



Lighthouse Christian School Responsible Use Agreement Version 2.0 (2014-15)

Student Name _____ Date _____

Responsible Use Agreement (in four parts)

Part 1: Responsible Internet and Network Use

Part 2: Responsible use of Computer and Electronic Hardware

Part 3: Responsible use of Software

Part 4: Data and Content Responsibilities

****Students and parents should read all four parts, initialing each section and then sign the agreement at the end.*

Part 1: Responsible Internet and Network Use

If a **LCS** user violates any of these provisions, their account may be terminated and further access could be denied. Inappropriate use of technology is considered to be a serious violation of the discipline policy and may result in probation, suspension or expulsion.

Acceptable Use – Student access to **LCS** accounts, computers, networks and Internet services is provided for educational purposes and research consistent with the **LCS** educational mission, curriculum and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Privileges - The use of **LCS** computers, networks and Internet services is a privilege, not a right. Inappropriate use or activities may result in a cancellation or suspension of privileges as well as

additional disciplinary action.

No Expectation of Privacy – **LCS** retains control, custody and supervision of all computers, networks and Internet services. **LCS** reserves the right to monitor all computer and Internet activities by students. Students have no expectation of privacy in their use of school computers, networks and Internet services including e-mail and stored files.

User Accounts – You will be assigned a **LCS Student** account for accessing resources on the network. You will also be provided with a **LCS** e-mail account. This account should be used for **LCS** purposes and for internal communication only.

- All account information is private and not to be shared – especially passwords.
- All users are responsible for the activity on their accounts.
- Students are expected to change their password at least once a year.
- Using another person's account with or without their permission is a serious violation.

Network Etiquette - You are expected to follow the rules of network etiquette. These include the following:

- Be polite. Do not be abusive in your communications to others. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone numbers or those of other students or adults.
- Do not use any account that is not yours.
- During the normal school day, iPads are to be used as a tool to enhance the learning experience.
- Report accidental access to sites that may be inappropriate or questionable to your teacher and/or the **LCS** Technology Department.
- Observe rules of copyright and fair use. Consult with your teacher before downloading and/or copying any Internet documents.

Network Integrity -

- Remember: electronic communication is NOT private! People who operate the system have access to all communications and files.
- Do not use the network in a way that would disrupt use by others.
- No unauthorized reconfiguration of ANY network device is permitted.
- Abusive messages to or about classmates and/or school staff will not be tolerated, even if they come from networks outside **LCS**.
- Students will respect the security systems in place within the **LCS** network.

Appropriate Internet Access –

While on school grounds, student use of any chat, game, instant messaging or social networking sites is strictly prohibited.

The general Terms of Service (TOS) minimum age for social media sites is 13.

- The general TOS minimum age for chat/instant messaging is 18.
- If a student encounters an over-blocked site, they can appeal to the Head of School and present a valid academic usage statement for site white listing.

- Students are expected to only use their **LCS** e-mail to communicate for school related projects. Use of external personal e-mail accounts while onsite at **LCS** is prohibited.
- Students may not use school copyrighted material (such as name and/or logo) or use names and/or images of other students maliciously or without explicit permission on any public website

(such as Flickr, YouTube, Facebook, MySpace, etc.).

- Students should be vigilant in protecting their identity online.
- Students should strive to be exemplars of good digital citizens.

Access to Lighthouse Christian School Wireless Infrastructure and Internet Bandwidth –

- Access to the **LCS** Wireless Internet is solely reserved for **LCS** computers and iPads.
- Access to the **LCS** Wireless Internet by students' devices, including iPods, iPhones, iPads, Kindles, Smart Phones or any other type of wireless device is by the sole discretion of the Technology Department and LCS Administration. Access to **LCS** wireless resources is a limited resource. Devices beyond the school assigned 1:1 iPads will generally be denied access to the **LCS** wireless network. Anyone accessing the **LCS** Wireless Internet with non- **LCS** devices will abide by the rules set forth in this Responsible Use Agreement (and will be enforced through network filtering).
- Accessing our neighbors' bandwidth via any wireless connections is strictly forbidden (considered theft of service).

By initialing this portion of the Responsible Use Agreement, the Student and Parent/Guardian acknowledge reading the above section on Responsible Internet and Network Use.

Student initials _____ Parent/Guardian initials _____

Part 2: Responsible use of Computer Hardware

The availability of iPads in the classrooms offers many opportunities for learning and creativity. With this exciting addition comes much responsibility. These guidelines are provided so that you know what these responsibilities are.

- **LCS** equipment is to be clearly labeled at all times. These labels are not to be tampered with, removed, or transferred to another piece of equipment.
- Students are only to connect and use equipment approved by the **LCS** Technology Department.
- Students are expected to report failures, damage, loss or breakage of LCS owned equipment (does not include personally owned devices) immediately to the **LCS** Technology Department for repair. Students will not attempt to make repairs themselves.

Use of Classroom and iPad Computers

- Classrooms that have computers must be locked when a faculty, staff, or internship member is not present.
- iPad carts will be locked when not in use. Cart locks must be kept secure at all times. Students are not allowed to open cart locks.
- iPads are to be kept, connected properly to charging devices, in their assigned slot in the iPad cart when not in use.
- All food, drink, and other liquid materials are to be kept away from all computer and digital equipment (at least six feet away) at all times.
- iPads are not to be taken to lunch, chapel, or intramurals unless requested by LCS staff.
- iPads are never to be left on the floor.
- iPads are never to be left on chairs or couches.
- iPads are not to be left atop any electrical devices. For example, microwave machines.

