

Technology Use Policy of Lincoln Lutheran Middle/Senior High School

Technology resources at Lincoln Lutheran include, but are not limited to: computers, printers, video equipment, information storage devices, copy machines, software and the Internet. These resources are to be used in accordance with the mission statement of Lincoln Lutheran, where we strive to maintain a "Unique Christian Learning Experience." Based on this mission, it is important that students using technology resources at Lincoln Lutheran understand and abide by the following guidelines:

1. Students should demonstrate responsible behavior on school computers, computer networks, and the Internet and conduct themselves in a Christian manner. General school rules and computer lab rules should be followed.
2. Each year each student will receive a unique username/password to use to access computers here at Lincoln Lutheran and student grades via Lincoln Lutheran's website. This is the only username/password that you may use. **UNDER NO CIRCUMSTANCES SHOULD YOU GIVE ANYONE YOUR PASSWORD.** This is primarily for your own protection, because any wrong doings made by someone using your username/password will be treated as if they were made by you. If you think someone else knows your password, you may request a new one from Lincoln Lutheran's technology coordinator.
3. Physical or electronic tampering with technology resources is not permitted. Students who do so will have to pay any costs associated with restoring these items. This includes installing software or hardware and changing any computer settings without faculty/staff permission.
4. Although Lincoln Lutheran's Internet access is filtered, parents and students should realize that it is impossible to restrict access to all controversial materials. If students access information that they feel uncomfortable with they should report it immediately to a faculty/staff member.
5. Because of the way our software is licensed, technology at Lincoln Lutheran is for educational purposes only. Commercial use is not allowed. Any personal use of technology requires the approval of a faculty/staff member.
6. Students should recognize the fact that using the technology at school is different from using it at home. Technology at school should be used for approved educational activities. Any non-educational use of school technology resources is prohibited without the permission of a faculty/staff member. This includes surfing the Internet, reading email and playing games.
7. Students should not attempt to view or download inappropriate or unlawful information. This includes, but is not limited to, any pornographic, abusive, obscene, profane, illegal, or demeaning material.
8. Students should respect all copyright laws that protect content creators (musicians, software writers, authors...). Plagiarism in any form will not be tolerated, and may result in receiving a failing grade for the course in which it took place.
9. Students should not transfer excessive information, as this lowers the network bandwidth available to others. This includes, but is not limited to: downloading/uploading large files (such as music or video) and accessing streaming media (such as online radio stations). Exceptions for educational use require prior faculty/staff approval.
10. Students should never give out their name, address, phone number or other identifying information over the Internet.
11. In the case of a student losing computer/Internet access at school, the student will still be held responsible for all assignments, however the student will need to seek alternative computer access (such as from home or a library).

I agree to abide by this policy: _____ date: _____