

Michigan Lutheran High School Computer & Internet Acceptable Use Policy

Michigan Lutheran High School provides access to technology to enhance classroom teaching and learning. All use of technology must be consistent with this purpose and be in accordance with this policy and/or any other policies established by the faculty and MLHS Board of Regents. Technology as defined in this policy includes but is not limited to the use of computers and the school network, the Internet, video monitors and video tape players. In addition, all users must be aware that by traversing another network via the Internet that they may be subject to the guidelines and policies of that network.

The purpose of this policy is to ensure that those using the technology provided by Michigan Lutheran High School will do so in accordance with the mission and educational goals of MLHS.

The Internet links computer networks around the world and provides access to a wide variety of computer and information resources. However, it is important for the users to recognize that the Internet also contains sites that have materials that are objectionable, adult-oriented or otherwise inappropriate. All users, parents, and guardians are advised that communications on the Internet cannot be completely monitored by MLHS. By participating in the use of the Internet, students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. While MLHS will do everything in its power to insure that this does not happen, parents/guardians need to be aware of this risk when they allow their students to participate in the use of the Internet. The user is responsible for his/her own actions while accessing material on the Internet, and may not access, download, or print from inappropriate sites.

Access to technology at Michigan Lutheran High School is a privilege, not a right, which requires that each user adhere to the responsibility of acceptable use. It is also understood that since Michigan Lutheran provides access to the Internet that there shall be no access of commercial online services, chat rooms, or e-mail (during the school day) without the expressed authorization of an authorized school official.

Violation of these policies, abuse of equipment, and/or illegal conduct such as, but not limited to, any form of vandalism to equipment or information including the uploading or creation of computer viruses, will result in disciplinary action including possible expulsion from school, suspension or revocation of access privileges, and/or appropriate legal action.

Transmission of material in violation of local, state, or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted material; threatening, obscene, or any unlawful material, and material protected by trade secret. Use of MLHS technology for commercial activities, product advertisement, political lobbying, or any illegal activities is prohibited.

Guidelines for Acceptable Use:

- Do not use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
- Do not reveal your or any other personal address, phone number, or credit card information.
- Do not use MLHS technology in such a way as to disrupt use of technology by others or abuse access time.
- Do not harass anyone by sending uninvited communication.
- Do not access, download, upload, or print from unauthorized or inappropriate areas on the network or Internet, and do not change or interfere with information found on the network or Internet.
- Do not misrepresent yourself or your age.
- Do not make unauthorized copies of software or information.
- Do not install software on MLHS computers or change their original configuration without authorization.
- Do not access any technology at Michigan Lutheran High School without a signed Michigan Lutheran High School Technology Use Agreement

Michigan Lutheran High School reserves the right to modify the Acceptable Use Policy at any time. It is the responsibility of the user to check for policy changes. An online version of this policy will be made available to all users via the MLHS website. Teachers and/or administrators will determine what is inappropriate use.

Computer Use – From the Student Handbook

Students are encouraged to make good use of the computer technology available at MLHS. Because of the delicate nature of computers and related equipment, all students are to exercise extreme care when using the computers, disks, CD-ROM's and printers.

An instructor must supervise all computer use. Computers may be used during a study hall to work on an assignment if a pass has been secured in advance from the instructor of a specific class. Computers may also be used before school from 7:30 to 7:55 a.m. and after school until 3:30 p.m. The use of computers at other times must be arranged with an instructor.

No food or beverages are allowed near or around the computers. The computer printers are to be used for school assignments only and may not be used for personal projects without permission. Students may not bring in their own programs to run on the computers. The library/yearbook computer may be used only by specially designated students or the yearbook staff when working on yearbook projects. Students may not use computers for the playing of audio compact disks. (cf. policy on Walkmans and CD Players)

All students must have a signed copy of the MLHS Computer Use Policy on file. Any abuse, misuse or failure to follow the above guidelines will result in a student forfeiting the privilege of using school computers.

Students are not to send or receive email, post or respond to messages on electronic bulletin boards or blogs, send or receive instant messages, or participate in chat rooms without the expressed consent and supervision of a staff member. (approved BoR July 2006)

Students who use electronic media to bully, threaten, intimidate, or injure the reputation of another will be held accountable under the *Christian Speech and Behavior* section of this handbook. Students will be held accountable whether this activity occurs on the school grounds, if a written or electronic copy of such is brought on campus, or whether the school becomes aware of such abuse that occurred off-campus. (approved BoR July 2006) This includes the posting of online messages, parodies, photos, and videos of school related events, faculty, or other students, including but not limited to sites such as Youtube, Myspace, Facebook, and the like.

Michigan Lutheran High School Technology Use Agreement

The undersigned acknowledges that he/she has read the Acceptable Use Policy of Michigan Lutheran High School before signing this Technology Use Agreement. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions of said policy carefully, understand(s) their significance and agree(s) to abide by all provisions of said policy.

As a user, I understand and will abide by the Acceptable Use Policy of Michigan Lutheran High School relating to the use of technology and will abide by the Technology Use Agreement. Michigan Lutheran High School is not liable for lost, damaged or unavailable information due to technical or other difficulties; and is not responsible for what users do or the information they access. I further understand that any violation of the Acceptable Use Policy and/or this Technology Use Agreement may jeopardize my access privileges and understand certain violations may constitute criminal offenses. Should I commit any violation, my access privileges may be suspended or revoked, disciplinary action, including my being dropped from class and possible expulsion may result. In some cases appropriate legal action may be taken against me.

(User's Name --- Please Print)

(User's Signature)

(Date)

As the parent or guardian of this student, I have read the Technology Use Agreement for Michigan Lutheran High School. I understand that this access is designed for educational purposes. I will not hold the school responsible for materials acquired on the network. I hereby give permission for my child to use the technology provided by Michigan Lutheran High School for educational purposes. I recognize that it is impossible for Michigan Lutheran High School to restrict and prevent access to all controversial materials and I will not hold the school responsible for such materials acquired on the network. I understand that there is information on the network that I otherwise might not want to have available to this student.

(Parent/Guardian Name --- Please Print)

(Parent/Guardian Signature)

(Date)