By initialing this portion of the Responsible Use Agreement, the student and Parent/Guardian acknowledge reading the above section on Responsible Use of Computer Hardware.

Student initials _____ Parent/Guardian initials _____

Part 3: Responsible Use of Software

The **LCS** Technology Department provides a standard software installation on all student iPads.

- Students will use software properly installed and licensed by the **LCS** Technology Department.
- Students should not alter settings on any shared computer (including desktop images) without the permission of the Technology Department.
- Students will maintain the integrity of **LCS** systems by not intentionally infecting any system with a worm, virus, Trojan or other malicious applications.
- Students will maintain the safety and integrity of **LCS** systems by not intentionally downloading any applications, including, but not limited to instant messaging software, media players and music files, even when prompted by websites, without the approval of the Technology Department.
- Students will not attempt to install any non-standard software on campus to iPads without explicit permission from the Technology Department.

By initialing this portion of the Responsible Use Agreement, the student and Parent/Guardian acknowledge the proper procedures/rules for installing software to their personal devices while on campus.

Student initials _____ Parent/Guardian initials _____

Part 4: Data Responsibility

“Data,” in this capacity, refers to original work created by the computer user that is not replaceable when the computer has a technical problem.

- Students are strongly encouraged to have their data stored in at least two separate locations at all times. This requires that the user copy their data manually to a separate machine or separate media.
- **LCS** supplies a network file server for all users to backup their data to a personal folder anytime they have access to the Local Area Network (LAN). This file server is additionally backed up with on-site and off-site copies of all data.
- All students are responsible for the integrity of their own data. Computer failure is not an excuse for lost work due to negligence in backing up data.
- The Technology Department is not responsible for data loss during the troubleshooting or repair process.
- The Technology Department strongly suggests the student invest in a portable USB Hard Drive to back up their digital schoolwork.

By initialing this portion of the Responsible Use Agreement, the student and Parent/Guardian acknowledge reading the above section on Data Responsibility.

Student initials _____ Parent/Guardian initials _____

Thank You

Thank you for reading this Responsible Use Agreement. While this agreement provides some general guidelines for responsible behavior, it cannot cover every instance of technology or behavior in every circumstance. As always, students should practice good judgment in any circumstance. When in doubt, ask for help in making that determination.

The following signature indicates the party who signed has read all the terms and conditions of each of the four parts of the Responsible Use Agreement carefully and understands their significance.

Student Signature _____ Date _____

Family Contract for Digital Citizenship Parents' Pledge

1. I will get to know the services and Web sites my child uses. If I don't know how to use them, I will take the time to learn how.
2. I will teach my children to understand that other people do not have the same access to technology. I will demonstrate to my child that all technology users should be treated the same.
3. I will work with my child to understand the issues around online purchases. I will show my child which sites are safe, reputable and secure for buying goods online.
4. I promise to teach my child when and how to use digital communication methods. I understand that technology may not always be the best way to interact with others.
5. I will help everyone in our family to understand that our technology usage affects others. I will help my child to understand they need to act the way they want to be treated.
6. I will try to get to know my child's "online friends" just as I try to get to know their other friends. I will explain that to have rights online there are certain responsibilities as well.
7. I will teach my children that there are some content that is available online that is protected and cannot be taken without permission. Children need to understand that others own this material, and the owners have rights to be protected.
8. I will explain to my children that computers need to be ergonomically positioned and safely configured as to not endanger nor cause physical harm. I will also make sure that my children have limits on the time they can use technology as not to become addicted to the technology.
9. I will spend time to teach my child to protect their technology and data by having adequate virus, spyware and adware software. I will also show that that having protection is important for all technology.
10. I will teach my children how to use technology in a God-honoring way and support the LCS' efforts in training the students to use technology appropriately

I agree to the above:

Parent(s) _____

I understand that my parent(s) has agreed to these rules and agree to help my parent(s) explore and use technology with me.

Student signature _____

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**Family Contract for Digital Citizenship
Student's Pledge**

1. I will remember that not all people have access to or utilize technology in the same way. I will not treat others differently if they do not have the same options.
2. I will tell my parents or other responsible adult right away if I come across any information that makes me feel uncomfortable. I understand that to have technology rights that I have to be responsible in my actions as well.
3. I will tell my parents if I experience any pain or discomfort when using technology. I will remember that I need to balance technology use with other activities.
4. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message that is not appropriate. If I do, I will tell my parents or a responsible adult right away so that they can contact the proper groups.
5. I will talk with my parents so that we can set up rules for making purchases online. We will decide if and when online purchases can be made and determine secure sites for me to use.
6. I will treat others the way that I wish to be treated when using technology. I will keep in mind that my technology use affects others.
7. I will check with my parents before downloading or installing software or doing anything that could possibly hurt our computer or jeopardize my family's privacy. I will also keep programs such as anti-virus, spyware and adware up-to- date to protect our information.
8. I will be a good online citizen and not do anything that hurts other people or is against the law.
9. I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology.

I agree to the above _____ Student signature

I will help my child follow this agreement and will allow reasonable use of digital technology as long as these rules and other family rules are followed.

_____ Parent(s) signature

Contract adapted from the brochure Child Safety on the Information Highway by Lawrence J. Magid.