

Technology Acceptable Use Policy

The mission of St. Mark Lutheran School is to assist parents, both in the congregation and community, in providing their children a Christ-centered education, preparing them for life with their Savior here on earth and eternally in heaven.

St. Mark students are expected to use technology resources as if they were in-person interactions. All rules and expectations of the school apply while under the supervision of staff at St. Mark. This applies to student use of St. Mark and personal technology, their online conduct, and their electronic communications. This document and various other St. Mark policies, rules, and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices. Policies, rules, and regulations cannot directly address every situation that a student may encounter. Therefore, an additional aspect of “acceptable use” is that St. Mark expects each student who uses St. Mark and personal technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her use of technology and in his/her technology-related activities and communications. St. Mark’s technology resources, including St. Mark’s technology-related equipment, software, networks, network account, and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses St. Mark’s technology resources is required to follow St. Mark’s established expectations for acceptable use and Biblical values. In general, “acceptable use” means that a student is required to use technology resources in a manner that:

- has a legitimate educational or other school-authorized purposes
- is legal
- is ethical (including, for example, avoiding plagiarism)
- avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone’s privacy, accessing another person’s accounts, records, or files, etc.)
- avoids harm to property (including, for example, damaging hardware, software, equipment, another person’s work, or electronic files, etc.)
- avoids accessing or transmitting harmful or inappropriate material
- is respectful of others
- is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instruction that may be provided by St. Mark staff.

If a student wishes to use technology (including engaging in electronic communications) in a manner that is secured, private, and not accessible to St. Mark, he/she should not use St. Mark’s technology resources. If a student uses St. Mark or personal technology resources in a manner that violates St. Mark’s expectations for acceptable use (or any other established policy, regulation, rule, or directive), the student is subject to possible discipline. This means that the guardians and students who wish to use the Internet or communicate digitally while at St. Mark, are here consenting to be monitored by our filtering and monitoring software such as

GoGuardian and or firewall logs by using St. Mark provided devices and any that connect to the internet while on St. Mark provided by wired or wireless connections.

Examples of possible consequences for improper use of technology include the following:

- Suspension, restriction, or revocation of the privilege of use of St. Mark technology resources;
- The imposition of academic consequences for academic-related violations;
- Suspension and/or expulsion from school;
- and/or referral to law enforcement.

If a student has a question concerning any policy, notice, rule, regulation, or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

Technology/Mobile Device Student Agreement

Introduction

St. Mark's Acceptable Use Policy aligns with the International Society for Technology in Education (ISTE) standards for students. For the latest ISTE standards, visit www.iste.org.

Terms of Agreement for School Issued Devices

For purposes of this document, "mobile device" refers to any laptop or tablet. Examples include, but are not limited to, the Chromebook or iPad. Each piece of equipment is issued to a student as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school-issued calculator. St. Mark is the legal owner of the mobile device and its accessories. St. Mark reserves the right to take back the mobile device at any time.

Right of possession and use is conditioned upon successful completion of the St. Mark Digital Citizenship curriculum and compliance with the following:

- All Board policies & rules
- Classroom and school guidelines
- Local ordinances
- State statutes
- Federal laws
- Copyright laws and educational Fair Use policies

Damage and/or violations may result in the loss of privilege, disciplinary action, and/or legal action for the student. Students are responsible for the mobile device at all times and will be required to pay for damaged, defaced, lost, or stolen mobile devices and protective cases due to negligence as determined by St. Mark staff. **A \$100 refundable deposit for damaged or lost devices will be collected at registration.** The remaining balance of repair or replacement costs will be assessed as the damage occurs or at the end of the student's use. Families concerned about these costs should consider scheduling the mobile device through their personal insurance plan. Costs are derived from the current fair market value. The right to use and possess the mobile device and all peripherals terminates no later than the last day of attendance. Failure to return the mobile device on or before this date to the school technology director may result in charges being sought against the student and/or family. Students are allowed access to electronic resources unless the school is notified in writing by the parents/guardians. When using the mobile device, all rules and guidelines are in effect before, during, and after school hours, for all St. Mark mobile devices. All files stored on the mobile device or the network are also the property of St. Mark and may be subject to review and monitoring.

Student Use of the Mobile Device

When using the mobile device, students need to act in an ethical and legal manner. All students need to demonstrate proper digital citizenship by recognizing and guarding their personal and private information. While on the Internet, students shall not share any personally identifying information. Some of the mobile devices are equipped with a camera, video recording, and audio recording capabilities. St. Mark retains the rights concerning any recording and/or publishing of any student or staff member's work or image. These digital media are for school use only. Students are expected to report any damage to their issued mobile devices as soon as possible. A student should contact his/her teacher immediately if he/she identifies or knows about a security problem, or if he/she comes across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Personalization and Apps/Software on the Mobile Devices

All students will have access to a cloud-based drive on which to store data. All mobile devices may be re-imaged when they malfunction, or at any point during or after the school year. Re-imaging removes all data on the mobile device. All content must be legally purchased when downloaded to the mobile device. Students should protect their mobile devices by digitally locking it.

