

# **Technology Use Policy Bethlehem Lutheran School Saginaw, MI**

Internet Based services are now available to all students, faculty and staff of Bethlehem Lutheran School. We believe that having access to the Internet will prove to be a rewarding experience to our users. Our goal in providing this service is to promote educational excellence in schools by facilitating resources sharing, innovation, and communication.

## **TERMS AND CONDITIONS:**

Users of the Bethlehem Lutheran School Net (BLSNet) agree to the Terms and Conditions set forth in this document. Moreover, they agree that access to BLSNet is a privilege and not a right, and that they will abide by the decisions and instructions of the BLSNet system administrators with regard to usage of the system. The privilege may be revoked at anytime for abusive conduct. Generally, users agree to engage in activity, which is legal and non-disruptive to other users of the Internet. Specifically, they agree to the following:

### **Appropriate Use:**

Users of the BLSNet must be in support of education and research and be consistent with the education objective of the Bethlehem Lutheran School BLSNet is a curriculum tool, designed to serve the learning needs of our students. Any activity, which fosters that purpose, is encouraged. Any activity that doesn't is discouraged or in some cases prohibited. The use of any other organizations' network and /or computing resources through BLSNet must also comply with the rules and policies appropriate to that network. Use for commercial activities is prohibited. Any services accessed which require a monetary charge or financial commitment shall be the responsibility of the individual user. Users are expected to maintain their electronic mailboxes and work areas regularly and to keep data within the limits imposed by the BLSNet system administrators. Be thoughtful in your use of the various public topics on this system, keep the subject of your message within the guidelines for the area.

### **Network Etiquette:**

You are expected to abide by the generally accepted rules of computer network etiquette. At the present time, these include, but are not limited to, the following:

1. Be polite. Do not be abusive in your messages to others. Treat other's fairly.
2. Use appropriate language. Do not swear or use vulgar, obscene, or inappropriate language. All communications deemed illegal by any federal, state, or local ordinances are strictly forbidden.
3. Do not reveal the personal address and/or telephone number of yourself or any other person.
4. Note that electronic mail is not guaranteed to be private. People who operate the system have access to all electronic mail. Messages relating to or in support of illegal activities may be reported to the proper authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users. The system operators have complete discretion regarding any violation of this standard.
6. As the rules and guidelines for Network Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

### **Copyrighted Material:**

Copyrighted material must not be placed on any system connected to BLSNet without the permission of the copyright holder. Users may download copyrighted material for their own use with the expressed permission of the owner or authorized representative.

### **Public Domain Material:**

Any user may download public domain programs for his/her own use or noncommercial redistribute public domain programs or data. Users assume all risks regarding the determination of whether a program is in the public domain.

### **Privileges:**

The use of BLSNet is a privilege, not a right, and inappropriate use of that connection may result in cancellation of those privileges.

**Security:**

If you can identify a security problem, notify the BLSNet system administrators immediately. Do not demonstrate the problem to the other users unless directed to do so by the BLSNet administrator. Do not attempt to gain security codes, passwords, or other private information regarding another user or the system. Do not share your security codes or passwords. Moreover, you shall not use another individual's account. You are not to misrepresent yourself on the system in any way. Finally, any unauthorized effort to log on to the Internet as another user is prohibited, and may result in cancellation of all privileges. Any action by any user that is deemed by Bethlehem Lutheran School to be a threat to the integrity of the system will result in the loss of all privileges.

**Vandalism:**

Vandalism will result in the cancellation of all system privileges. Vandalism is: Any attempt to harm, destroy, or disrupt the operation, hardware, software, or the data of any user on this system, or any other system. This includes, but is not limited to, the uploading and/or creation of computer viruses.

**Enforcement Provisions & Warranty:**

While Bethlehem Lutheran School makes every effort to maintain and respect the user's privacy, we reserve the right to monitor any or all activity on BLSNet and to inspect any files. Bethlehem Lutheran School makes no warranties, neither express nor implied, for services it is providing. The user agrees to indemnify and hold harmless BLSNet, individual board members, and employees from and against any claim, lawsuit, or cause of action, arising out of the use of BLSNet.

**Termination of Account:**

A user may terminate his/her account on BLSNet by contacting the BLSNet administrator. Bethlehem Lutheran School reserves the right, at their sole discretion, to suspend or terminate any members accesses to any use of the BLSNet upon any breach of the Terms and Conditions by any user. Prior to a suspension or termination, or as soon as it is practical, a system administrator, or designee, will inform the member of the suspected breach and give the user an opportunity to present an explanation.

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may even constitute a criminal offense. Should I commit any violation of this agreement, I understand that my access privileges may be revoked as provided in this agreement, and school disciplinary action and/or Employee Handbook regarding use and access to computer technology, access to the Internet, and maintenance of a personal electronic student/staff file or student/staff work. I understand and agree that this privilege is renewable annually and that this is done so by signature on this *Application for E-Mail/Access to Internet/Use of Bethlehem Lutheran School Technology Tools form or the employee contract for employees.*

Please sign one line per student:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_