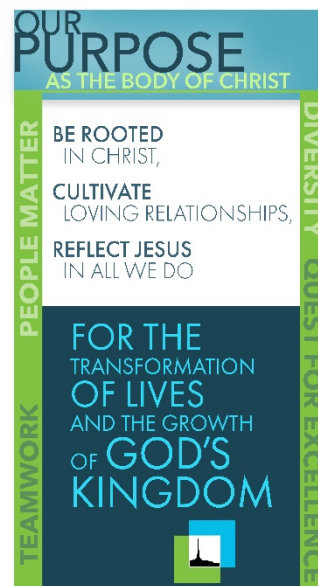


# St. Peter's Lutheran School

# TECHNOLOGY HANDBOOK

**2023-2024  
School Year**



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# 1. INTRODUCTION

St. Peter's Lutheran School believes technology can and should be an integral part of each student's education. When used appropriately, technology is a tool which can help prepare them for 21<sup>st</sup> Century education and work environments. This handbook provides students, parents, and teachers with overview information about the use of both St. Peter's Lutheran School-owned and student-owned technology. Through the receipt of this handbook and the use of St. Peter's Lutheran School wireless network, users agree to the following terms and conditions.

## 2. GENERAL TECHNOLOGY RULES

### 2.1 Internet Safety

St. Peter's Lutheran School employs an Internet filter to protect students from material that can be potentially dangerous to minors on the Internet. As a requirement of all schools under The Children's Internet Protection Act (CIPA), all sites are filtered and some sites are blocked on the St. Peter's Lutheran School network. When students use St. Peter's Lutheran School-owned devices outside of school, a mobile filter is in use. Please note that students are in violation of school policy if they bypass the Internet filter. Finally, St. Peter's Lutheran School holds the academic expectation that students will visit only those sites related to their coursework.

### 2.2 Network Use

St. Peter's Lutheran School believes the use of the network is a privilege and that each student is responsible for what he/she says and does on the network. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

#### 2.2.1 Wi-Fi

Students may only connect to the SPL Student Wi-Fi network while on school campus.

### 2.3 Loss, Theft or Vandalism

Students, parents, and teachers should be aware of procedures in case of loss, theft or vandalism of St. Peter's Lutheran School-owned or student-owned devices. In case of loss, theft, vandalism and other criminal acts occurring at school, a report must be filed by the student or parent within 48 hours of the occurrence with the building administration. Theft or vandalism incidents occurring off campus must be reported to the appropriate police authority by the parent and the police report number must be delivered to the St. Peter's within 72 hours. St. Peter's Lutheran School may choose to remotely disable the device in order to protect the device and/or data on the device.

### 2.4 Responsible Participation

Technology is a tool that enhances learning and is an essential part of the classroom. Therefore, students are required to bring their device fully charged to school each day. When students leave their device at home they are responsible for completing their coursework as if their device were present.

### 2.5 Inappropriate Content

St. Peter's Lutheran School expects students to make appropriate choices around the content viewed and stored on both St. Peter's Lutheran School-owned and student-owned devices. Inappropriate content will not be allowed on St.

Peter's Lutheran School-owned devices or devices brought by students. Inappropriate content includes but is not limited to content that is profane, threatening, pornographic, obscene, or sexually explicit.

## **2.6 Cyberbullying**

Cyberbullying will not be tolerated. Additional information can be found in the Student Handbook.

## **2.7 File Management and Deleting Files**

File management, storage, and usage are a crucial part of education. Students should be aware of where they store their work and ask when they are unsure of where files should be stored or files that look unfamiliar. Students must not delete any folders or files that they did not create or that they do not recognize. The deletion of certain files will result in a computer failure and will interfere with student's ability to complete class work. Violations could result in disciplinary action(s).

## **2.8 Loaning or Borrowing Devices Among Peers**

Students must maintain control and ownership of their devices at all times. They may not loan St. Peter's Lutheran School-owned or student-owned devices to other students or anyone else. Due to safety and device management issues, students may not borrow a device from another student.

## **2.9 Passwords and Usernames**

Passwords and usernames are critical components of security in all environments; therefore, students must keep their passwords and usernames private.

