

Immanuel Lutheran School – Silo
ACCEPTABLE USE POLICY FOR SCHOOL OWNED DEVICES

Student / Parent Responsibility	Immanuel Lutheran Responsibility
Come to school with your device fully charged and ready for class.	Charging access is very limited.
Your device is your responsibility. Guard your device and always keep it with you or in a safe and secure place. Do not loan it out or switch devices with someone else. *A reclaim fee of \$5 may be applied to consecutive acts of carelessness.	Unattended devices will be collected and placed in the office.
Be careful with your device. Keep it away from all food and drinks. Devices should be kept in a padded sleeve/case when not in use. Never deliberately damage your device.	If your device is damaged please let your teacher know immediately. You may be able to borrow a loaner device from the school if one is available.
Loaner devices may not be removed from the building. Return all loaner devices to proper location following use in the same condition in which you got it.	Loaner devices may be available on a first come first serve basis. Classes that are scheduled to use the devices from the cart have the first priority for use.
Back up your important files, pictures, sounds, and videos with a flash drive or an external hard drive.	Immanuel Lutheran will set up Google Email accounts with Google Drive for all student users.
Guard your passwords and do not give them out to others. If you suspect someone else is using your password or login information, tell a teacher or other staff member.	Parents will have access to student passwords, but they will not be shared with any others. Immanuel Lutheran administration and staff have access to the Google accounts. Lost or forgotten passwords can be reset by request.
I understand that Immanuel Lutheran has the right to look at data, emails, logs, or files that exist on the Google drive without prior consent.	Immanuel Lutheran reserves the right to view and potentially remove harmful files or applications on an individual's device.
Students are responsible for Internet use. Use internet pages and online tools for school work, class projects, and personal learning. You should not try to access material that is considered inappropriate by Immanuel Lutheran, or try to bypass or disable Internet filtering.	Internet use will be monitored during school hours.
Chromebooks have USB drives to connect digital cameras, printers, and other peripheral devices.	Student printing at school will be by permission only and is limited to school requirements.
Unfortunately, accidents will happen. Students are expected to care for each device as if it were owned by the student.	Immanuel Lutheran will repair or replace damaged devices if not due to negligent use by the student. Repair fees will be assessed at the following rates: Screen - \$100 / Keyboard - \$75 / Charging cord - \$50 / Full Replacement - \$250
CLASSROOM USE: (During school hours) <ul style="list-style-type: none"> ● Devices are only to be opened / in use with teacher permission. ● Follow all teacher directions for accessing Internet sites and programs ● Devices are not to be open in hallways, common areas, or the gym without teacher direction 	Failure to follow classroom standards may result in disciplinary action and/or the loss of computer device privileges.
Student issued devices must be returned in good condition at the end of the school year or upon transfer/withdrawal from the school.	A replacement fee may be issued for any device that has been damaged beyond repair.

CONSEQUENCES: Consequences for individuals violating the Acceptable Use Policy vary depending on the nature and seriousness of the violation. Consequences may include disciplinary action, loss of technology privileges, and/or law enforcement involvement. A general guide for offenses is as follows. *This is not an all-inclusive list of offenses. The level of offense is subject to the discretion of the principal, pastor, and/or Board of Christian Education.

1. Level 1 – Device may be confiscated for the day. Device will be returned to the student at the end of the day. (*Examples: emailing without permission, engaging in online chats, using device to cheat)
2. Level 2 – Device may be confiscated. Device will be returned only to the parent. Privileges for using the device or Internet may be revoked for a period of time. (*Examples: cyber-bullying, intentionally accessing inappropriate content, or repeat level 1 offenses)
3. Level 3 – Device may be confiscated. Law enforcement and/or social services may become involved in an investigation. (*Examples: security breaches, making threats)

USER AGREEMENT (to be signed by all students)

I have read, understand, and will abide to Immanuel Lutheran’s Acceptable Use Policy when using computers, Chromebooks, or any other device owned by Immanuel Lutheran School. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

User Name (Print) _____

User Signature _____ Date _____

PARENT AGREEMENT (to be signed by parents of all student users)

As parent or guardian of (print student name(s)) _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Immanuel Lutheran has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Immanuel Lutheran responsible for materials acquired on this network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission for my child to use network resources, including the internet, that are available through Immanuel Lutheran School.

Parent’s Name (Print) _____

Parent’s Signature _____ Date _____

DISCLAIMER: Immanuel Lutheran School reserves the right to change its policy and rules at any time without notice.