

*Please return the 2<sup>nd</sup> page of this Policy to school by September 19, 2011*

## **Student Acceptable Computer Use Policy**

### **St. Matthew Lutheran School**

The Internet is a global network of networks connecting many millions of computers. The Internet is an environment of independent, unregulated resources that can change on a daily basis. This resource is used similar to the way books, magazines, newspapers and videos are used in an educational setting.

**St. Matthew Lutheran School** is preparing students for the 21<sup>st</sup> Century by offering up to date computer resources to complement the curriculum. The Internet is a valuable tool offering a vast number of resources at the click of a mouse.

It is a general expectation that the schools resources are to be used in a reasonable, efficient, ethical, moral and legal manner in accordance with the beliefs and policies of St. Matthew Lutheran School. Computer storage areas will be treated like student lockers. Administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Computer use will be monitored by a teacher, but students are responsible for following the guidelines for appropriate use and bear the consequences for misuse. Assigned passwords are to be kept confidential and not shared with other students.

### **The following are NOT permitted:**

- Accessing, displaying or sending materials that are derogatory toward any race, religion, culture, ethnic group, gender or sexual orientation.
- Using the Internet for transmission of materials in violation of local, state or federal regulations.
- Violating copyright laws.
- Accessing personal e-mail, instant messaging and entering chat rooms.
- Tampering, misusing abusing or vandalizing any hardware, software, or security measures.
- Trespassing in others' files, folders or works.
- Using disks from home at school, or disks from school at home-including floppy or CD.
- Downloading music.
- Installing software including screen savers.
- Using school resources for non-school activities.
- Accessing Social Networking sites on school equipment.
- Accessing YouTube unless it is assigned by your teacher.

#### **CONSEQUENCES**

**First Offense** - Loss of computer privileges for 1 month and parental notification

**Second Offense** - Suspension from school for 3 days and parent/principal conference

**Third Offense** - Permanent expulsion from school

*Violations will be referred to the Principal for disciplinary action. Law enforcement agencies will be involved when appropriate. The student will not have computer privileges unless this form is signed and dated by both student and parent.*

## USE ACKNOWLEDGEMENT FORM

No student will be allowed to use school computers or the internet until the student and parent/guardian have signed and returned this acknowledgement to the school.

### Student:

I have read the St. Matthew Lutheran School Computer Policy regarding Computer/Internet Use and the Student Computer/Internet Rules and agree to comply with them.

I will not use any home computer programs on any school computers.

### Rules for acceptable Computer Use

I will not give out my last name or other personal information over the Internet. I will not publish my work on the Internet without teacher review and approval.

I will not play computer games during the school day unless permission is granted by St. Matthew Lutheran School

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

### Parent/Guardian:

I have read the St. Matthew Lutheran School Computer Policy regarding Computer/Internet Use and the Student Computer/Internet Rule and understand that my son/daughter's use of the school computers is subject to compliance with these rules.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

### Parent's Permission for the publication of student work

Periodically, the school may wish to publish examples of student projects and other work on an internet accessible World Wide Web server. ***Please note that last names will not be published.***

I give my permission for my child's work to be published on the internet: (please circle your choice)

May

May not

Student's Name (please print): \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_