

Linfield Christian School Acceptable Use Policy

In order to support Linfield Christian School's core mission and purpose, achieve its technology vision, and equip students to compete collegially and internationally, LCS encourages students to bring their own device (tablet/computer) to school. This policy along with the Parent-Student Handbook (online at linfield.com) indicates the privileges and rules for acceptable use of the Linfield local area network (LAN) and Mobile Learning Devices (MLD) to include laptops, cell phones, iPads, iPods, and other tablets and netbooks. All parents and students must read and acknowledge this document and the aforementioned Parent-Student Handbook by returning the AUP signature page.

Section 1 - Acceptable Use

MLDs

The use of MLDs on campus is encouraged and the school grants access to any student who is willing to assume the responsibility of abiding by the guidelines set forth in this document. Any student who brings a personal MLD to campus will need to register the MLD (process for how to do this is provided first week of school).

Users must assume that all communications and information accessible via the network is public property. Guidelines for MLDs includes, but is not limited to:

1. Students are responsible at all times for the proper and exclusive use of the system account issued in the student's name.
2. Students will never knowingly give their password to others, nor use another person's password or account.
3. Students take full responsibility for their MLDs and keep it with themselves at all times. LCS is not responsible for the security of the device.
4. Students are also responsible for the proper care of MLDs, including any costs of repair, replacement, or modifications needed to access the school's LAN.
5. Students may access accepted websites as long as they abide by the terms and conditions set forth by those websites.
6. Students may copy shareware, freeware, or public domain software. If you have any questions about your right to copy any software, and to avoid any licensing problems for LCS, please ask the Technology Director.
7. Students are welcome to use any games or software condoned by LCS with their librarian or teacher's permission.
8. Students may participate in other incidental activities that are not illegal, noted as an unacceptable use, or in conflict with the mission and values of LCS.
9. The school reserves the right to inspect a student's MLD if there is reason to believe that the student has violated school policies, administrative procedures, school rules, engaged in bullying behavior or other misconduct while using their MLD.
10. A student's MLD shall be charged prior to bringing it to school and will run off its own battery power.
11. Students are to use MLDs in compliance with a teacher's direction. No surfing the web, passing notes, instant messaging, or other non-task related behaviors are to take place in class unless directed to do so by the teacher.

12. Students will comply with a teacher's request to shut-down, put away, or close a MLD.
13. Students may not use MLDs to post photos or videos of a person or persons on campus. Images or videos recorded at school may not be transmitted or posted at any time without the express written permission of an Administrator.
14. Use of any variant of Linfield Christian School's name, image, logo, team names, mascot, or images, or the names, nicknames or images of any LCS faculty, staff, or student is strictly prohibited without the express, written permission of the LCS Technology Director or Principal, as well as any identified/included team member, student, faculty, or staff.

Linfield owned hardware/software and internet

LCS provides students with access to computers in classrooms, laboratories, and media centers. These computers are part of the school's LAN which has been specially designed to assist students in the learning process. LCS also facilitates access to educational and informational resources to promote educational excellence by providing Internet capability to students.

IMPORTANT NOTE: Linfield Christian School owns and operates the computer network and therefore, LCS reserves the right to search and examine any **school-owned** storage media, with or without provocation or reason. Students may use the technology and equipment in the manner for which it was provided. For example: research for assignments, writing assignments, test taking, learning to type, and/or learning how to use specific software applications.

1. Security

Security is a high priority on any computer system, particularly when the system involves many users. If you feel that you can identify a security problem on the Internet, please contact the Technology Director or other school official. It is imperative that LCS be informed of anything that may harm you, other students, staff, or the network in general. Students may not change settings on any LCS computers, printers, laptops or other technology without permission of the Technology Director.

