

# Pilgrim Lutheran Church and School Technology and Acceptable Use Policy

August 01, 2020 – Final Copy

Approved by the Board of Christian Education 09/04/2018

Approved by the Faculty 09-10-2018

Amended 12-07-21

## **Objective**

Pilgrim Lutheran Church and School recognizes that use of the Internet and e-mail has many benefits and can make communication and student education more efficient and effective. Therefore, staff and students are encouraged to use the Internet and e-mail systems appropriately. Unacceptable use of the Internet and e-mail can place Pilgrim and others at risk. This policy outlines our guidelines for acceptable use of the Internet and e-mail.

## **Scope**

This policy must be followed in conjunction with other Pilgrim policies governing appropriate workplace conduct and behavior. A signed technology policy must be on file prior to a user gaining access to Pilgrim Lutheran Church and School technology. Pilgrim complies with all applicable federal, state and local laws as they concern the staff/student relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

## **Use Guidelines**

Pilgrim has established the following guidelines for appropriate, ethical and professional staff and student use of church and school technology and communications networks, including the Internet and e-mail.

1. All technology provided by Pilgrim including hardware, software, Internet access, Pilgrim-related work records and other information stored electronically, is the property of Pilgrim Lutheran Church and School and not the staff or student. In general, use of the Pilgrim's technology systems and electronic communications should be job or school related and not for personal convenience. All accounts and access expire 14 days after termination of employment or enrollment. It is the responsibility of the user to transfer all desired data to another device.
2. Staff/student may not use Pilgrim's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane or offensive language; material that might adversely or negatively reflect on Pilgrim Lutheran Church and School; and any illegal activities-including piracy, hacking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail are forbidden.
4. Copyrighted materials belonging to entities other than Pilgrim may not be transmitted without permission of the copyright holder. Staff and students must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive or online storage location without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for educational reasons is permitted.

5. Users may not use the system in a way that disrupts its use by others. Users must respect the privacy of others, which includes the commitment not to reveal personal identifying, confidential, or other private information. Users may not send or intentionally receive excessive numbers of large files or engage in "spamming" (sending e-mail to thousands of users). Users may not attempt to access another user's account, password, or data; nor should a user share his/her password with another user. Further, staff should change their Pilgrim and e-mail passwords yearly.
6. To prevent contamination of Pilgrim's technology and communications equipment and systems by harmful computer viruses, downloaded files should be checked for possible infection through the Technology Director. Also, given that many browser add-on packages (called "plug-ins") may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from the Technology Director.
7. Every user is responsible for the content of all text, audio or image files that he or she places or sends over Pilgrim's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. Pilgrim's identity is attached to all outgoing e-mail communications and should reflect the Christian values taught in our church and school in content, appropriate language and conduct.
8. E-mail and other electronic communications transmitted by Pilgrim's equipment, systems and networks are not private or confidential, and they are the property of Pilgrim. Therefore, Pilgrim reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite. Pilgrim Lutheran Church and School reserves the right to remove a user at any time and without notice in order to prevent further unauthorized activity.
9. Internal and external e-mail, voicemail, and text messages are considered Pilgrim Lutheran Church and School records and may be subject to discovery in the event of litigation. This includes personal devices such as phones, tablets, home computers on which Pilgrim data is accessed or a Pilgrim supplied account is logged in. Users must be aware of this possibility when communicating electronically within and outside the building.
10. Social media usage is restricted at Pilgrim Lutheran Church and School. Access is strictly prohibited for students. Ordinarily staff and students should not digitally communicate outside of Pilgrim Lutheran Church and School e-mail addresses or other approved communications programs such as a student information system. In order to ensure the safety of our public and Pilgrim grade-school students, the following guidelines are in place:
  - a. Staff may not be connected to anyone under 14-years old, or who is a student of Pilgrim, or who is in Pilgrim's confirmation program, unless that student is a direct family member such as child, nephew/niece, or grandchild.
  - b. Pilgrim staff who need to digitally contact anyone under 14-years old must not contact that person only. (I.e. the staff member should send a text message or email to the student and parent in the form of a group chat.)
  - c. The discretion of Administration (pastoral staff and principal) is allowed for emergency or outstanding circumstances.

