



Acceptable Use Policy

Acceptable Use Policy for computer network & Internet use by students and staff of Lutheran High School of San Diego.

Upon using the school's computers you accept the terms of this policy.

Lutheran High School of San Diego is pleased to offer all high school students access to a computer network for access to electronic mail and the Internet. The Internet is a global network of computers that allows individuals to share information, send electronic letters, voice and video messages, pictures, and programs. Internet use enables teachers and students to bring a vast amount of resources and experts right into the school and the classroom. Access to LHSSD e-mail, the LHSSD domain and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. __With access to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of the school setting or that is contrary to the vision for education of the school. Lutheran High School of San Diego has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with our educational goals. __Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. __Students are held responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the sports fields. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the school's standards and the specific rules set forth below.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

Upon entry into the school community all students and staff will go over the AUP agreement, thereby indicating their commitment to the standards it expresses.



What are the basic rules?

- **Privacy** - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity. This will insure that students are using the system responsibly.
- **Storage** -Users are expected to save all their work in their student document folder in the hosted LHSSD Domain. These folders are password protected and accessible from any computer on the network as well as from home via the Internet.
- **Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user locally or connected to Lutheran High School of San Diego via Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.
- **Inappropriate materials or language** - No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is to never view, send, or access materials of which you would not want your teachers and parents to see. Should students encounter such material by accident, they should back out of the site and report the occurrence to their teacher immediately.
- **Chat rooms** - Students at LHS may not use the school network to participate in live public chat rooms without the prior consent of authorized LHS Faculty, for the purposes of engaging in academic discussions.

Guidelines for acceptable use of network privileges at school.

Staff and students using the Internet are representing the school. They are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner.

Examples of acceptable use are:

- Using Web browsers to obtain information from Web sites.
- Only using equipment reviewed, certified and authorized by LHS IT.
- Accessing databases for information as needed.
- Using e-mail for contacts.
- Using the school's network to promote the exchange of information to further education and research and is consistent with the mission of the school.
- Using the school's network to access outside resources that conform to this "Acceptable Use Policy".
- Using the network and Internet in a manner, which respects the rights and property of others.
- Keeping all accounts and passwords confidential and inaccessible to



others.

- Showing responsibility by making backup copies of material critical to you.
- Showing responsibility by taking precautions to prevent viruses on the school's equipment.
- Upon receipt of an attachment checking to make sure it is from a known source.
- Backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and notifying a teacher or supervising adult of the occurrence immediately.

Examples of unacceptable use are:

- Use of the Internet for purposes that are illegal, unethical, harmful to the school, or nonproductive.
- Using equipment that HAS NOT been reviewed, certified and authorized by LHS IT.
- Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.
- Unauthorized Broadcasting of e-mail, i.e., sending the same message to more than 10 recipients or more than one distribution list.
- Conducting a personal business using school resources.
- Transmitting any content that is offensive, harassing, or fraudulent.
- Using inappropriate language: swearing, use vulgarities or sexual innuendo.
- The sending of material likely to be offensive or objectionable to recipients.
- Using programs that harass school users or infiltrate a computing system and/or damage the software components is prohibited.
- Doing harm to other people or their work.
- Doing damage to the computer or the network in any way.
- Interfering with the operation of the network by installing illegal software, shareware, or freeware.
- Plagiarism and violation of copyright laws.
- Sharing your passwords with another person. Doing so could compromise the security of your files.
- Wasting limited resources such as disk space or printing capacity.
- Trespassing in another's folders, work, or files.
- Removing software CDs from the school without permission.
- Giving out personal information such as your home address or telephone number. Use the school's address instead, but not the school's phone number.
- Downloading material from the Internet without specific authorization from the IT manager.
- Viewing, sending, or displaying offensive messages or pictures.



- Accessing sites that contain pornography; that spread hatred; that promote discrimination; that give instruction for acts of terrorism, harassment, murder, suicide, or other illegal activity.

Monitoring

All messages created, sent, or retrieved over the Internet are the property of the school and may be regarded as public information. Lutheran High School of San Diego reserves the right to access the contents of any messages sent over its facilities if the school believes, in its sole judgment, that it has a need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. This means 'don't put anything into your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law'.

Violations of these guidelines may result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

I have read the above terms and conditions carefully and understand their significance and indicate approval by my signature:

Parent/Guardian Name (Printed):

Parent/Guardian Signature:

_____ Date: _____

I have read the above terms and conditions carefully and understand their significance and indicate my promise to comply by my signature:

Student Name (Printed): _____

Student Signature: _____

Date: _____



I have read the above terms and conditions carefully and understand their significance and indicate my promise to comply by my signature:

Staff/Faculty Name (Printed): _____

Staff/Faculty Signature: _____ Date: _____