## **2.10 Music, Videos, Games, or Programs**

Due to copyright laws, music, videos and games may not be downloaded or streamed over the Internet. The illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also could lead to limitation or suspension of the school's Internet service. More about copyright issues may be found at [www.respectcopyrights.org](http://www.respectcopyrights.org).

## **2.11 Transporting Devices**

To prevent damage, devices must be kept in their protective case or cover.

## **2.12 Storage**

When students are not monitoring their device, it should be stored in the appropriate place. When not in use during the school day devices for: grades 1 – 4 will be stored in the appropriate charging cart in the classroom, grade 5 will be kept in the classroom, grades 6 – 8 will be stored in the student's locker. Nothing should ever be stored on top of the device. Students in grades 5 – 8 are required to take their device home each night to charge so they are ready for the following school day. Extreme hot and cold temperatures may damage the device. Do not store them in a vehicle.

## **2.13 Cleaning**

Student devices may be cleaned by spraying alcohol on a soft cloth and then wiping down the device. Never spray liquids directly on the device. Harsh chemicals such as bleach or using Clorox or Lysol wipes may damage the device.

## **2.14 Student Activities Strictly Prohibited**

Below is a list of items which St. Peter's Lutheran School has deemed non-negotiable based on student safety, appropriate use, and laws to which St. Peter's Lutheran School is held accountable. Violations will result in disciplinary action(s). Please be sure to review this list:

- Vandalizing school equipment (any malicious attempt to harm or destroy hardware, software, or data);

- Participating in credit card fraud, electronic forgery, or other forms of illegal behavior;
- Using anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Spamming/sending mass or inappropriate emails;
- Using messaging services, chat rooms, social media (i.e.: Facebook, Snapchat, Instagram, Twitter, MSN Messenger, ICQ, etc.) on school devices without prior staff permission;
- Illegally installing or transmitting copyrighted materials;
- Using sites selling term papers, book reports and other forms of student work;
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients;
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials;
- Accessing another person's account or computer without their consent or knowledge;
- Connecting to any Wireless Network not managed by St. Peter's while inside the school building(s);
- Downloading non-school appropriate applications;
- Bypassing the St. Peter's Lutheran School web filter through a web proxy;
- Using Internet/Computer Games against school policy;
- Any action violating existing school policy or public law;
- Any activities deemed inappropriate by St. Peter's Lutheran School.

## 3. ST. PETER'S LUTHERAN SCHOOL-OWNED DEVICES

St. Peter's Lutheran School believes it is important for students to have access to technology. St. Peter's Lutheran School understands that not all students can afford personal technology (i.e., their own computer or device that can access the World Wide Web). St. Peter's Lutheran School will provide all students a portable computing device. It is the expectation of St. Peter's Lutheran School that these computers will be used for the sole purpose of the student's education. This means that the computer cannot be used for a business or for entertainment purposes. The school will determine which devices will remain in the school building and which devices may be taken home.

### 3.1 Ownership and Use

For a student to use St. Peter's Lutheran School-owned devices, students must comply at all times with this St. Peter's Lutheran School Technology Use Handbook and St. Peter's Lutheran School's Technology and Internet Acceptable Use Agreements. Failure to comply may terminate the student's rights of possession effective immediately and the school may repossess the property.

The St. Peter's Lutheran School-owned device is the legal property of the school. While students are allowed to take these devices off of the property (e.g., home), the devices remain the legal property of St. Peter's Lutheran School.

The student has the privilege to use the St. Peter's Lutheran School-owned device until the last day of the school year, unless that student is expelled from school, withdrawals from the school, or the student's access to the device has been suspended or terminated due to discipline issues.

If the student does not comply with all terms of the St. Peter's Lutheran School Technology Use Handbook, including the timely return of the device, the school shall be entitled to declare the student in default and bill the family for the full replacement cost for the device and accessories.

A student's failure to timely return the device and the continued use of it for non-school purposes without St. Peter's Lutheran School's consent may be considered unlawful appropriation of the school's device.