- a. Through routine maintenance, individual files stored on LCS systems may be reviewed and deleted by designated technology staff.
- b. If a student learns of any violation of this Acceptable Use Policy, he or she shall report it to the Technology Director, a teacher, or other school official.
- c. If a student finds that he or she is able to access any unacceptable Web site(s) from LCS computers, he or she shall report it to the Technology Director, a teacher, or other school official.
- d. Students shall immediately notify the Technology Director or school official of any security problem on the network that is known to, or identified by, the student. Students are not to act on, take advantage of, or share with other students any information about such security problems.

2. Disciplinary Action

- a. Violations of any policies, administrative procedures, school rules, involving a student's MLD may result in the loss of use of the device in school and/or disciplinary action (see Parent-Student Handbook).

- b. The use of the Internet is a privilege, not a right. Inappropriate use can result in the cancellation of your Internet privileges and possible administering of appropriate disciplinary action (See Parent-Student Handbook).

IMPORTANT NOTE: Students are subject to all LCS policy, local, state, and federal laws and agree to abide by all such policy and laws. School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access.

Unacceptable Use

Students and their parents must understand that they will be held financially responsible for any or all damage incurred as a result of the student's negligent or inappropriate use of the school's network facilities or equipment.

The list of Unacceptable Uses includes, but is ***not limited to:***

Law, Policy & Security:

1. Students shall not falsify their identity on any LCS computer, MLD, network, or the Internet.
2. Students are never permitted to use a teacher's computer/MLD
3. Inappropriate media may not be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions. Screensaver passwords and locking the desktop are recommended as a method to maintain personal data security.
4. Hard drive and CMOS passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.
5. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

Software & Licensing:

1. Students shall not copy LCS's or other people's software. Specifically, students are not allowed to copy any software from school computers for use at home. Students may not interfere with, or disrupt, someone else's use of LCS's computers, MLDs, network, or related technology.
2. Students are strictly prohibited from the unauthorized use or distribution of user passwords, copyrighted material, or material protected as a trade secret.
3. Students are prohibited from the unauthorized examination, modification, deletion, transmission, or duplication of files and/or data belonging to another student or user.

Copyright and Plagiarism

All users should abide by current copyright law. Please see <http://www.copyright.gov/>.

Plagiarism will not be tolerated. If text or multimedia files from the Internet or other electronic sources are used, they must be used according to the Fair Use Guidelines <http://www.copyright.gov/title17/92chap1.html#107> established by federal copyright law and the policies of LCS, and cited accordingly. (visit <http://www.mla.org/> or Purdue University OWL at <http://owl.english.purdue.edu/> for guidelines).

Limitation of School Liability

Although Linfield Christian School will make a diligent effort to maintain the network, LCS will not be responsible for any inconvenience, damage, or harm the user suffers while utilizing any LCS personal or laptop computers, MLDs network, related technologies, or the Internet, whether on school property or off of school property. Nor will LCS guarantee any intended or expected results. For example, LCS will not be responsible for any loss of data. Linfield Christian School assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Linfield Christian School specifically denies any responsibility for the accuracy or quality of information obtained through the Internet and/or any student's chosen use of that information. LCS only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet. The school will not be responsible for financial obligations arising through the unauthorized use of the system. LCS provides no assurance of privacy for information transmitted via the network or contained in school-owned storage media.

LCS Mobile Learning Device Acceptable Use Policy Agreement

I have read and understand and will abide by the above Internet Acceptable Use Policy. I further understand that any violation of the above policies and those in the Parent-Student Handbook may result in the loss of my network and/or device privileges as well as other disciplinary action.

User's Full Name: _____

User's Signature: _____

Date _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read and understand the Internet Acceptable Use Policy and the Parent-Student Handbook. I understand that this access is designed for educational purposes. Linfield Christian School has taken precautions to eliminate controversial material. However, I also recognize it is impossible for LCS to restrict access to, and continuously monitor, all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept financial responsibility for damages if my child should violate this policy. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print):

Parent or Guardian's Signature:

Date: _____