

# Lutheran High School of San Antonio Technology

## Acceptable Use Policy

Lutheran High School of San Antonio has been blessed with state of the art technological equipment for student and teacher use. Students are able to access the Internet from the computers at LHS. To gain access to the Internet, all students must obtain parental permission and must sign and return the attached Acceptable Use of Technology Form. This form will be kept on file as a legally binding agreement. Parents should keep this page for reference.

The internet is a valuable source of information and education. There are, however, sites on the internet that are not appropriate or helpful in the educational process. Students are expected to avoid such material, and anyone who accesses such material by accident is expected to exit the site immediately and notify the computer lab supervisor. Parents and guardians have the responsibility for setting and conveying standards for accessing information sources, and students have the obligation to abide by these standards.

The use of the internet at LHS is a privilege, not a right, and inappropriate use will result in cancellation of this privilege. LHS reserves the right to review and monitor any computer use and to make determination whether specific uses are inappropriate. Decisions of the LHS administration regarding unacceptable use are final.

The following policies are to be followed:

1. Accessing the accounts and files of others is prohibited. This rule protects all users of the network and of individual computers.
2. Attempting to corrupt the network, to impair the functionality of the network or an individual computer, or to bypass restrictions is prohibited.
3. Sharing passwords is unacceptable.
4. Improper use or distribution of information is prohibited.
5. Using the network for commercial purposes or in support of illegal activities is prohibited.
6. Students are limited to appropriate educational materials. LHS reserves the right to monitor and review any computer use or material.
7. Students are expected to be good digital citizens whether they are using email, social media or using the internet.
8. Computer settings may not be changed without permission from the Computer Laboratory Supervisor, especially the visibility of the Task Bar.
9. Students may not download programs or files from the Internet or storage devices without express permission from a teacher.
10. Students are responsible for making sure the computer they are using remains in good repair, this means respecting the lab equipment and reporting any defects as soon as they occur.

Questions regarding this policy should be directed to the computer supervisor at Lutheran High School of San Antonio.

## iPad General Information

### **Backup/Restore**

LHSSA will back up, synchronize, and restore paid and required **apps** on each iPad device. **Data** stored on the device (documents, notes, email, etc.) **is the responsibility of the student**. Students may use their network drive to back up their data, or they may use cloud services like LHSSA Google Apps, Evernote, or Dropbox, etc.

**LHS will not back up or restore student iPad data.**

### **iPad at End of School Year**

The iPad is the property of LHSSA. All iPads must be returned to LHSSA at the end of each school year.

Failure to return iPads may result in being billed for replacement cost and labor, detention of transcripts, or other penalties.

Seniors who have attended LHS for 4 years are able to take the iPad with them when they graduate at no additional cost.

### **iPad Collection and Inspection**

For the purpose of assuring compliance with information technology protocols, LHSSA reserves the right to collect and examine any issued iPad at any time.

LHS also reserves the right to remotely inspect iPads at school to ensure compliance with established information technology protocols and policies.

### **Software/Apps**

LHS will handle all iOS (operating system) updates and install all necessary apps for school use. **Students should NOT sync their iPads to non-LHS accounts**. LHS will perform periodic updates/backups during the year.

**Attempting to “jailbreak” or “root” a device, or adding unauthorized software, is a violation of the terms of this AUP and will result in the appropriate repair/replacement charge being levied.**

### **Lost/Stolen iPad**

If a student loses his or her iPad, he or she is expected to report the loss **as soon as possible** to the School Office and Mr. Eickstead. The family must then make arrangements to pay the technology replacement fee within one week of the reported loss.

An iPad loaner will be provided as necessary to complete school work while a replacement iPad is being configured for the student.

