

## **ZION STUDENT RESPONSIBLE USE POLICY (SRUP)**

### **PURPOSE AND SCOPE:**

Zion Lutheran School provides and allows for a variety of technology resources consistent with the school's mission. This document applies to such resources, which include, but are not limited to the following: computers, laptops, cell phones, iPads, servers, printers, databases, network storage, digital media, software applications, communication technologies, internet access, and email. This document also governs personal devices to access Zion's network as well as off-campus behaviors that infringe upon the educational environment on campus, independent of whether the device is school-owned or personal.

Zion Lutheran School appreciates that freedom of expression is a fundamental right. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. One means by which Zion facilitates the exercise of this right by our students is to provide a computer system that permits students to access and use the wealth of information available on the internet. Although the internet has great ideas for sharing knowledge, it also has the potential for misuse. This Student Responsible Use Policy (SRUP) will outline some of those cautions, provide direction for the use of the resources, and allow you to confirm your commitment with this SRUP.

Outside of school, Zion parents and guardians bear responsibility for the same guidance regarding internet use as they exercise with information sources such as television, telephones, movies, and other media. Zion expects that in using the internet and other media both at home and at school, students will act lawfully (for example, download illegal software, music, or movies is not acceptable). Additionally, we expect that students shall, at all times, both at home and at school, act responsibly and exercise good judgment and a high degree of personal ethics, consistent with our School Handbook. This is particularly important in regard to information and data that may be placed on the internet or communicated via other media relating to students, faculty members, staff, and in regard to Zion Lutheran School itself.

### **PRIVACY EXPECTATIONS:**

Each individual student must exercise his/her own discretion and judgment as to whether he/she creates or participates in social media, or whether he/she uploads any video, pictures, or other content. The same holds true in regard to a student's decision to access the internet to create a personal profile or to comment on any other individual or Zion Lutheran School. The student must recognize that any material posted or accessed (even in seemingly secure places or private threads) ultimately creates a digital footprint, and is not private at all. If a student fails to act responsibly in that regard, the information and content placed on the internet or communicated via other media can have a seriously harmful effect on others.

Zion will monitor any individual's use of the internet and other communications media while off campus. We do have appropriate interest in ensuring that all individuals associated with the

school are treated with respect and dignity at all times as identified in the Student Handbook. This is a serious responsibility that each student accepted upon his/her enrollment at Zion. It is a responsibility that students owe to their peers, faculty members, and staff members. Zion cares just as much about how students behave at off-campus and non-school-related events and functions as we do regarding their school-related conduct.

## **GOVERNMENT LAWS**

When using technology resources and equipment, students must comply with all United States, Indiana, and local laws. This includes but is not limited to the law of:

- Computer Fraud and Abuse Act
- Copyright
- Defamation
- Electronic Communications Privacy Act
- Obscenity
- Pornography in any form
- Privacy
- Sexting Laws
- Trademark

## **RESPONSIBLE USE**

Zion expects students to adhere to the Student Handbook and act responsibly at all times. Accordingly, the following standards shall be followed by students in regard to the content placed or accessed on the internet and other media:

1. All content must be in compliance with Zion's Student Handbook.
2. Network resources and/or content may not cause or result in harm, injury, embarrassment, or disruption to the school, its members, or resources.
3. No person may access another individual's information or files without permission (unless such information and files have been made available voluntarily).
4. Use only those information-technology resources that are authorized as appropriate and use them in the manner to the extent authorized.
5. Never use Zion's network equipment and/or resources to post, view, print, store, or send, obscene, pornographic, sexually explicit, or offensive material.
6. Understand that uses of technology resources are not completely private.
7. Use appropriate language and images in all electronic or digital communications and/or postings.
8. Follow the guidelines set forth by teachers for classroom use of electronic devices. Devices outside of those guidelines may be confiscated and turned over to the principal.
9. Print only school-related material with teacher approval.

10. The use of social networking sites or apps are not allowed during academic hours using Zion's network unless otherwise instructed by faculty or staff for academic purposes in class.

## **IPAD EXPECTATIONS**

Zion's K-8 grade students will receive a school-issued iPad with the installed management software to help distribute apps and set policy standards of acceptable and responsible use of network and internet resources. Any attempt to circumvent or "jailbreak" this process will result in confiscation until the proper settings are restored. A zero will be given for all digital work due during this installation period. The school is self-insured throughout this process. Normal wear and tear is covered by the school's policy and Apple Care, but loss of property is not covered. If an iPad is lost, you will be billed for the cost of the lost property.

## **CELL PHONE USE**

Many cell phones today function as mini-computers. As such, they are subject to all terms and conditions that apply to other technology devices that use network or internet resources provided by Zion Lutheran School.

## **OTHER ELECTRONIC DEVICES:**

The Student Responsible Use Policy applies to any device that is capable of connecting to, Zion's wired or wireless networks whether used for transmitting receiving information. Examples include but are not limited to the following: smartphones, iPods and other music players, tablets, computers, book readers, wireless game players, or equipment used to gather/analyze data for academic purposes.

## **POLICY ENFORCEMENT AND SANCTIONS**

Zion Lutheran School reserves the right to discipline students for violation of this policy in accordance with discipline procedures outlined the Student Handbook. Violations are subject to a full range of sanctions up to and including expulsion.

Zion reserves the right to define conduct deemed as "inappropriate use" even though not explicitly referred to in this policy.

Zion reserves the right to inspect any activities, accounts, or devices of individual users including login sessions, communications, and personal devices without notice unless otherwise prohibited by law. Zion Lutheran School may inspect any technology device under circumstances when Zion determines inspection is necessary, including but not limited to the following:

- The protection of the integrity, security, or functionality of Zion, its members, or other information technology resources, or to protect Zion, its members, and resources from harm.
- There is reasonable cause to believe that a student has violated, or is violating, any Zion Lutheran School policy or criminal law.
- Any information technology resource appears to be engaged in usual or unusually excessive activity, as indicated by monitoring of general activity and usage patterns.

Some violations may constitute criminal offenses as defined by local, state, or federal laws. Zion reserves the right to report those violations to the appropriate authorities.

## **CONCLUSION**

If any student has any questions about this policy, he/she may contact Zion's principal. Similarly, if a student has any concern regarding whether certain content should be placed on the internet or other media, he/she is encouraged to consult with his/her teacher or the principal prior to posting in order to avoid a future issue.

I agree to the terms and conditions expressed in Zion's Student Responsible Use Policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_