

N.E.W. Lutheran High School
Computer/Internet ACCEPTABLE USE POLICY

This policy must be signed and in place by anyone prior to using the school network or computers.

NEWLHS provides computers and the Internet for students to help them in their studies. We expect them to act in a Christian manner at all times and that includes the use of the computer resources and Internet. We will hold them to the utmost standards this institution has established.

Students and Faculty:

1. Every person will have an individual username--given by network administrator(s).
 - a. You should only log on as your individual username and subsequently log off when you are done using the Computer/Internet. Sharing of usernames and/or passwords is **not** permissible.
 - b. Each user will need to create a password that only they will know. It should be at least 8 characters in length and include uppercase, lowercase and at least 1 number or symbol. Make this gibberish—not something common like a birthday or a middle name, etc.
 - c. If you feel a need to change your password (if you feel someone knows your password, you have forgotten your password or your password has timed out) let the network administrator know and it will be reset in a timely fashion.
2. There should be no downloading of any programs or software on to NEWLHS computers.
3. You will need to log on to the school network to use any of the network resources—printers, computer programs, etc. ***You may NOT use VPN, Hotspots, etc. to circumvent the NEWLHS network.***
4. Technology users are responsible for proper use of a computer/iPad and associated resources. Users will be financially responsible for damages to computers/iPads and associated resources caused by negligent, improper or malicious use.

Students:

1. The Internet/computer lab/laptops should only be used for **CLASS OR CLASS RESEARCH ONLY**. A good rule to use- *****If you are not using the internet/computer lab/laptops for Class or Class Research—DO NOT use them!*****
2. Technology users should have no expectation of privacy in the use of computer/iPad/internet resources provided by NEWLHS. iPads, laptops, computers are subject to inspection at any time without notice. The IT and teaching staff can view iPads and network usage and consequences will be assigned for any offenses.
3. If during a study hall or other period, you would like to use the computer lab, check with the classroom teacher of that class during the hour you want to use it and get a pass to go to the computer lab. Also make sure the computer lab is available during that class period.
4. If using a laptop from the computer cart, you must leave YOUR student ID in the slot that you take the laptop from. When returning the laptop, be sure to return it to the correct slot and take YOUR student ID with you.
5. iPads must be charged prior to coming to school. You may NOT charge your iPad (or phones) at school.
6. iPads should be ‘named’ with student’s last name, first initial. You can do this through Settings, General, About, then ‘Name’.

Unacceptable Behavior can include but is not limited to:

1. Personal e-mails, online shopping, reading magazines, gaming of any sort, playing music, pornographic images, fantasy sports leagues, Instant Messaging, Chat Rooms, blogs or using any social media site such as Snapchat, Instagram, Facebook, etc.
2. Using someone’s username with permission (**both** offenders will have consequences) or without permission

Consequences:

1. First Offense: iPad: Will be taken away for the day. Laptop/computers: Privileges revoked for one week.
2. Second Offense: iPad: Will be taken away for one week. Laptop/computer: Privileges revoked for one month.
3. Third Offense: iPad: Will be taken away for one month. Laptop/computer: Privileges revoked for remainder of semester.
4. Fourth Offense: iPad: Will be taken away for remainder of semester. You may use the laptop in an academic class only unless laptop privileges have already been revoked. Laptop/computer: Privileges revoked for entire school year.

If any Offense is more serious in nature (hardware or software vandalism, downloading illegal or dangerous programs, hacking) the authorities will be called.

This contract is for an entire time the student is enrolled at NEWLHS. This contract will be kept in your student file. A copy can be made for you if you would like. I agree to the stipulations set forth in the above document.

Student Name (print legibly please)

Student Signature

Date

Graduation Year

Parent/Guardian Signature

Date