School Provided—Required Apps

Required software/apps may be installed by St. Mark throughout the school year. In compliance with the Children's Internet Protection Act, students under the age of 13 may not create online accounts outside of those managed by St. Mark.

Care of Mobile Device

General Information

Students are responsible for the general care of the mobile device. Mobile device repair/replacement will be done by the St. Mark Technology Department. Students may be issued a temporary mobile device, or other materials until the damaged/lost mobile device is working properly or replaced. Each mobile device has a unique identification number (internal and external). At no time should the numbers or labels be modified or removed.

Battery and Charging

- Mobile devices come with ports for charging and other accessories.
- Care must be exercised when plugging and unplugging accessories.
- The mobile device is designed for daily use.
- Each user should monitor the battery status of the issued mobile device to ensure it is charged for classroom use.

Cases

- Some mobile devices come with a protective case. In those situations, leave the mobile device in its case at all times.
- Mobile device cases furnished by the school must be returned with only normal wear.
- To avoid replacement fees, no alterations (e.g. stickers, marks, etc.) should be made to the case.

Screen

- Cleaning - The mobile device should only be cleaned with a soft, lint-free cloth. Electronic devices do not respond well to liquids.
- Scratching - Avoid using any sharp objects on or near the mobile device.
- Cracking - Handle the mobile device with care, avoiding drops, crashes, and placing under heavy objects.

Storage and Carrying

- Never leave a mobile device unattended.
- Place the mobile device in a safe location when transporting it in a bag.
- Keep the mobile device away from food and drinks.
- Ensure the device is not stored in a hot vehicle or extremely cold temperatures.

Student Parent Agreement

THE LAW: Students may access the Internet only when a teacher is in the classroom and acting in a supervisory role. We encourage teachers to use pre-selected sites to provide reliable and safe information for students to use, but it is also necessary for students to learn how to safely search using the engines and directories on the net. Teachers will be supervising that activity as it occurs. In accordance with the CIPA (Children's Internet Protection Act), we will do all we can to protect the child from obscenity, pornography, and materials harmful to minors. This is the categorization from the law itself. Note that these categories according to the CIPA refer only to pictures, not text. We would include the text as objectionable as well and it will be avoided, of course, in our setting.

FILTERING: We have installed a content filtering agent on the Internet material that comes into our server. These devices are not foolproof, and it is still important for teachers and parents alike to teach children to discern what is right and wrong with the material that surrounds us daily in this age of information.

G SUITE FOR EDUCATION: G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world.

This means that students work in a closed environment controlled by the Google Administer (Mrs. Knickelbein). Students will have access to their accounts at home and at school since everything is done with Google is cloud-based. Students who access their accounts away from school will have the same restrictions on their accounts as if they were in school. By signing this AUP, I give permission for St Mark to create/maintain a G Suite for Education account for my child which will include Core Google Services and Additional Google Services. More information can be found at:

<https://support.google.com/a/answer/6356441>

STUDENT EMAIL: Secure email accounts are now assigned through Google Apps for Education. Students will have Gmail accounts (in grades 3-8) which are used only for school project purposes and permissions are controlled through the admin management. Any teacher can apply for his/her students to have accounts issued when needed for project work. They can be tightly monitored.

CHAT ROOMS: The use of chat rooms in school is strictly forbidden except in the case of a teacher-led project with the teacher as a participant or when used by students collaboratively in project work. This is rarely used in our setting.

SCHOOL HARDWARE AND SOFTWARE: Students are instructed in the careful and responsible use of all school hardware and software. Abuse of the same will result in the suspension of the use of materials for a time deemed appropriate by the teacher/technology coordinator, as well as cost to replace broken hardware or software in cases of abuse. If the equipment is abused during horseplay, students will be held accountable for replacement costs if needed. Software may not be brought to school and loaded onto any computer in the building.

Technology will be used in a way that treats other people in a God-pleasing manner. Therefore, the sending of threatening messages, or other inappropriate communication, such as using technology to bear false witness or spread rumors about someone, make inappropriate overtures toward another, or impersonating another person, is prohibited and will be dealt with as detailed in the discipline policy of

St. Mark.

We have every confidence that our students and teachers are and will continue to be responsible users of the gifts of technology at St. Mark.

If you have any questions, please feel free to contact Mrs. Knickelbein.

I support this Acceptable Use Policy and my child may participate in technology at St. Mark as indicated by the policy.

Print parent name: _____

Parental Signature _____ (Parents with Children in grades K-8)

Student Signature _____ (Grades 3-8)