In reference to St. James's Acceptable Use Policy

1. Acceptable and Unacceptable Uses: St. James is providing access to our computer networks and the Internet for educational purposes only. Please consult the supervising teacher for questions on the educational value of an online activity.
2. Privacy: Network and Internet access is provided as a tool for education. The school reserves the right to **monitor**, inspect, copy, review and store at any time and without any notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All information files shall be and remain the property of St. James Lutheran School and no user will have any expectation of **privacy** regarding such files.

Unacceptable Uses of the Network may include (but is not limited to):

- a. Uses that cause harm to others or damage to their property. For example, do not engage in slander (**harming** another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that **someone** other than you is communicating or otherwise using his/her access to the network or Internet; do not upload a work, Trojan horse, time bomb, or other harmful forms of unauthorized access to other computers, networks, or information systems.
- b. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user; etc.
- c. Uses that are commercial transactions. Students may not use St. James Lutheran School network to sell or buy anything over the Internet. You will not give others private information about yourself **or** about others.
- d. Uses that are defined as cyber-bullying, unchristian, **or** inappropriate.

Student Photos on the Internet

Using student pictures on the St. James Lutheran Website promotes learning, collaboration and provides an opportunity to share the achievements of students. However, safety of students is a priority. All electronic media will follow procedures for content, copyright, and appropriateness per Web Publishing Procedures.

Images of PS-8 students may be included on the school website or Facebook without identifying captions or names (unless permission is granted by the parent and/or guardian of the child). The website may include full names for student work and honors without accompanying images. Any exceptions to these guidelines will be communicated and signed-off by individual parents and/or guardians through St. James Lutheran School personnel. Parents may opt out of any use of image/student work by indicating their wishes on this Internet Safety and Acceptable Use Agreement.

Internet Safety

- Parents and Users**: Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.
- Personal Safety**: In using the network and Internet, users shall not reveal personal information such as home address or telephone number. Users shall never arrange a face- to-face meeting with someone "met" on the computer network on the internet.
- **"Hacking" and Other Illegal Activities**: It is a violation of this agreement to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, illegal financial transactions, the distribution of pornographic or obscene materials, or which breaks any other applicable law or public regulations is forbidden.

•**Confidentiality of Student Information:** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet. Users will never give out private or confidential information about themselves or others on the Internet. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects or activities.

•**Active Restriction Measures:** St. James Lutheran School will utilize filtering and monitoring software and other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or degrading to minors. The school will monitor the online activities of students, through direct observation and/or technological means.

•Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Netiquette - All users must abide by rules of network etiquette which may include but is not limited to the following:

•Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, belligerent, or threatening language.

•Avoid language and/or graphic representations which may be deemed as offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

•Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties to give his/her e-mail address to third parties.

Possible Consequences

Students who knowingly engage in behavior which violates any or all parts of this Acceptable Use Policy Agreement are advised that their actions may result in the following: Reduced or no score on an assignment; suspension of technology privileges for a determined amount of time; meeting with student, parents, technology coordinator, homeroom teacher, principal, and St. James Board of Education; detention after school; suspension from extra-curricular activities; suspension from school; expulsion; and if warranted, police involvement in the matter.

St. James Lutheran School offers network and Internet access to students and staff as part of the instructional process. This document contains the Acceptable Use Policy (AUP) Agreement for Users of St. James Lutheran School data system. This document must be signed by all Users. Written parental consent is required before any student is given access to network resources. However, educators may use the Internet during class-directed group demonstrations with or without parental consent. Students will be held accountable for violations of the Acceptable Use Policy and Procedures. Disciplinary action may be taken if the Acceptable Use Policy is violated. Users will notify the technology coordinator and the principal of any violations of this contract.

By signing this form, you hereby accept and agree that your child's rights to use electronic resources provided by St. James Lutheran School are subject to the terms and conditions set forth by the St. James Board of Education. You understand that the e-mail address provided to your child also can be used to access other electronic services that provide features such as online storage, online communications, and collaboration, and instant messaging. Before your child can use online services, he/she must accept the service agreement and in certain cases, obtain your personal consent.

Please sign and check YES or NO for each statement below.

I give permission for my student to use the Internet under teacher supervision for educational purposes.

YES _____ NO _____

I give permission for my student to have an electronic mail account and use collaborative tools (e.g. blogs, podcasting, cell phones, and wikis) for educational purposes.

YES _____ NO _____

My student has a smart device (cell phone, iPod, laptop, iPad, etc.)

YES _____ NO _____

Student Name _____

Directions:

After reading the St. James Lutheran School Acceptable Use Policy and Procedures Agreement, please complete this form to indicate that you agree with the terms and conditions outlined. The signatures of BOTH the student and parent/guardian are mandatory before access may be granted to electronic mail and/or the Internet. The attached document reflects the entire agreement and understanding of all parties.

Student User Contract

As a user of St. James Lutheran School computer network, I have read and hereby agree to comply with the Acceptable Use Policy and Agreement.

Homeroom Teacher _____ **Grade** _____

Student Signature _____ **Date** _____

Parent or Guardian

As a parent/guardian of the student signing above, I have read and agree to the Acceptable Use Policy and Procedures. I understand that some materials on the Internet may be objectionable; hence, I agree to accept responsibility for advising my child, and conveying to him/her appropriate standards for selecting, sharing, and/or exploring information and media. I understand that it is necessary for school personnel to supervise student use of this form of technology and support their efforts to ensure appropriate use.

Parent Signature _____ **Date** _____

Phone Number _____ **Work Number** _____

Email Address _____

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