*For further details, see section on Procedures – Lost or Stolen iPads.*

## End User Responsible Use Agreement

- While on campus, students will use equipment and provided services primarily or exclusively for educational purposes or assigned work.
- Students will not use services or hardware—including, but not limited to, LHSSA email or personal/private social media—to act in a way that violates the conduct defined in the student handbook. This includes inappropriate language, cheating, harassment, bullying, or promotion of illegal drug/alcohol use.
- Students will not provide their account passwords, including Google Apps, Apple ID, or other services, to anyone outside of the LHSSA technology staff.
- Students will arrive on campus each morning with their iPads fully charged and ready for a full day of use.
- Students will not change or circumvent any school-defined settings or remove school-installed software from the iPads or other technology equipment.
- Students will be responsible stewards of the Lutheran High School of San Antonio name in the use of their email account and other technology in dealing with the outside community. (For example: Do not send email from an @lhssa.net account that would embarrass or otherwise create a negative impression of Lutheran High School.)
- Students are responsible for storing their iPads securely in their lockers at all times when not in use or under their own direct supervision.
  - **DO NOT share your locker combination** with any other students! If your iPad is stolen or lost from a compromised locker, **you** will be responsible for its replacement cost!
- Students are to care for their device and respect its value; damage from negligence can be billed for repair at the school's discretion.
- Students should purchase a protective case for their iPad that best suits the individual student's needs. **Please remember not all cases are created equal and some provide better protection than others.**
- Students will comply with intellectual property and copyright laws whether they are using digital or print media.
- Violation of the terms of this End User Responsible Use Agreement or the general Acceptable Use Policy may result in financial penalties and or disciplinary action.

## LHS Email Guidelines, Rules, and Protocol

All users of the LHSSA email system provided by Google Apps are required to abide by the terms set forth in this agreement:

- There are various school-specific groups created for the purpose of facilitating on-campus activities and communication ([2020@lhssa.net](mailto:2020@lhssa.net) emails all students in the Class of 2020, for example). These groups and specific email addresses have been created expressly for this purpose and should not be shared with or used by outside groups, and should never be used for personal business (i.e. trying to sell Girl Scout cookies for your little sister).
- School email accounts/addresses should not be used to promote outside organizations or interests.
- When you send a letter from your school email address you are representing the school. Sending an email to an outside party is in many circumstances similar to sending a paper message with the school letterhead. Conduct your communication accordingly.
- **Students are expected to check their email at least once per day** and are responsible for communication, assignments, and notices/announcements from faculty or staff as if the communication had been communicated verbally or in writing on a handout. Not having checked your email is not an excuse for not completing the homework obligations contained therein.

## **Warranty and Insurance**

LHS will provide mandatory insurance for your student's school issued iPad. The price is \$50 a year, to be paid at orientation. The deductible for the first damage to the machine will be \$75, \$100 for a second incident of damage, and the deductible for each subsequent damage will be \$150. Under this plan if an iPad is lost or stolen there will be a \$400-\$600 deductible to replace the iPad.

This protection is not a license to be irresponsible with the device. Frequent use of the insurance plan to repair or replace devices will result in increased costs in the future for all users.

### **Submitting a Claim**

Damaged or malfunctioning iPads should be submitted to Mr. Eickstead as soon as possible. LHS will assess the problem and take the appropriate action. Students may be given loaner devices while they await repair or replacement if necessary and available.

### **Payment**

Payment arrangements for deductible costs must be made within one week of opening a help ticket.

## **Support**

Students who experience hardware or software problems should immediately bring their devices to Mr. Eickstead. If a student has questions about how to use the iPad, Mr. Eickstead will be available before school from 7:10 - 7:35 and after school on Monday, Tuesday or Thursday until 4:00.

Students should never take their devices to an Apple store or other certified center for service, including warranty service. **All service must be conducted via LHSSA.**

Questions outside of normal service hours can be sent to [andrew.eickstead@lhssa.org](mailto:andrew.eickstead@lhssa.org).

Loaner devices may be issued while defective devices are being serviced at the school's discretion. Loaner devices are bound by the same requirements and covered under the same insurance as the original device, and all obligations will still be in force as if it were the original device.

## **Privacy and Personal Rights**

- All users of the school's network and computing resources are expected to respect the privacy and personal rights of others.
- Do not access or copy another user's email, data, programs, or other files without the permission of LHSSA's Technology Department.
- Be professional and respectful when using computing systems to communicate with others. The use of computing resources to libel, slander, or harass any other person (cyber-bullying) is not allowed and could lead to school discipline as well as legal action by those who are the recipients of these actions.

Lutheran High School of San Antonio does occasionally and reasonably monitor and limit content of information transmitted on the campus network. It reserves the right to access and review such information under certain conditions. These include: investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this acceptable use policy, or, as may be necessary, to ensure that LHSSA is not subject to claims of institutional misconduct.

Access to files on school owned equipment or information will only be approved by specific personnel when there is a valid reason to access those files. Authority to access user files can only come from the Principal. External law enforcement agencies and departments of public safety may request access to files through valid subpoenas and other legally binding requests. All such requests must be approved by the Principal. Information obtained in this manner can be admissible in legal proceedings or in a school hearing.

