

St. Peter Lutheran School Technology/Collaboration Guidelines

St. Peter Lutheran School desires to educate every Child of God in this global society where learning to use technology is integral. Technology may improve communication, enhance thinking skills, make instruction more efficient and effective, and develop life skills critical to success. St. Peter Lutheran School incorporates technology across the subject areas.

At St. Peter Lutheran School, we believe that technology is a vital tool. With the use of technological devices comes responsibility, as use is a privilege, not a right. Students have the opportunity to use technological devices owned by St. Peter.

Technology Guidelines for Student Use:

1. All guidelines for technology at St. Peter are subject to change at any time due to the ever-changing advancements that take place during the school year.
2. Students are not allowed to use their own personal devices during the school day. Devices may be kept in their backpacks but should not be carried around by the student.
3. All technology used at school is for **educational or research purposes only**, including, but not limited to, taking notes, completing assignments, or reading books.
4. Devices may be used only at appropriate times set up by the teacher (when in doubt, ask).
5. Students may access the school network via Wi-Fi on Chromebooks. The Wi-Fi is password protected.
6. Students may not take photographs or videos while at school unless allowed by a teacher. If photographs or videos are taken with permission, they may not be posted or published online in any form by the student.
7. Any photographs, pictures, or videos on a device must be appropriate and agree with a Christian lifestyle.

When a student misuses a school device, the school may do the following, based on the severity of the offense:

1. Take away the device and not be allowed to use it for an extended period of time.
2. A second offense will result in a step (according to discipline policy) and a longer suspension of privilege of using device at school for a length of time up to the remainder of school year.
3. Additional consequences may be given out in accordance with the school discipline policy.

St. Peter Lutheran School, or its teachers, is not responsible for any damage or loss associated with a device brought to school.

Personal Devices:

1. Students are allowed to have personal devices at school but these devices must be stored in school approved locations.
2. Students may not use their devices during the school day without permission from a teacher.
3. Students who use their personal device without permission will be subject to a disciplinary step, the device will be taken away for a period of time until parents are able to retrieve it, and other consequences.

Technology Guidelines:

1. St. Peter Lutheran students are responsible for Christian behavior on school computer networks just as they are in a classroom or a school hallway (see Student Conduct Code). Students who follow all technology guidelines will be able to maintain all privileges with technology. Students who are unable to follow the guidelines will lose technology privileges and may be subject to further discipline.
2. The network is provided for students to conduct research, complete assignments, and communicate with others in their class. Independent access to network services is provided to students who agree to act in a considerate and responsible manner.
3. Parental permission is required.
4. Students must alert a teacher immediately if they discover something on the Internet that makes them uncomfortable or is inappropriate. Students are responsible to also close out of or back out of a website that is not appropriate.

5. Each student's network storage areas should be treated like school desks. Network administrators and teachers may review files and communications to maintain system integrity and insure that students are using the system responsibly.
6. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Students are not allowed to use email services, chat rooms, download software, or play non-educational games at the school except if associated with a specific collaborative assignment.
7. Internet access and use of school computers are to support whichever curriculum is being taught. Any form of technology used is to support a student's studies.
8. Not everything on the Internet is beneficial. Students should not believe everything that they encounter on the Internet. Students should be critical readers and learn which sites can be trusted.
9. Students are not to reveal or give out photographs or personal information while using the Internet such as their full names, age, address, phone number, parents' names or numbers, etc.
10. Students and all users should always be respectful when using technology. Bullying is prohibited.
11. School computers are only for use before and after school, during a break, or with the whole class when in the computer lab. Students may only use the computer lab when accompanied by a teacher.
12. Students are permitted to use the lab printer as long as it is related to a classroom assignment. If it is not related to school work, they may secure permission from their teacher to print and pay a small fee.

Agreement for using Collaborative/Individual Technology

Students who use a technology project (wiki, prezi, google docs, etc.) created by a St. Peter teacher or student will:

1. *Work appropriately.* They will not intentionally change the work of another student so as to make it worse or intentionally ruin the work. Some amount of changing is expected when they collaborate or edit writing work – this is a goal of collaboration on a technology project. Students will be shown exactly what the teacher can see on a site or in a workspace and how accountability is built in with this tool. Students will be made aware of tracking features.
2. *Work respectfully.* Students will be reminded of God-pleasing ways to disagree with another person without being rude or insulting. They will not write things that are negative, violent, or otherwise deemed inappropriate by the teacher.
3. *Work responsibly.* They will be productive members of the class and/or technology project group to which they have been assigned.

Because of the issues listed above, students will be taught the importance of security for their own username and password. Students who do not follow these rules could be subject to disciplinary action by the teacher or the principal. They could also lose all of their technology privileges. Since the work on school technology projects is part of class assignments, working inappropriately and being uninvited to the technology project may affect grades. A substitute assignment could be issued to fulfill the requirement but at a lower value than the technology project work.

I have read and agree to abide by all the guidelines in St. Peter Lutheran School's Technology/Collaboration Guidelines as well as those in the discipline policy, and student conduct code. I understand that technology use is a privilege and if the guidelines are followed, I will be able to maintain these privileges. If I am unable to follow these guidelines, I may forfeit my technology privileges and could be subject to disciplinary action.

Student Signature

Date

Parent Signature

Date

Please return to homeroom teacher on the 1st day of school.