

## FLHS Computer and Network Acceptable Usage Policy

**Access to the network is a privilege that may be revoked at any time for abusive conduct. Users of Faith Lutheran Jr/Sr High School should have no expectation to privacy when using our technological resources.**

### Acceptable Use

In providing access to technological resources of any kind, including access to the Internet and the student laptop program, Faith Lutheran Jr/Sr High School is providing tools to enhance student learning. We recognize that not all learning occurs within the context of the school day and so students, particularly those with school-provided laptops, are encouraged to use these resources in a way that is consistent with that purpose and the school's mission as a Christ-centered environment.

### E-Mail

- E-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail is allowed including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be subject to a disciplinary response according to the harassment policy in the student handbook.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.
- Only the approved mail service ([mail.app/flhsemail.org](mailto:mail.app/flhsemail.org)) may be used for student mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- The school reserves the right to search and read e-mail as deemed necessary.

### Instant messaging

- Instant messaging (e.g., iChat, aim, gTalk, skype) is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Participation in chat rooms during school hours is prohibited, except as part of an assigned, in-class activity.

### Audio and Video

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted during class, without the permission of the teacher.

- The use of laptops to watch movies and DVD videos is not permitted during the school day.
- Any audio or video recording may be conducted only with prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited.

### **Games**

- Games are not permitted during school hours except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school computer.
- Screensavers that include gaming components are not allowed.

### **Laptops**

- All laptops are expected to be in good working order at all times.
- Student laptops must not be left unattended at any time. If a laptop is found to be unattended, it will be turned in to Mr. Bowline's office.
- Laptops must be in a student's possession or secured in a locked classroom or locker at all times.
- Laptops must be carried and transported appropriately on campus. They should be carried in their cases if at all possible. Otherwise, they should be closed and carefully carried. Failure to close the lid of a laptop before transporting it could damage the hard drive and result in permanent loss of data.
- No food or beverages should be in the vicinity of the laptops. Laptops may not be used in the dining hall during lunch. Laptops should be placed in backpacks or protective cases during lunch.
- Laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable.
- Laptops may not have stickers DIRECTLY applied to them.
- Students are not allowed to create any bios passwords on their laptops (bios passwords are set through the computer's hardware and are not the same as regular passwords).

### **Network Access**

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Faith Lutheran Jr/Sr High School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.

- Students may not download large files which tax the ability of the school's servers to operate efficiently or any other applications that cause serious congestion on the campus network and interfere with the work of others.
- Students may not tamper with network cabling or routing devices installed on campus.

### **File Sharing**

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on school computers including laptops. Examples of this type of software are Limewire, Bearshare, Kazaa, uTorrent, etc. Although these types of programs are software downloads, they automatically create file sharing connections.

### **Downloading and Loading of Software**

- No software, other than the standard software package pre installed on the computer, is allowed to be installed on the laptops.
- The downloading of music files, video files etc. through the school's network is prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the computer.
- Copyrighted movies may not be "ripped" from DVD's and placed on the laptops nor may copyrighted movies be downloaded to the laptops from the Internet. Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the laptops.

### **Shareware and Freeware**

- Shareware and freeware programs such as animated cursors (i.e., Comet Cursor), screen savers, and others are prohibited. Software like these automatically open connections to the computers from the outside of our network. Those connections are spyware, and they not only monitor the activities on that computer, but they also slow down the operation of the computer and the network connection.

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet, but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, it is the student's responsibility to notify a teacher or the Director of Computer Services as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **Privacy, Use, and Safety**

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm; therefore contact with such individuals is considered inappropriate and unsafe.
- Students must secure and maintain private passwords for network/laptop and e-mail use. This is important in order to protect the privacy of each student.
- The school administration has the right to view any files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are prohibited from using laptops or any computer for acts of cruelty (including mean-spirited e-mails, offensive blogging, cyberbullying etc.).

### **Copyright**

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

### **Consequences**

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy.

Any violation of Faith Lutheran Jr/Sr High School Acceptable Use Policy may result in loss of school provided access to electronic information. In general, the following consequences will be applied to student misuse of school provided laptops:

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy and the Student Code of Conduct. Such

consequences could include the loss of the use of the computer for an amount of time determined by the administration and members of the technology department, possible disciplinary action including detentions, suspensions, and expulsions, and possible legal action. These consequences apply to students participating in the laptop program and students using computers on campus at Faith Lutheran Jr/Sr High School.

Computers with illegal or inappropriate materials will be subject to the following:

1<sup>st</sup> offense: Any offensive content is removed from the computer. Parents are contacted and informed. The computer is subject to more frequent random checks.

2<sup>nd</sup> offense: The computer is re-imaged\*. There is a \$25 fine and a required parent conference with a school administrator.

3<sup>rd</sup> offense: The computer is re-imaged\*. There is a \$50 fine. Student loses privilege of taking the computer home.

Depending upon the nature of the content student may be subject to detentions, suspensions, or an expulsions.

\*Faith Lutheran Jr/Sr High School is not financially responsible for any student purchased content lost during the re-imaging process.

In the case of repeated laptop abuse and/or damages, the school has the right to revoke the use of the school's laptop. Repeated AUP offenses or laptop abuses may lead to the loss of a student's privilege of using a laptop on campus.

Additional action may be determined by the Executive Director and Principals. Illegal actions are subject to prosecution by local, state or federal authorities.

Faith Lutheran Jr/Sr High School takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the school's network.

Students are required to adhere to all provisions and conditions set forth in this Acceptable Use Policy. Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members.

Faith Lutheran Jr/Sr High School reserve the right to make changes or additions to the acceptable use policy. The most current edition is always available at <http://www.faithlutheranlv.org/laptop/>