

# Acceptable Use Policy Grace Lutheran School Computer Network

*So whatever you do, do it all for the glory of God.  
1 Corinthians 10:31*

Grace Lutheran Church & School  
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Spring 2003

February 2003

Dear Parents/Guardians of Grace Lutheran Students,

Grace Lutheran Church and School are proud to announce that we are able to enhance your child's education through use of a networked system of computers and other instructional technology. The enclosed form, when properly filled out, signed and returned will give your child access to the World Wide Web. The World Wide Web is a network of information available through the use of a computer. With this technology your child will be able to electronically access computers around the world, to gather information, learn concepts and research subjects.

Installed on the network is a proxy server that does "filter and limit" the access to the World Wide Web. In addition to this protective measure, students are also limited access to sites that are placed "on the proxy server" only. This means that a given teacher or staff member have investigated the site and have determined it safe and appropriate for students to view. Faculty, staff and system administrators are the only people allowed to place web sites and addresses on the server. Classroom teachers and aids will always closely monitor student use to every extent possible. Every measure that can be taken has been taken to filter the content so that only appropriate material is passed onto the desktop computer. However, there is no technology that is 100% accurate and as such some offensive or inappropriate material may "slip through". Priority has been given to block all offensive material but as 1000+ websites change daily, certificates are not always updated. At times appropriate content also allows inappropriate content through. Therefore, if you do not want your child to be allowed access to the Internet/World Wide Web please mark the appropriate line on the form.

With this educational resource also comes responsibility. There are rules and ethics that govern computers that must be understood and observed by all users, which includes all faculty, staff and students. The rules require that student's, faculty and staff using the World Wide Web/Internet may not:

- Access offensive or inappropriate messages or pictures.
- Use obscene or defamatory language.
- Harass, insult, defame or attack others.
- Damage computers or computer systems.
- Violate copyright laws.
- Use another person's password.
- Give out his/her or others names, addresses or phone numbers.
- Trespass in another person's folders, work or files.
- Intentionally waste limited resources.
- Employ the Computer for commercial purposes.

Misuse or abuses of Internet access or Computer accounts may result in loss of access as well as disciplinary action in accordance with the Grace Lutheran School Handbook Discipline Policy.

Please read and discuss with your child this cover letter, the World Wide Web Use Agreement Form, Computer Code of Conduct and Acceptable Use Guidelines. If you agree with this and are aware of the risks, please sign and return the attached form. Your child will then be given or be denied access to these instructional technologies. With responsible student use, and with the home and the school working in partnership, our computers and the World Wide Web will be valuable learning tools.

Serving a Great God,  
Neal T. Hinze  
Principal

## **Computer Information System Student Use**

Grace Lutheran Church and School have implemented a computer system, with Internet capability in the Computer Lab and all the classrooms. This will allow opportunities for students, staff and patrons to communicate, learn, access, and publish information. We believe that the resources available through the Internet and the skills that students will develop in using it are of significant value in the learning process, and to student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and the cost of maintaining ever more elaborate systems. Grace Lutheran will endeavor to insure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

Grace Lutheran Church and School intend only to provide a means for educational activities. We dedicate the property comprising the computers, and grant access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

Grace Lutheran Church and School will provide training and procedures that encourage the widest possible access to electronic information systems and computers by students and staff while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system. This includes the freedom to change procedures when deemed necessary.

### **Acceptable Use Guidelines - Computers**

1. All use of the system must be in support of education and research, and be consistent with the mission of the school. Grace Lutheran reserves the right to prioritize the use and access to the system.
2. Any use of the system must be in conformity to state and federal law, licenses, and school policy. Use of the system for commercial solicitation is prohibited.
3. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
4. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system, and/or damage the components of a computer or computing system is prohibited.
5. Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are prohibited.
6. Use of the system to access, store or distribute obscene or pornographic material is prohibited.

### **Acceptable Use Guidelines - Security**

7. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
8. Communications may not be encrypted so as to avoid security review. This option is not available on our machines.
9. Users should NOT exchange passwords with anyone.
10. Personal information such as full name, addresses, and telephone numbers should remain confidential and never shared when communicating on the system.
11. Students should NEVER make appointments to meet people in person that they have contacted on the system.
12. Students should notify their teacher or other adult whenever they come across information or messages that are inappropriate, dangerous or make them feel uncomfortable.

### **Acceptable Use Guidelines - Copyright**

13. The unauthorized installation, use, storage or distribution of copyrighted software or materials on Grace Lutheran Church and School computers is prohibited.

