

Technology Policy and User Agreement



Unity Ridge Lutheran School provides technology for educational purposes and it is to be used in ways that exhibit Christ-like behavior reflecting Christian values and teaching. Technology is a gift from God and, like any other gift, it is up to us to use the gift wisely to glorify God and advance to His Kingdom. Unity Ridge Lutheran School acknowledges the blessings the Lord has bestowed on his church through technology, and we are committed to empowering our members, families, students, and staff to use this gift in a way that is in keeping our Christian faith.

We believe that it is imperative to teach our students about making Christian choices so they will be better suited to make the same type of value judgments as adults. Computer use is a privilege for the staff and students at Unity Ridge. The privilege is maintained by complying with the computer user agreement. We pray that God will bless our efforts to enhance the Christian education that Unity Ridge is able to provide to the community. Students are expected to exhibit respect and responsibility and to adhere to the expectations listed below.

Unity Ridge Lutheran School reserves the right to sanction any behavior deemed inappropriate by the principal, technology coordinator, or designee. Files (music, video, documents, PDFs, software, etc.) deemed inappropriate will be removed. Failure to adhere to necessary responsibilities may result in disciplinary action.

Read the following statements. Sign the last page to acknowledge your understanding. This Agreement must be signed before students will be allowed to access school technology.

When using the school devices or any device connected to the network

- I will leave the device as it was found.
- I will treat the device, accessories and parts appropriately to keep them working condition. I will not remove any parts, pieces, or labels from equipment.
- I will not move or remove school devices from their locations or school premises unless authorized by the school.
- In the event of a problem with a device or technical equipment, I will inform a teacher or Technology department staff member immediately. I will not attempt to fix the problem by myself.
- I understand I am only allowed to use school issued devices on the network.
- I will log off the device when finished with my current session.
- I will not use someone else's username and password, or give out my own username and password to someone else.
- I will refrain from providing personal information, such as full name, age, location, and phone numbers to anyone or any site over the Internet. If a school related account or information is needed to complete a valid assignment, I will ask a teacher to guide me through the disclosure process. I will report any request for information that has not been validated by the teacher to the teacher immediately.
- I will not apply for a user ID under false pretenses.
- I will not use my Unity Ridge email or other accounts for personal use. (e.g. chatting, gaming, or other social media.)
- I will not delete, examine, copy, or modify files and/or data belonging to other users without their prior consent.
- I will not send junk mass files or chain mail.
- I will not waste network usage by downloading or uploading large files unrelated to your school work from Unity Ridge. I will ask permission before downloading or uploading any file.

- I will not violate federal and/or state law including copyright, privacy, defamation, and obscenity laws.
- I will not attempt to access administrative files, other user files, or protected or private computer resources.
- I will not take part in activities that disrupt normal computer/network use and services for your device and/or others.
- I will not view or create items with vulgar, obscene, or threatening language or material.
- I will not communicate mean, insulting, embarrassing or derogatory statements at any time.
- I will not use technology resources to produce, transmit, store or display text or graphics which are inappropriate or unlawful information including, but not limited to: any pornographic material, material that is lewd or suggestive, alcohol, drug, or weapon related, material which disparages a particular race, gender, religion or nationality, or material considered excessively violent in nature.
- I will not use technology resources for financial, commercial or political gain.
- I will not run unauthorized apps, software, extensions or .exe files or remove provided software. If additional software is needed on a device, I must present to the Technology department an explanation and reason for the software, then it must be determined necessary and allowable by the principal, technology coordinator, or designee.
- I will not access fee services without permission from an administrator. (I am responsible for any unauthorized charges incurred.)
- I will not use inappropriate media as a screensaver or desktop background
 - Inappropriate media: presence of guns, weapons, pornographic material, images or ideas that do not follow our Biblical worldview, inappropriate language, alcohol, drug, and gang related symbols or pictures.
 - Other offensive images may be deemed inappropriate as cases occur and administration rules.
 - No passwords on screensavers allowed.
- I will not access the following sites or types of sites without specific teacher permission and supervision during school hours.
 - Social networking websites
 - Music and Video streaming websites
 - Internet game sites
 - Instant messaging, blogs, or chat rooms.

Technology Policy and User Agreement

After you have read and discussed the Acceptable Use Agreement with your family, please fill out the . This must be returned before you are able to access school technology or use your own device.

You have a choice to follow the guidelines, or to not follow the above guidelines. You have the choice to make good decisions, or not, and to demonstrate digital citizenship or not. Integrity is what you do when nobody's looking and showing the integrity you have inside of you is also your choice. When you struggle with making good decisions, we will respond in support of you, your peers, and the overall integrity of the learning in this school. In that way, you have a right to curriculum and instruction, but not to use your own devices to fulfill the obligations of that curriculum and instruction. Learning is a right, but due to the powerful potential of a connected device, technology is not.

(PRINT student name)

(PRINT Parent name)

Student Signature

(DATE)

Parent Signature

SCHOOL DEVICE CHECKOUT

Unity Ridge Lutheran will issue a Chromebook to be used at home for students who need one to complete classroom assignments. These will be used in the classrooms and at home during the months school is in session. Ownership of the device, its accessories, and its accounts belongs to Unity Ridge Lutheran School. The device must be returned to school each day or upon the student's return in case of absence.

Distribution: Devices will be distributed as requested. This includes a Chromebook and a charger. Students must sign and return the User Agreement before the device can be removed from school premises.

Collection: Devices and accessories will be collected from students at the end of each school year for maintenance, cleaning (files will be wiped), and software installation and upgrades.

Student Name: _____

_____ ***I have read and understand the guidelines detailed in the Unity Ridge Technology User Agreement.***

_____ ***I understand that I will be responsible for accidental damages incurred while the device is in my possession.***

_____ ***I understand that this device is to be solely for school-related activities. This is not a personal device.***

Student Name: _____

Device Type: _____

Device Serial Number: _____

Device Name/Number: _____

Student Signature: _____