## Lutheran High School of San Antonio Terms of Service for Google Apps

### **Purpose**

This policy describes Lutheran High School of San Antonio's (herein referred to as "LHSSA") terms of service for the use of Google Apps for Education service. LHSSA provides email, document, calendaring, and collaboration services to support the educational and administrative activities of the school, and to serve as a means of official communication by and between users and LHSSA. Various options are offered for the LHN community to utilize email services. Students will have their **lhssa.net** mail accounts remotely hosted by Google. The purpose of these terms of service is to make the school community aware of certain obligations when utilizing the Google Apps for Education service. This document was developed to ensure that this service remains available and reliable, and is used for purposes appropriate to the school's mission.

### **Scope**

This policy applies to all students, and for faculty and staff who utilize the Google Apps for Education service.

### **Policy**

In order to use Google's services as provided to LHSSA, all participants must be aware of, agree to, and adhere to the following:

- When utilizing Google Apps for Education services, you are bound by the Lutheran High School of San Antonio Acceptable Use Policy ("AUP"), found on the LHSSA website.
- Anyone in the LHSSA community utilizing Google Apps for Education services must agree and adhere to the Google Terms of Service available here: [http://www.google.com/apps/intl/en/terms/use\\_policy.html](http://www.google.com/apps/intl/en/terms/use_policy.html)
- Anyone in the LHSSA community utilizing Google Apps for Education services must be aware that their data may be stored in datacenters outside the borders of the United States.
- As stated in the LHSSA Acceptable Use Policy, anyone in the LHSSA community utilizing Google Apps for Education services acknowledges that LHSSA has the ability to monitor, use, or disclose their data, and that Google provides LHSSA the ability to do so.
- Anyone in the LHSSA community utilizing Google Apps for Education services will be supported through the LHSSA technology support system.
- Anyone in the LHSSA community utilizing Google Apps for Education services must acknowledge that Google can terminate their account if they fail to abide by the Google Terms of Service.

### **Of Special Note in the Google Terms of Service**

Anyone in the LHSSA community utilizing Google' Apps for Education services are made aware of the Google Acceptable Use Policy ([http://www.google.com/a/help/intl/en/admins/use\\_policy.html](http://www.google.com/a/help/intl/en/admins/use_policy.html)) that states that you agree not to use the Google services provided to you:

- to generate or facilitate unsolicited bulk commercial email;
- to violate, or encourage the violation of, the legal rights of others;

- for any unlawful, invasive, infringing, defamatory, or fraudulent purpose;
- to intentionally distribute viruses, worms, Trojan horses, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
- to interfere with the use of the Services, or the equipment used to provide the Services, by customers, authorized resellers, or other authorized users;
- to alter, disable, interfere with or circumvent any aspect of the Services;
- to test or reverse-engineer the Services in order to find limitations, vulnerabilities or evade filtering capabilities;
- to use the Services, or a component of the Services, in a manner not authorized by Google.

### **Changes to this Policy**

LHSSA reserves the right to change this policy at any time. LHSSA may, at its discretion, provide users with additional notice of significant changes. A user's continued use of the service after any changes are published binds the user to the revised policy.

### **Questions?**

Contact Technology Coordinator Andrew Eickstead at [andrew.eickstead@lhssa.org](mailto:andrew.eickstead@lhssa.org)



## LHSSA Technology Department AUP Signature Page 2015-2016

I have read and agree to the Lutheran High School of San Antonio Technology Department Acceptable Use Policy and Terms of Service for Google Apps, and agree to abide by the requirements set forth within them, **including the terms of the warranty and insurance policies.**

I understand that the iPad device will continue to be owned and managed by Lutheran High School of San Antonio and that my responsibilities and binding obligations will end at the termination of the program or my withdrawal or graduation from Lutheran High School of San Antonio and the return of any and all school-owned equipment to LHSSA, whichever should come first.

I understand that any violation of the policies is unethical and, should I commit any violation, my access privileges may be suspended or revoked and school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the LHS computers and in consideration for having access to the information contained on them, I hereby release and agree to hold harmless LHS from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

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Student Name (Printed)

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Student Signature

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Date

### PARENT OR GUARDIAN CONSENT FOR INDEPENDENT USE

As the parent or guardian of the above student, I have read the Acceptable Use of Technology policies for Lutheran High School of San Antonio. I hereby grant permission for my son/daughter to independently access the Internet. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the computers or the Internet may be objectionable, but I accept responsibility for guidance of computer and Internet use, setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media. Furthermore, I accept full responsibility for supervision if and when my child's computer use is not in a school setting.

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Parent/Guardian Name (Printed)

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Parent/Guardian Signature

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Date