### **Acceptable Use Guidelines - General Use**

14. A signed *World Wide Web form* must be on file with the school prior to student use of the school computers.
15. Diligent effort must be made to conserve system resources. All student files should be stored on an alternative storage device. Any files, saved on the hard drives, unless special teacher permission is granted, may be purged at any time by school personnel.
16. News Groups and/or Chat Lines are prohibited. The use of mainstream news, such as CNN on line, and the like is allowable.
17. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with school policy and procedure.

From time to time, Grace Lutheran will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the school. The school reserves the right to remove a user from the computer to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for loss of access, disciplinary action, and/or legal action.

(Adopted from Forest Hills Public Schools, Washington School Information Processing Cooperative (WSIPC) Acceptable Use Agreement, and Evergreen School District)

### **Computer Code of Conduct**

**Use of the computer, which includes the Internet, shall be in support of education and research that is consistent with the mission of the school. Internet use is limited to those students who have completed the appropriate agreement form and have received approval. Users of the computer need to comply with the following guidelines:**

1. Use the computer in such a way that it does not disrupt or interfere with its use by others.
2. Maintain the integrity of files and data. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the Computer.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the Computer to access and store only educationally relevant material.  
Protect your passwords from others.
6. Computer hardware or software should not be destroyed, modified or abused in any way.
7. "Hacking" or breaking into the system without permission is not permitted.
8. The Computer is not to be used for commercial purposes.
9. Respect the privacy of others. Use only your password.

**Grace Lutheran reserves the right to revoke a user's access, as well as take disciplinary or legal action, if it is determined the user is engaged in unauthorized activity or is violating this Computer Code of Conduct.**

## **WORLD WIDE WEB [www] USE AGREEMENT FORM**

We are pleased to offer students, faculty and Staff of Grace Lutheran Church and School use of a school computer for World Wide Web (www) access. All students must have parental permission with a signed form on file at the school before they are allowed to use the Internet computer. Access to the www will enable students to explore thousands of libraries, databases, and web sites throughout the world. Although protective measures have been put in place, families should be aware that some material accessible via the www might contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the www, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages. Parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media information sources. To that end, Grace Lutheran Church and School supports and respects each family's right to decide whether or not to apply for access.

### **Grace Lutheran Church and School World Wide Web Guidelines**

Students are responsible for good behavior on school computers just as they are in a classroom or the school hallway. Access is a privilege - not a right. Access entails responsibility. Communications on the computers are often public in nature. General school rules for behavior and communications apply. The Computer is provided for students to access and store educationally relevant material and to conduct research. Computer access is given to students who agree to act in a responsible manner. Only students with prior experience or instruction will be authorized to use the Internet.

Individual users of the school computers are responsible for their behavior and communications over those computers. It is presumed that users will comply with school standards and will honor the agreements they have signed. Students may only transfer files, shareware, or software with prior permission. The school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the Computer.

Computer storage areas may be treated like school lockers, which mean they are school property and subject to search. Computer administrators may review files and communications to maintain system integrity and insure the users are using the system responsibly. All computer activity is tracked and can be accessed by system administrators. Users should have no expectations of privacy in their electronic files stored on Grace Lutheran Church and School computers.

During school, teachers of younger students will guide them toward appropriate materials. Students using the school computers are expected to follow the guidelines as stated on previous four pages.

Violations may result in loss of access as well as other disciplinary or legal action.

**Acceptable Use Policy for Computer  
Grace Lutheran Church and School Parent/Student Agreement**

I/We agree to the Grace Lutheran Church and School Acceptable Use Guidelines, Computer Code of Conduct, and the WWW use agreement form and guidelines. Further, I/we will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I will strive to apply Philippians 4:8 to my electronic communications and Internet use. "Finally brothers, whatever is true, whatever is noble, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things."

I have read the Grace Lutheran Acceptable Use Policy. I/We hereby release Grace Lutheran, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, Grace Lutheran's system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I/We will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in Grace's Acceptable Use Policy. I/We will emphasize to my child the importance of following the rules for personal safety. I give permission for my child to use the Internet.

I/We have read the *Acceptable Use Policy for Grace Lutheran School Computer Network* as stated on the school website ([www.grace-connect.org](http://www.grace-connect.org)) and have reviewed the rules with our child and agree to the policy as stated. My child understands that their privileges to use the systems may be revoked, temporarily or permanently, at any time if they do not follow the policy.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Grade Level

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

\_\_\_\_\_  
Date