# Technology Acceptable Use Policy 2024-2025

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Policy will be updated in the summer of 2025 prior to the 2025-2026 school year.

In today's connected world, Bay Pines Lutheran School (BPLS) recognizes the necessity for students to learn and build skills using technology.  For that reason, BPLS provides students access to a variety of devices, use of network resources, and Internet connectivity. Responsible use of these technological tools will be taught and fostered among students.

Technological resources, including computers and other electronic devices, with or without Internet access, provide a unique opportunity to enhance instructional methods, appeal to different learning styles, and encourages exploration and individual creativity. It is the goal of BPLS to provide those resource opportunities to the students and staff.

With the use of technological tools, comes a list of expectations and requirements. This Acceptable Use Policy covers various areas of student expectations and requirements, ranging from aspects of Christian conduct and etiquette to compliance with governmental laws.

    A.  Rules and Requirements for Hardware and Software
    B.  Appropriate Internet Usage
    C.  Student Safety
    D.  Privacy and Intellectual Property
    E.  Disclaimer
    F.  Violations and Consequences

### A. Rules and Requirements for Hardware and Software

Damaging, altering, modifying software or hardware is strictly prohibited. Only BPLS staff is allowed to install any new software, app, or other downloaded program onto school property.

Printing materials is allowed for educational purposes. No printing of personal materials is allowed without the approval of school staff or teachers. The use of the camera on any computer or device is prohibited without a teacher's permission and supervision. Reconfiguring of any of the device's settings is also prohibited.

### B. Appropriate Internet Usage

As a responsible user of BPLS technology resources, students will:

- Use devices, network and internet resources as directed by BPLS staff
- Take care of the physical devices provided by the school
- Refrain from eating and drinking while using school devices
- Protect personal accounts, passwords, and information
- Visit websites that have an identified educational value
- Interact with others online in a polite and positive manner

Students are not allowed to retrieve, save, download, forward, text, or display hate-based, offensive, pornographic, or sexually explicit material. Students are not allowed to use school resources for any commercial or gambling purpose. Student chat, instant messaging, teleconferencing app, or any other social media applications is prohibited.  Student internet use that is not educationally-important is deemed low priority and is only acceptable with teacher or staff approval.

#### Student Guidelines

1. Be responsible. It is every student's responsibility to use social media in a positive and God-pleasing way. Students will be held accountable for content they post online. Remember, if you share information, you are

responsible for it. Even if you did not take the picture, make the comment, or write the article, you are held responsible for sharing the information.

2. Use caution. Do not post or share the following:
   a. Confidential or personal information about yourself or anyone else
   b. Passwords or login information
   c. Copyrighted items
   d. Photos or videos without permission
3. Consider the future. What you post online now will follow you forever. Do not post anything that you would not say or do in front of your parents, teachers, school administration, or future employers.
4. Be honest, thoughtful, and respectful. Avoid obscene or crude language, sexual comments, cyberbullying, material related to alcohol, drugs or illegal behavior, discussions that are harmful to the reputation of others or the reputation of BPLS.
5. Social Media platforms are not to be used during school hours (Facebook, Snapchat, Twitter, etc.) Cyberbullying is a serious offense. Avoid it and report cases that you see to parents, teachers and/or the principal.
6. Have no expectation of privacy. BPLS has the right to view and inspect all forms of online communication, including email.
7. Use privacy settings, but remember that even with the strictest privacy settings, your information can become public. Information that you delete is stored online indefinitely. Whatever you post online is public and permanent.

**Restricted Activities**
When using devices, network resources, and internet access provided by BPLS, the following activities are not allowed:
- Use of devices in private areas, such as bathrooms, etc.
- Downloading software or applications without express teacher permission
- Participating in any form of bullying
- Viewing, downloading, publishing, or transmitting material that is derogatory, profane, or obscene in nature, as determined by school staff
- Unauthorized access of network or other files
- Any hacking, circumventing security procedures, or transmission of viruses, spyware, adware, or SPAM
- Unauthorized use of copyrighted material
- Any activity which violates local, state, or federal law

### C. Student Safety
Under no circumstances should a student give out his/her account information, passwords, or other sensitive data unless directed to do so by a teacher or staff member for educational purposes. Students should not reveal their full name, home address, phone number while using the internet unless directed to do so by a teacher or staff member for educational purposes.  It is a criminal act to electronically harass, cyber-bully, or cyber-stalk a fellow student, teacher, or staff member. Students are prohibited from sending any email, chat, or other correspondence that has the purposeful intent of being hurtful, demeaning, or racist.

### D. Privacy and Intellectual Property
Students should expect that all network and internet activity and use of BPLS-owned devices will be filtered and monitored in accordance with the Children's Internet Protection Act (CIPA). Student files on the network, school activated online accounts, or digital storage devices may be inspected at any time. Student activity may be disclosed to school administration when necessary and local law enforcement as required by law. In accordance with the Children's Online Privacy Protection Act (COPPA), BPLS will plan online activities for students under 13 which ensure no personally identifiable information is collected.  Every reasonable effort will be made to protect all students when they use the internet.

Copyright and intellectual laws strictly prohibit the copying, selling, or distributing copyrighted, trademarked, or licensed material, including illegally shared music files, video files, gaming files, or any other software.

### E. Disclaimer

BPLS reserves the right to monitor all aspects of student technological use. BPLS makes no warranties of any kind for the technological resources it provides. That includes loss of data resulting from delays, non-deliveries, improper deliveries, data-storage malfunction, or any formatting issues. BPLS is not responsible for any financial liabilities a student takes on in the purchase of downloaded materials. Any financial liabilities a student takes on will be the responsibility of that student and his/her parents/guardians.

BPLS has taken precautions to restrict access to controversial and offensive materials. However, being on a global network, it is impossible to control all materials a student may encounter. BPLS believes students should be taught how to make God-pleasing decisions concerning the content they access. BPLS has taken appropriate measures to restrict offensive materials, and the school is not responsible if a student accesses such content accidently or by side-stepping filters.

### F. Violations and Consequences

Students choosing to willfully act in ways that are contrary to this Acceptable Use Policy are eligible for the loss of access to all technological resources. BPLS reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violation of this policy. Additionally, all handbook regulations (including the Discipline Policy) apply to use of BPLS technology resources.

BPLS shall not be held liable for the actions of individuals who choose to violate the acceptable uses of school technology resources. In addition, each user and/or user's parent(s) or guardian(s) shall indemnify BPLS and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of such resources. BPLS will cooperate fully with local, state, and federal officials in any investigation concerning or relating to misuse of its provided technology resources.