

ACCEPTABLE USE POLICY (AUP)

Lutheran High School West Computers

Dear Parent or Guardian:

Your Student will need to use Lutheran West's computers, and our school's internet access in order to fulfill requirements for many assignments while at Lutheran West. Part of Lutheran West's responsibility in preparing our students is to provide these tools and to teach ethical and Christian use of these resources. To that end, we are asking your cooperation.

The internet is an international network of computers that forms the basis of the information highway. Through it, your student will have access to hundreds of databases, libraries, and computer services from all over the world. Although the vast majority of the information found on the internet is of educational value, it is possible that your student may encounter areas of adult content and some material you might find objectionable. While we supervise closely and use a blocking software, it is not possible for us to totally prevent possible access to such information.

The computers at Lutheran West are also connected to a school server. In order to facilitate information handling, all students are granted file space on that server. Lutheran West reserves the right to supervise and monitor all files stored on its server.

In addition, your student will be working with expensive equipment. We take the responsibility to teach your student how to use and care for our equipment. We request that your student cooperate with us so that together we can maximize educational opportunities.

We therefore ask both you and your student to read and sign the following rules concerning computer and internet use at Lutheran West:

1. Computer use and internet access is limited to class assignments and approved projects.
2. Students will be given the privilege of directory space on the Lutheran West server. This space is for school assignments only and its use is restricted to the individual student who is to protect his or her password and this directory at all times.
3. Student computer users assume responsibility for their actions while using computer equipment. Damage due to negligence, carelessness, or malicious acts may be assessed.
4. Plagiarism is taking ideas or writings from another person and offering them as one's own. Students who plagiarize information from the internet will be subject to the Lutheran West cheating policy.
5. Inappropriate information is available on the internet and your student agrees not to access that information.

6. Christian behavior is required at all times while using the internet at Lutheran West. This requires that each student be courteous, use tasteful and appropriate language and be respectful of others. Additionally, any fraudulent, felonious or illegal activity will be prosecuted.
7. No chats or personal email will be allowed on Lutheran West computers.
8. Lutheran West encourages the use of a USB flash drive instead of a floppy disk.
9. All computer disks must be carried and stored in a box. Labels may not be used on disks. Disks not meeting these standards will be confiscated.
10. No food, candy, or beverages are permitted around any Lutheran West computer.
11. Games and personal CDs are not permitted.

Disciplinary action

Violation of the above guidelines may result in the following, depending on the severity of the violation:

- Referral to the school disciplinarian
- Full financial restitution
- Banned access to the equipment and/or internet for a period of time
- Possible permanent removal of user privileges on school equipment

Lutheran West reserves the right to amend these rules as needed to assure Christian and ethical use of the computers and the internet. **Students removed from computer use must re-sign the AUP.**

Please keep this sheet for reference.

Sign and return the next page to the GUIDANCE DEPARTMENT.

Student First Name (Printed)

Student Last Name (Printed)

ACCEPTABLE USE POLICY (AUP)

Lutheran High School West Computers
Lutheran High School West
3850 Linden Road
Rocky River, OH 44116
Ph: 440/333-1660 Fax: 440/333-1729

STUDENT SECTION:

I have read and understand the rules that govern my use of Lutheran West computers and internet access.

Student Signature

Date

PARENT/GUARDIAN SECTION:

As the parent or guardian of this student, I have read and understand these rules. I realize that these rules are designed for educational purposes. I also recognize it is impossible for Lutheran West to totally restrict access to controversial materials and will not hold Lutheran West responsible for materials acquired on the internet, including but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services. I also accept financial responsibility for acts of vandalism or carelessness committed by my child.

Please **PRINT** parent name

Parent signature

Date