

St. Mark's Lutheran School

Acceptable Use Policy—Page 1

Laptop Personal Computers, Computer Network, and Internet

Students are responsible for good behavior while using the St. Mark's Lutheran School equipment/network. Communications on our computer network will often be public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to computing services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege—not a right. Access entails responsibility.

Individual users of the school's and HCCA's networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with school and HCCA standards and will honor the agreements they have signed. While St. Mark's Lutheran School makes every attempt to ensure and monitor the appropriateness of the students' use of the network, the school does not assume responsibility for a student's surreptitious non-acceptable behavior.

Network storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on St. Mark's Lutheran School servers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. According to school policy and procedures, the following are not permitted:

- Submitting, publishing, and/or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property
- Using commercial chat programs on the laptop (This does not include educational chat programs used by the teachers as part of class.)
- Using e-mail, the St. Mark's Lutheran School network, Instant Messaging (on **any** electronic devices) for cheating and/or communicating during tests or exams
- Using translation software or copying on-line translations
- Using another person's password or login and/or trespassing in another person's folders, work or files
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Accessing inappropriate matter on the Internet or World Wide Web
- Unauthorized access, including so-called "hacking" or "pirating" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Abusing or wasting limited resources
- Downloading and/or installing non-approved programs or **personal** music or video files on school computers
- Using Chat Rooms, On-line or Instant Messaging while at St. Mark's Lutheran School or on St. Mark's Lutheran School's network on any St. Mark's Lutheran School computer or any other device unless assigned and supervised by a member of the faculty or staff
- Employing the network for non-educational and/or commercial purposes
- Using the St. Mark's Lutheran School network to promote individual benefits or outside fundraising that does not pertain to St. Mark's Lutheran School

Violations may result in a loss of access as well as other disciplinary action.

Retain this copy for your files.

St. Mark's Lutheran School
Acceptable Use Policy—Page 2

Laptop Personal Computers, Computer Network, and Internet

**Student Agreement for Acceptable Use of the Internet, E-mail and School Network
and Parent Permission Form**

No student will be granted network access unless a signed permission form is on file.

According to school policy and procedures, the following are not permitted:

- Submitting, publishing, and/or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property
- Using commercial chat programs on the laptop (This does not include educational chat programs used by the teachers as part of class.)
- Using e-mail, the St. Mark's Lutheran School network, Instant Messaging (on **any** electronic devices) for cheating and/or communicating during tests or exams
- Using translation software or copying on-line translations
- Using another person's password or login and/or trespassing in another person's folders, work or files
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Accessing inappropriate matter on the Internet or World Wide Web
- Unauthorized access, including so-called "hacking" or "pirating" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Abusing or wasting limited resources
- Downloading and/or installing non-approved programs or **personal** music or video files on school computers
- Using Chat Rooms, On-line or Instant Messaging while at St. Mark's Lutheran School or on St. Mark's Lutheran School's network on any St. Mark's Lutheran School computer or any other device unless assigned and supervised by a member of the faculty or staff
- Access to and use of non-St. Mark's Lutheran School e-mail providers (hotmail, yahoo, AOL etc.)
- Employing the network for non-educational and/or commercial purposes
- Using the St. Mark's Lutheran School network to promote individual benefits or outside fundraising that does not pertain to St. Mark's Lutheran School

As a user of the St. Mark's Lutheran School computer network, I hereby agree to comply with the previously stated rules—communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____ As the parent or legal guardian of the student signing above, I grant permission for my student to access St. Mark's Lutheran School and HCCA networked computer services such as the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use—setting and conveying standards for my student to follow when selecting, sharing or exploring information and media. I have discussed with my student that communication over E-mail is permitted for school related business and that communications in chat rooms or on-line messaging is not permitted under any circumstances.

Parent Signature _____ Date _____

Name of Student _____ Grade _____

St. Mark's Lutheran School
Student's Laptop Responsibility Statement—Page 1

Laptops will be issued to all St. Mark's Lutheran School students. Each student is responsible for the proper care and safety of the computer and related equipment.

Purpose

This statement establishes policies and procedures for information technology acquisition and use at St. Mark's Lutheran School. For this policy, the term information technology encompasses the laptop, including the following items:

- System units (including internal drives and power supplies)
- Battery packs
- Modems and LAN adapters
- Software
- Computer Backpack

Stewardship of Equipment

Upon signing this form, a student assumes responsibility for the equipment. This form will be completed annually. The Technology Department will maintain the signed forms.

Personal Use of Computers

Incidental personal use of computers and/or software is allowed to the extent of maintaining or improving proficiency or educational development. However, no hardware, software, or data should be used for direct or indirect personal business use or in violation of the St. Mark's Lutheran School Acceptable Use Policy and should also not be used as a storage device for personal music or video files.

Physical Security

Each student is responsible for ensuring that his/her laptop (at or away from St. Mark's Lutheran School) is reasonably secured from unauthorized use, vandalism, or theft. (For example: Do not leave the laptop inside a passenger car compartment, place in locked trunk.)

Laptop Rules

Student has read and agrees to follow the laptop rules as outlined in page 2 of this document.

Compliance with Licensing Agreements

It is the policy of St. Mark's Lutheran School to comply with all contractual obligations contained in license agreements to which it is a party.