### **Pilgrim's Right to Monitor and Consequences for Misuse**

All Pilgrim-supplied technology, including computer systems, equipment and school-related records, belongs to Pilgrim and not to the user. Users understand Pilgrim routinely monitors use patterns, and should observe appropriate discretion in their use and maintenance of Pilgrim property.

Because all the computer systems and software, as well as e-mail and Internet connections, are the property of Pilgrim, all policies apply to their use and are in effect at all times. Any user who abuses

Pilgrim-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action within the limitations of any applicable federal, state or local laws.

### **Questions Regarding the Use of Pilgrim Technology**

If you have questions regarding the appropriate use of Pilgrim electronic communications equipment or systems, including e-mail and the Internet, please contact your supervisor or teacher, or the Technology Director.

### **Pilgrim's Mission Statement**

- *Church - "Save the Lost, Strengthen the Saved."*
- *School – "Educating children with the foundation and love of Jesus Christ."*

### **Pilgrim Device Agreement – Grades K-8**

Pilgrim Lutheran School will use iPads as a learning device. Students in grades K-8 may be issued a school owned technology device to take home if requested for remote learning purposes.

- **Terms**
  - Students in grades K-8 must comply with the Technology Use Policy at all times. Students may not download apps, games, or other content onto the device unless directed by a teacher. Violations of these terms may result in suspension of students' rights to use the device.
  - The Technology fee must be paid in full.
  - Due to the charging system used by Pilgrim for these iPads, parents will need to purchase/supply their own charging device to use the iPad.
- **Ownership**
  - Legal ownership of the device is that of Pilgrim Lutheran School.
- **Return Policy**
  - At the end of the remote learning time period, devices will be returned to Pilgrim Lutheran School to be re-imaged for the next school year. Failure to return devices in a timely manner will result in the corresponding costs to replace these items. Terminated staff must return all Pilgrim owned equipment before receiving their final paycheck.
- **Loss or Damage**
  - If property is damaged, the family of the student is responsible for the cost of repair or if applicable, market value replacement cost on that date. Loss or theft of a device must be reported to the school by the next school day after occurrence, along with any accompanying police reports and/or insurance documentation. Students are required to pay for all non-warranty damages. Families could add this device to their insurance plan.
- **General Information**
  - Students are required to bring their devices back to school the next day they return as it is necessary during school as well. Students should not delete any folders or files that they did not create or store themselves. Students should not loan, borrow, or share their device or login information with others. Pilgrim Lutheran School has the right to inspect the contents of all devices at any time, or to request the return of the device for maintenance or service.

**Signature of this document attests that “I have read the Pilgrim Lutheran Church and School Technology Policy with my child(ren), and agree to promote this agreement within the ministries and mission of the school.”** Signature also indicates agreement with the related guidelines listed below, and other requirements as occasioned by the Technology Director, software or hardware updates, or other circumstances.

- All programs and computer settings are to be removed, installed, or changed only by the Technology Director or with the Technology Director’s expressed permission.
- I understand that I must be trained in the use of computers and software prior to use.
- I will notify the Technology Director in the event of a technology issue.
- I understand that all software is licensed to Pilgrim Lutheran Church and School and will be removed from my personal computer should it be installed at the end of my affiliation with Pilgrim Lutheran Church and School as a staff member or student.
- I understand that failure to follow the Pilgrim Lutheran Church and School Technology and Acceptable Use Policy may result in lost access to my hardware, software, or network.
- Remote access (or VPN) if offered to me will only be used in my best judgment, as guided by the Technology Director, and I will protect all sensitive information accessed while on VPN.
- Should there be any concerns regarding material to be accessed, I will inform Administration and the Technology Director ahead of time as I keep them abreast of special needs in my ministry.
- I will complete occasional training as required by Administration or the Technology Director.

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Staff or Student name: \_\_\_\_\_

Staff or Student signature and date: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature and date: \_\_\_\_\_

Parent/Guardian circle one:

I DO / I DO NOT authorize the above to have network/Internet privileges. (Circle the response)

Phone number or non-Pilgrim e-mail address: \_\_\_\_\_

(Pick your preferred method for us to contact you with new account information etc.)