### 3.2 Broken or Inoperable Devices

If a St. Peter’s Lutheran School-owned device fails, the student is responsible for notifying the teacher and then delivering the device to the teacher. Teachers will notify the Information Technology department of the issues. St. Peter’s Lutheran School will determine whether a loaner or replacement device is warranted.

### 3.3 Fees

St. Peter’s Lutheran School-owned devices are not the property of the students using them. Other students will eventually use the same devices; thus, it is important that devices are well cared for and responsibly handled. At times, a device might be damaged, lost or stolen. Students, parents, and teachers need to be aware of the specific rules and fee structured involved if such acts take place.

- If the property is damaged, lost or stolen, students are responsible for the fees below. Parents are responsible for reasonable cost of repair for deliberately damaged devices. Loss or theft of the property must be reported to school administration within 48 hours after the occurrence.
- Students will be charged the Replacement Cost of the device if lost and not reported, deliberately damaged, or vandalized.
- Students found with files in violations of St. Peter’s policies on their ST. PETER’S LUTHERAN SCHOOL device, will have their device confiscated and re-imaged with a \$30 reimage fee assessed. Additionally, student may face disciplinary actions.
- Fees for Violations will be broken down into two Tiers. Tier 1 fees will be assessed for repairs that will cost St. Peter’s less than \$100. Tier 2 fees will be assessed for repairs that will cost St. Peter’s more than \$100.

	Tier 1	Tier 2
Violation 1	\$15	\$25
Violation 2	\$25	\$50
Violation 3	\$35	\$100
Lost or broken Power Cord	\$30	\$30
Re-image of Hard Drive due to violation of Acceptable Use Policy or other damages (graffiti, illegal software)	\$30	\$30
Abandonment Fee (if eventually found)	\$ 25	\$25

#### 3.3.1 Repair/Replacement Costs

The table below illustrates the costs that St. Peters may have to incur for repairing or replacing a device if it is not covered under warranty or insurance.

<b>Table of Estimated Repair Pricing (Laptop/Chromebook)</b>	
<b>Loss, Deliberate Damage, or Neglect</b>	<b>Repair /Replacement Costs *</b>
Device Replacement	\$ 331
Broken Screen	\$ 175
Keyboard (Missing keys)	\$ 25

Power Adapter + Cord	\$ 90
Battery	\$ 75
Re-image of Hard Drive due to violation of Acceptable Use Policy or other damages (graffiti, illegal software)	\$ 30
Abandonment Fee (if eventually found)	\$ 25
Approved Backpack or Device Case	\$ 30

<b>Table of Estimated Repair/Replacement Pricing (iPad)</b>	
<b>Loss, Deliberate Damage, or Neglect</b>	<b>Repair /Replacement Costs *</b>
Device Replacement	\$ 300
Power Cord	\$20

\* The costs of any other parts needed for repairs will be based on the cost of the replacement parts at that time.

### **3.4 Classroom Technology**

Every classroom is adequately equipped with the technology needed to meet the needs of students. All teachers may use multi-media presentation software, including projectors, SMART boards, and document cameras as a part of regular instruction. Additionally, students have access to various technology devices:

- Kindergarten – One-to-one iPads
- 1<sup>st</sup> -8<sup>th</sup> Grade – One-to-one Chromebooks
- Ipad cart that may be checked out by classroom teacher for projects
- Windows 10 laptop cart that may be checked out by classroom teacher for projects

During normal school operations, 5<sup>th</sup> - 8<sup>th</sup> grade students may take their devices home with them. Special expectations are communicated to these students and parents.

In the case of eLearning, all students will have the ability to bring their school issued device home during that time. These devices must be returned in good working order to the school when eLearning is completed or student(parent) is responsible for up to the entire replacement cost of the device.

### **3.5 Cleaning devices while at school**

Student devices may be cleaned by spraying alcohol on a soft cloth and then wiping down the device. Never spray liquids directly on the device. Harsh chemicals such as bleach or using Clorox or Lysol wipes may damage the device. A UV Cleaning Cabinet will be used to sanitize devices on shared carts between student use.

