

**Technology Acceptable Use Policy**  
**Grades 1-5**  
One-to-One Chromebooks @ St. John's Lutheran School

## Educational Purpose

St. John's is working to provide students and staff with the latest technology tools in education. The goal is to prepare our students for higher education or the world of work in the 21<sup>st</sup> century. Our students need the skills to be competitive and we will do our best to provide them with those skills. We want each of our students to be able to operate from a level playing field, and with each of our students having a chromebook and wireless internet access, the students are technologically equal. The increased use of technology within our school will also foster leadership, communication, achievement, collaboration, problem solving skills, responsibility and ethical decision-making skills. This opportunity is a privilege and must be treated as such by all users.

## Chromebook Policy

Each student in grades 1-5 will be using a St. John's domain licensed Chromebook and given access to a Google Apps account. **Chromebooks will not be taken home except in the case of remote learning or if there is no access to a device at home for school work.** Students will not be allowed to use a Chromebook until the *Chromebook Ownership and Technology Acceptable Use* policy is signed by the student and the parent.

Students will comply with the school's technology acceptable use policy. Students are subject to disciplinary action for inappropriate technology use on and off campus.

**Any physical (carelessness) damage, repairs, or replacements beyond the manufacturer's warranty is the responsibility of the student/parent and full replacement cost (\$250) is charged.**

## Computer Network & Internet Use Policy

In order for a student to gain access to the school domain and the internet, the individual student must have parental/legal guardian permission. All students/parents must sign a *Technology Acceptable Use Agreement*. Failure to do so will result in the internet/network being denied.

Students shall have no expectation of privacy when using school email or computer systems. Students must use appropriate language and grammar in all messages. Students will only be allowed to email within the St. John's domain.

Please remember that use of the internet/network is a privilege, not a right. Students violating policies pertaining to the standards of conduct regarding internet use will be subject to the following:

1. Restriction or loss of network/internet access for an undisclosed period of time deemed appropriate by the administration: and/or
2. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state and federal laws; and/or
3. Restitution for the cost of damages to hardware/software.

Inappropriate use of the internet/network will include, but not be limited to the following:

1. Use of any method to bypass the school's content filtering policies.
2. Accessing, uploading, downloading or distributing obscene material of any kind.
3. Accessing, uploading, downloading or distributing music or electronic files of any kind.
4. Accessing another individual's materials, information, or files without previously being given permission.
5. Using or attempting to discover another's password.

6. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks. Also, including the destruction or attempt to destroy the data of another user by creating, uploading, or intentionally introducing viruses into the network/internet.
7. Harassing, insulting, or attacking others. "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reports of such acts.
8. Using, disclosing, or disseminating personal information online, such as full name, home address, phone number etc ..., except with the pre-approval of certified staff or the administration.
9. Invading the privacy of others.
10. Improperly and/or intentionally altering the set-up of computers as determined by the administration. This includes, but is not limited to: desktops, wallpapers, screensavers, shareware or any installed apps.
11. Using apps that have not been pre-approved or assigned by staff or administration.
12. Seeking to gain or gaining unauthorized access to the domain, apps, internet or computer devices.
13. Failure to follow school policy, building policies and guidelines, or any other policies established by the building administration, or certified staff designed to prevent computer, internet or network usage.
14. Any issue the administration deems as inappropriate use.

### **Acceptable Use Guideline Form 2022-2023 School Year**

This form must be signed and returned prior to a Chromebook or a User ID and password being issued to a student. This policy covers all use of technology at St. John's.

Please read the previous pages of the *Technology Acceptable Use Policy*. After reading, please discuss these policies with your son/daughter. If you have any questions, please feel free to contact Mrs. Franklin or Mr. Green. This permission will remain in force through the current school year unless revoked by the school for disciplinary reasons.

#### **Student Pledge for Chromebook Use**

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unsecured.
3. I will know where my Chromebook is at all times.
4. I will charge my Chromebook battery daily.
5. I will not disassemble any part of my Chromebook, or attempt any repairs as this may void the Manufacturer Warranties.
6. I will use my Chromebook in ways that are appropriate, meet St. John's expectations and are educational.
7. I will not place decorations (such as stickers, markers etc) on my Chromebook.
8. I understand that my Chromebook is subject to inspection at any time without notice and I will be responsible for any repairs deemed necessary by a teacher or administration.
9. I will follow the policies outlined in the *Technology Acceptable Use Policy*.
10. I will be responsible for all damage or loss caused by neglect or abuse.
11. I will not touch or use another student's Chromebook unless I have been given permission.

**I agree to the stipulations set forth in the *Technology Acceptable Use Policy* and the *Student Pledge for Chromebook Use*.**

Student Name (Print Please): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Print Please): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_