- St. Mark's Lutheran School must register all purchased software, as applicable, with the vendor. The Technology Department registers newly purchased software.
- St. Mark's Lutheran School prohibits students from duplicating, modifying, selling, trading, or otherwise distributing licensed computer software and accompanying documentation if contrary to the vendor's license agreements.
- Students will not purchase or accept copies of software from any source if they know, or reasonably should have known, that the copies were made contrary to legally enforceable provisions of a vendor's license agreement.

We have read the foregoing information and we acknowledge responsibility for the equipment assigned to me (my student) as described below and if damaged or lost due to my negligence, my parents may be responsible for its replacement cost.

Student Printed Name

Student Signature

Date

Parent Printed Name

Parent Signature

Date

St. Mark's Lutheran School
Student's Laptop Responsibility Statement—Page 2

Laptop Rules

- Come to school with the laptop fully charged.
- Purchase a lock to secure the laptop in lockers during school and all extracurricular activities.
- Never leave it unattended.
- Never leave it lying on the floor.
- Keep it in your book bag when not in use.
- Use caution when removing your backpack from your shoulder and placing it on the floor.
- If you must leave it in your car, keep it out of sight and the car locked. Never leave it in the car overnight!
- Do not deface the laptop with stickers, graffiti, or labels. *(You do not own the laptop, but you are responsible for it.)*
- Do not remove any St. Mark's Lutheran School or official stickers attached to the laptop or its attachments.
- The laptop is intended for academic purposes. Downloading programs, music, or photos for personal use is not permitted.
- Instant messaging or chatting will not be permitted on the laptop unless assigned and supervised by a member of the St. Mark's Lutheran School faculty or staff.
- Be careful if you are working on the laptop in your lap that it doesn't get too hot and burn your skin.
- Contact Tech support if you have hardware or software problems. We will do the repairs. Do not try to repair it on your own.

Note:

- St. Mark's Lutheran School has the right to restore the computer to its original state whenever we feel it is appropriate and necessary. Anything that is loaded on the local drive will be deleted. Student files backed up appropriately on the network drive will be preserved. If the laptop must be reimaged because of Spyware acquired by inappropriate web usage, there may be disciplinary action taken. Students are responsible for making back-ups of all files to the St. Mark's Lutheran School network directories and to a USB flash/jump drive on a daily basis.

Retain this copy for your files.

Laptop Proper Care Policies

This document is intended to provide a series of guidelines for students to help ensure the proper care of their laptops. While this list is quite in depth, it cannot serve as a complete list. In addition to following these guidelines, students are expected to use common sense and best judgment to protect all of the laptops on and off campus. Failure to follow these guidelines may result in disciplinary actions and/or financial responsibility for loss or damage.

- Although your laptop is owned by St. Mark's Lutheran School, it is your responsibility. Please treat it with great care.
- Follow the Acceptable Use Policy at all times and in all locations. Remember that you are not to lend your laptop to anyone.
- Back up your data. At least once a week, you should copy your important work to the network server. In addition, use a USB Jump Drive to back up work in progress.
- At times it will be necessary for the IT Department to send announcements to all laptop users.

What if something goes wrong?

- When there appears to be an issue with your laptop, whether it is a physical/hardware issue or software related issue, do not try to fix it. Instead report the problem to your homeroom teacher as soon as possible.

General Care

- Each laptop has several identifying decals. Under no circumstance are you to modify or destroy these labels. In addition, you are not to "decorate" your laptop in any manner, e.g. stickers, markers, and paint. However, you may place a label with your name on your power supply, but you may not permanently mark it in any fashion.
- Under no circumstances are you to open the laptop housing, doing so will render the warranty void.
- Liquids and other debris can damage the laptop. As such you should avoid eating or drinking while using the computer.

Carrying the Computer

- Always close the lid before moving. Be sure that there is nothing trapped between the screen and the display.
- Closing the lid sends the laptop into standby. To prevent permanent damage to the hard drive, you should wait for your system to enter standby before moving it.
- For prolonged periods of inactivity, you may want to hibernate or shut down completely before closing the lid. This will help to conserve the battery.

Taking Care of the Screen

- Take particular caution with the screen. The screens are very susceptible to damage. In particular avoid grasping the laptop by the screen with any force.
- You may clean the screen as you would a camera lens or a good pair of glasses.

Maintaining Your Battery

- You are expected to come to school with a fully charged battery. Each night when you go to sleep, so does your laptop. Plug it in for a good night's rest.
- When you plug your laptop in at school, be mindful not to cause a tripping hazard.
- Once a month it is a good idea to allow your battery to completely drain.

Daily Logistics

- You are to bring your laptop to school everyday.
- You are to take your laptop home every night.
- Your laptop is not permitted in the Fellowship Hall during lunch.
- When the computer is not in your immediate vicinity, it should be secured in your locker.
- During after-school activities, you are still expected to maintain the security of your laptop.
- Avoid using your laptop in areas which may lead to damage or theft. Do not use your laptop around sporting activities where it might be knocked over. Never leave your machine in a public space, especially after school.
- Laptops are not allowed on overnight trips or field trips without the approval of the lead chaperone.

For the laptop program to be a success at St. Mark's Lutheran School, we all need to be conscientious of our surroundings. If you see an "unattended" laptop, be a good Samaritan and take it to the office. Remember, the next time it might be your laptop, and wouldn't you be glad if someone was looking out for your benefit and safety? Avoid rough-housing in the hallways, as this may lead to someone's laptop being damaged. Have fun this year, and enjoy the wonderful tool you will have at your disposal.