### **3.6 Loaner Device**

Students may receive a loaner device to be used during the school day while their assigned device is being evaluated or repaired. The loaner devices will be kept at school. If fees are not paid for damages or loss of the student assigned device within 5 days students, will no longer use the loaner device.

## 4. CELL PHONES

Students must keep their cell phones secure. St. Peter's Lutheran School, its staff, or employees are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal items that are impacted in similar situations.

All students will have filtered Internet access just as they would on a St. Peter's Lutheran School-owned device.

Students are not allowed to use cell phones from 7:20am until 3:15pm, unless given permission from our teachers.

## 5. ACCEPTABLE USE POLICY

Computer technology is a gift from God to His people. Like any other gift, it is up to us to use this gift wisely to glorify God and advance His kingdom. St. Peter's Lutheran School acknowledges the blessing the Lord has bestowed on His church through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance our students' educational experience through technology.

St. Peter's Lutheran School believes that technology is an important aspect of every student's life. Opportunities should be presented to use these tools as a part of their education. Teachers and students will be encouraged to use the Internet for research, information, and other learning opportunities. Students accessing the Internet must comply with the Internet Acceptable Use Policy found in this Information Guide. This policy and parent notification is used to provide the guidelines for and the monitoring of student activities involving the computer technology.

Computer use is a privilege. Students maintain that privilege by complying with the computer use guidelines. Using a computer in an appropriate way allows a student to retain the use privileges of our school computer network and continue his or her advancement into the world of technology.

**Inappropriate computer use** is defined as, but not limited to: 1) attempting to gain unauthorized access to system files, 2) using the system to engage in an illegal act, 3) accessing material that is profane or obscene or discriminates towards other people, 4) starting and/or participating in cyberbullying, or 5) participating in illegal sales. These inappropriate use acts are not acceptable and will result in a cancellation of privileges.

The following points of **technology etiquette** should be adhered to:

1. **Students' first names and/or last initial will identify any student work published on the Internet.** Other personal information will not be published. Personal photos should not be published. This is to ensure that students cannot be identified for negative purposes.
2. **Students must maintain security of the user ID and passwords.** Sharing of user ID or password is prohibited. Students will be responsible for any action taken in relation to their user I.D.
3. **Students' use of the Internet will be supervised by a teacher, teacher aide or assistant, or authorized parent volunteer.** These adults will make decisions regarding inappropriate use and will mark in student records.
4. **Students must use the computer to access only appropriate material.** Accessing obscene or inappropriate material is prohibited; violators will be liable for consequences of such actions.
5. **Students must respect copyright laws.** Violating copyright laws is prohibited; this action is against the law.

6. **Privacy issues like email should be respected.** Each email user will be educated in the proper and improper use of electronic mail.

**Consequence for violations of the Acceptable Use Policy may include, but are not limited to**

1. Parent notification;
2. Withholding of computer use privileges;
3. In-school suspension;
4. Out-of-school suspension;
5. Expulsion;
6. Notification of proper authorities (if Illegal Activity is found).

## **6. INTERNET ACCEPTABLE USE**

St. Peter's Lutheran School is pleased to offer its students access to the Internet. The Internet is an essential tool of our current society. It helps students and teachers to communicate and collaborate with other individuals and groups around the world, and significantly expands their available information base. The Internet is a tool for life learning.

Families should be aware that some material accessible via the Internet might contain some items that are illegal, defamatory, inaccurate, or potentially harmful. In addition, it is possible to purchase certain goods or services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. We as Christians need to guard against improper use and instead be witnesses to share our faith by proper use of these resources.

While it is St. Peter's intent to make Internet access available in order to further educational goals and objectives, students may find ways to access other material as well. Even though St. Peter's institutes technical methods or systems to regulate students' Internet access, those methods will not guarantee compliance with the St. Peter's Internet Acceptable Use Policy. That notwithstanding, St. Peter's believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Teachers at St. Peter's will guide students to Christian standards in Internet usage. Parents and guardians may use the option of requesting for their children alternate activities not requiring Internet use.

The student and his or her parent or legal guardian must sign our Internet Acceptable Use Agreement prior to using the Internet resource in the school. This document will be kept on file at St. Peter's Lutheran School.