

# Lansing Christian School

## Elementary Student Technology Acceptable Use Policy

Lansing Christian School (LCS) acknowledges God as the source of all truth and seeks to equip students to explore, discover, discern, and share truth. In light of the prevalence of technology and social media, we recognize our responsibility to help students use twenty-first century tools for God’s glory. Through the integrated use of these tools, students will increasingly engage in critical thinking, collaboration, communication, and creativity in order to be the salt and light of the world.

At LCS, students are expected to use technology in **responsible, ethical, legal, and God-honoring ways**. Students must comply with federal and state laws and the LCS student handbooks. The use of technology at LCS is a privilege—not a right.

Please complete this form with your child. Please return the completed form to your child’s teacher or to the elementary office.

 <p><b>Proper Use of Technology</b></p>	<ol style="list-style-type: none"> <li>1. Use all authorized hardware to facilitate learning and enhance the exchange of appropriate educational information.</li> <li>2. Access information from outside resources (including the internet) which promote learning and enhance the exchange of appropriate educational information.</li> <li>3. Care for equipment in an appropriate manner.</li> <li>4. Only print with a teacher’s permission.</li> </ol>
 <p><b>Student Restrictions</b></p>	<ol style="list-style-type: none"> <li>1. Keep food and drink away from technology.</li> <li>2. Do not use technology to bully others (for example when playing online games during the time before school, do not call others names, gang up on one person, destroy their avatar, etc.).</li> <li>3. Do not access obscene, offensive, or threatening materials. Specifically, do not access sites like Google images without teacher permission. If you accidentally access (see) images that are improper you need to let your teacher know right away.</li> <li>4. Do not change the settings on the computer without permission (changing the background of the display, moving the icons or taskbar, etc.).</li> <li>5. Do not engage in or promote any illegal activity (for example accessing someone else’s account: just because you can doesn’t mean you should!).</li> </ol>

 <p><b>Google Apps</b></p>	<ol style="list-style-type: none"> <li>1. Google Apps for Education offers a free set of tools such as Google Docs (similar to Word, Excel, etc.) and Sites (websites) that enable teachers and students to work together and learn more effectively.</li> <li>2. Students may be assigned a Google Apps for Education account which will give them an email address (jstudent@lansingchristianschool.org for example) that can only be used to contact LCS students and teachers and other approved emails such as parent emails.</li> <li>3. Students agree to use God honoring, respectful, and encouraging language in technology communications.</li> <li>4. Students agree to report any communication that seems inappropriate or makes them feel uncomfortable.</li> </ol>
 <p><b>Security and Privacy</b></p>	<ol style="list-style-type: none"> <li>1. Although both LCS and Google have powerful content filters in place, LCS cannot assure that students will not be exposed to unsolicited information.</li> <li>2. Google Apps files are considered the property of LCS.</li> <li>3. LCS reserves the right to inspect files for conformity with its policies, licensing standards, and state or federal law.</li> </ol>

**Disciplinary Action**

LCS maintains the right to immediately withdraw the access and use of student accounts when there is reason to believe that violations of law or school policies have occurred. Violation of any part of the Student Technology Acceptable Use policy, in addition to the restriction or suspension of access to technology resources, may result in financial restitution or other disciplinary measures as determined by LCS administration.

I have read, understand, agree to, and acknowledge all statements made in the Student Technology Acceptable Use Policy/Contract.

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Student Name Printed

\_\_\_\_\_

Grade

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Guardian Signature

\_\_\_\_\_

Date