

## West Lutheran High School

### Information, Communication, and Technology (ICT) Acceptable Use Policy

*"...take captive every thought to make it obedient to Christ"* (II Corinthians 10:5)

At various times throughout the year, students will be using the Internet connections in the building to carry out research along with a variety of other technology applications. Our students will need to exercise common sense and good Christian judgment when using the ICT systems. By completing this form, you are agreeing to follow the rules and guidelines WLHS has established in this document, as well as those found in the student handbook.

Outside of school, students are reminded that they have a worldwide audience when they make postings. Therefore, students should use extreme caution and good Christian judgment. If the administration is made aware of inappropriate, slanderous, mean spirited messages or postings that are hurtful to others associated with West Lutheran High School, students will be counselled and parents notified. Depending on the offense, other possible disciplinary actions may be taken.

#### **This Acceptable Use Policy is intended to promote good use of the WLHS ICT system ensuring students to be responsible in the following ways:**

- that students be responsible users in the interest of personal safety while using the internet and other communications technologies for educational, personal and recreational use.
- that students be responsible for the proper treatment of the school **Information, Communication, and Technology (ICT)** system so that equipment is maintained and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

**The school will try to ensure that students will have reliable access to the ICT system each day to enhance their learning. It is important to know that WLHS, in return, expects *all students* to be responsible users.**

## Acceptable Use Policy Agreement

I understand that I must use the school ICT system in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

#### **For my own personal safety and for the safety of others:**

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password with anyone, **including other students**, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger," when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people offline that I have communicated with on-line (ex. Craig's List), I will do so in a public place and will take an adult with me.
- I will immediately report to the WLHS administration any unpleasant or inappropriate material (such as pornography) and any offensive or ungodly communications viewed when using the WLHS ICT system.
- I will not record video or pictures of any students or teachers for personal use without permission.
- I will not use my phone or other device in the school locker room or bathroom

**I agree that all WLHS users have equal rights to use technology as a resource:**

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use such as online gambling, social networking, and internet shopping. In addition gaming, file sharing, or video broadcasting (eg. YouTube) should not be used unless I have permission to do so.
- I will not (unless I have permission from WLHS Faculty or Staff) make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I understand that downloading materials or images not relevant to my studies is in direct breach of the school's acceptable use policy. This includes videos and movies.
- I will only make print outs from the school's printers for classroom use.

**I will act as I expect other users to act toward me and I will comply with copyright laws:**

- I will respect other users' original works and property and will not access, copy, remove or otherwise alter any other user's devices or files without the owner's knowledge and permission.
- I will respect copyright restrictions when accessing and using research information online.
- Where property is protected by copyright, I will not download copies (including music and videos).
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language when communicating, but instead will appreciate that others may have different opinions.
- I will not take or distribute images and/or video of anyone without their permission.

**I recognize that West Lutheran High School has a responsibility to maintain the security and integrity of the technology it offers me. To ensure the efficient running of the school:**

- I will only use my personal, hand held /external devices (mobile phones / USB devices, etc...) in school if I have permission. I understand that if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I will not use any programs or software that might allow me to bypass the filtering / security systems in place which are designed to prevent access to inappropriate materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organization who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings including screen savers and backgrounds.
- I will only use chat and social networking sites with permission and at the times that are allowed (Google Suite, Edmodo, Moodle, etc.).

**When using the internet for research or permitted recreation, I recognize that:**

- I need to use discretion in checking that online information I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behavior, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

Please sign the statement below showing you understand and agree to the school's Information, Communications, and Technology Acceptable Use Policy. Students and parent/guardians may be asked to sign this form on an annual basis.

## Student / Pupil Acceptable Use Agreement Form

I have read and understand the Acceptable Use Policy of West Lutheran High School which apply to:

- using school ICT systems and equipment (both in and out of school).
- using my own equipment in school (when allowed - e.g. mobile phones, PDAs, cameras etc.)
- using my own equipment out of school in a way that is related to me being a member of West Lutheran High School (e.g. communicating with other members of the school, accessing school email, website, blogs, etc.).

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. Consequences may include (but are not limited to):

- Suspension or permanent loss of system use
- School discipline as deemed necessary by the administration
- Referral to the proper government agency when criminal acts occur.

*Recognizing that there are both benefits and dangers to Internet use, I promise to follow the above guidelines for computer use. I will exercise common sense and good Christian judgment while using the WLHS ICT System. I also understand that I will be held liable for all expenses incurred as a direct result of illegal actions or actions in violation of this policy.*

Student Signature \_\_\_\_\_ date \_\_\_\_\_

Parent Signature \_\_\_\_\_ date \_\_\_\_\_

Use of the WLHS ICT system will not be granted until this form is properly completed and returned to WLHS.

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