

# ACCEPTABLE USE POLICY

## What is an AUP (Acceptable Use Policy)?

An Acceptable Use Policy is a written agreement signed by St. Paul Lutheran (SPL) users, parents/guardian and students (grades 1 – 8) that describes the terms and conditions for the use of technology available to all persons during SPL sponsored activities. This agreement outlines the rules of acceptable behavior during online Internet/offline Intranet sessions and the consequences for misbehavior. This agreement delineates published usage of student photographs and student work on the Internet/Intranet.

## SPL Technology

With the use of electronic networks, including both Internet and Intranet, SPL is expanding technology access for students, parents, staff and community users. With this access comes the responsibility for appropriate use. Students, parents, staff and community users are expected to maintain Christian ethics in making appropriate decisions regarding their technology use provided by SPL. In general that requires efficient, ethical, and legal utilization of the network/non-network resources. Thus, the following principles will be applied:

1. The signatures required in accordance with the AUP are legally binding and indicate the parties who signed have read the terms and conditions carefully, understand their significance, and agree to abide by them.
2. Failure of users to abide by the AUP guidelines may cause the elimination of a user account at any time as required.
3. In accordance with the AUP guidelines, the SPL administration in its sole discretion will deem what is inappropriate use and all such decisions by the administration are final.
4. Additionally, if SPL incurs a financial cost due to user misuse or intentional malicious action, the user will bear the sole responsibility for the financial cost incurred.

## SPL Network Users

The electronic networks are “public places” and user actions are visible to other users on the network. SPL has the right to monitor network use to ensure that the network continues to function properly for all of its users.

All SPL existing policies and regulations apply to the use of technology. Community Users and students are expected to comply with the following procedures when using the SPL networks or accessing any resource via the Internet.

1. Users will follow SPL Acceptable Use Policy.
2. No user is allowed to use any material that is not preloaded onto the computers or approved by SPL network administrators.
3. Hate mail, harassment, discriminatory remarks, threatening, and other antisocial, non-Christian behaviors are prohibited.
4. The use of the computer to Users of SPL technology shall promote efficient use of the networks to reduce congestion of the networks and interference with the work of others using the networks. Such interference or disruption includes, but is not limited to the following:
  - a. Altering the computer system’s operating perimeters such as screensavers, desktops, sounds, or other appearance aspects of the computer
  - b. Propagation of computer worms or viruses
  - c. Using the network to make unauthorized entry into other computational, informational, or communications devices or resources.
  - d. Access of files belonging to anyone else on the network without express consent.
5. Networks or equipment shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution would violate any applicable law or regulation or would likely be offensive to the recipient(s).

### **SPL Internet Users**

Use of Internet activities must be in support of ministry, education and research that is consistent with the goals, objectives, and policies of the SPL entity. There is a wealth of information on the Internet. SPL network users will have the opportunity to access that wealth, and will be required to use the Internet responsibly. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. Prior to participation, a user will receive information pertaining to the proper use of the Internet and sign the AUP user agreement.

SPL has taken reasonable precautions to restrict access to controversial materials. However, on a global network such as the Internet, it is impossible to control all available materials. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may procure material that is not consistent with the goals of SPL. It is the user who controls the material accessed. With this in mind, we believe that it is imperative to teach our community members to make Christian choices about the type of material they access.

**E-mail and the Internet do not replace face-to-face communication. Following the Biblical principles stressed in Matthew 18 is the appropriate procedure used to resolve personal conflicts.** Matthew 18:15-16 states how we should first attempt to resolve conflicts one-on-one (between the two parties involved) before other people become involved in attempting to resolve the conflict.

### **Internet Etiquette**

Users are required to abide by the accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities, or other inappropriate language. Try to resolve conflicts in person following Matthew chapter 18.
2. Illegal activities including but not limited to downloading computer worms or viruses; any action for the sole purpose of plagiarizing any image, object or document; viewing pornography, violent materials, or any other information generally considered inappropriate in a Christ-centered learning environment; is strictly forbidden.

*In addition, these rules apply for our youth.*

1. Do not reveal your personal information (i.e. name, address, phone number) online.
2. If a youth accidentally finds anything inappropriate on a website, they are to turn off their monitor and notify a teacher or adult immediately.
3. Youth are not allowed to download documents or software from the Internet.
4. SPL school students will use the Internet for educational purposes only.
5. A teacher or adult must be present at all times while a youth is using the Internet. The student must ask for and receive permission to access the Internet from that teacher or adult.

### **Electronic Mail**

Users should be aware that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Transmission and viewing of any material via e-mail that is in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to plagiarized copyrighted material, threatening or obscene materials or materials protected by trade secret or classified government information. All e-mail users are required to abide by the accepted rule of network etiquette.

### **Consequences**

Interpretation, application, and possible modification of these policies shall be within the sole discretion of the SPL Administration and Technology Committee. Violation of these policies will

be reviewed on a case-by-case basis by the SPL administration and appropriate action taken if necessary.

The SPL Administration may at any time make determinations that particular uses are or are not consistent with the purposes of the network and computer resources. Furthermore, the Network Administrators reserve the right to discontinue access to the computing equipment and network at any time for any and all users.

Depending on the severity of the infraction and the judgment of the administration, any of the following consequences may be imposed upon student and community users:

1. Disciplinary action as described in the Parent Handbook.
2. Individual access privileges may be suspended.
3. Individual access privileges may be revoked.

Automatic notification will be made to the parent/guardian of the student involved in any violation of this Acceptable Use Policy. Violations include, but are not limited to, the following:

1. Internet Abuse including but not limited to choosing to visit inappropriate websites; downloading controversial material; abusive language.
2. Hardware Abuse including but not limited to malicious mistreatment of any piece of technology hardware.
3. Software Abuse including but not limited to amending program instructions; initiating to illegally copy media.
4. Network Abuse including but not limited to illegal/inappropriate use of username and password; accessing non-authorized files; misuse of network resources.

### **Media Equipment**

SPL has an assortment of media equipment including but not limited to LCD projectors; laptops, digital cameras, video cameras. This equipment is available for SPL school & church use as approved by the Network Administrator and lead teacher/instructor. The equipment shall be formally reserved, picked up and returned by the sole individual who 'checks out' said equipment upon stated approval. This individual is financially liable for the safe and immediate return of all equipment in question.

### **Personal Technology Devices**

Personal technology devices-including but not limited to cell phones, PDAs, laptops, and notebooks are to be used under the direction and in compliance with directives set by the classroom teacher and SPL administration. Personal technology devices are the sole responsibility of the owner, thus SPL is not responsible for any damaged, lost or stolen device.

During school hours, cell phones are not to be in the possession of students at SPL school.

Handheld computers and PDAs are acceptable for use with prior approval by the administration. They should be used, with permission, for class work only. They should not be used for e-mail or Internet access while on campus during school hours. Such a device, used in any other way, is considered a nuisance item and it will be confiscated the first time. A repeat offense will be treated as the serious concern that it is.

### **Community Users and Student Photographs and Work**

SPL maintains an informative website ([www.stpaulakeland.org](http://www.stpaulakeland.org)) designed to highlight various church and school schedules, personnel and activities. It is a desire of SPL to publish photographs, with expressed, signed consent, (without community user/student names indicated) of SPL life and works including but not limited to class programs, field trips, and athletic/academic/childcare/church adventures.

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