The purpose of these guidelines is to provide a safe and more productive learning environment for students.

PHONES AND ELECTRONIC DEVICES: We encourage students to use electronic devices for learning purposes, and to help provide a positive school learning setting we have some general school guidelines regarding their use:

Cell/Smart Phones (and text-messaging devices)
1. The school is not responsible for any lost, broken, or stolen device; the student is solely responsible for their phone.
2. Students may not possess a phone during the school day. Students will give phone to classroom teacher at the beginning of the day for security and safe-keeping until the end of the school day. Students may use phone during the school day with teacher permission.
3. Students in extended care may keep possession of their phone but may not use the phone without supervisor permission.
4. If a student uses a phone without permission during the school day, the phone will be confiscated and a parent may pick it up in the school office. A second violation will result in a $20 fine to release the item to the parent. Further violations will result in increased fines and possible disciplinary action.

Electronic Devices (Chromebook, iPad, Tablets, eReader, laptop)
1. The school is not responsible for any lost, broken, or stolen device; the student is solely responsible for their personal electronic device.
2. The electronic device should have a protective cover and the student's name should be on both the cover and device.
3. With teacher permission, students may use an electronic device for the sole purpose of "learning" during school; students may not use the device to use play games or use the device as a "toy" during school hours.
4. If a device is used for any purpose other than "learning" during school, the device will confiscated and a parent may pick it up in the school office. A second violation will result in a $20 fine to release the item to the parent. Further violations will result in increased fines and possible disciplinary action.
5. A teacher may authorize device use for other purposes during the school day.

TECHNOLOGY ACCEPTABLE USE
Technology is provided for student use to assist in the learning program. Students need to understand, agree to, and follow these general guidelines when using computers, iPads, and other related technology:

Students will:
1. Keep personal information (such as names, addresses, phone numbers, email addresses, birthdays, and passwords) confidential.
2. Use only the authorized username for access.
3. Seek and access material considered appropriate to a Christian school setting for educational use. If accessing material that seems objectionable, students will report it immediately to a teacher.
4. Correspond (email, text, etc) with other individuals or schools only under teacher supervision.
5. Always be aware that others can track actions on the internet.
6. Use technology and social media in a positive manner; treat others as you expect to be treated.
7. Respect copyright and trademarks. When using words or pictures from a website, students will give credit to the website owner.

Students will not:
1. Use school technology resources to cause a disruption to the educational program.
2. Use school technology resources to threaten students or staff, or post to any media that is abusive, obscene, sexually-oriented, threatening, harassing, damaging to another person's reputation, or illegal.
3. Attempt to gain access to passwords used by other students or staff.
4. Modify, destroy, or delete other students' work on electronic media.
5. Alter desktop settings without teacher permission.
6. Use or upload personal software or apps on school technology equipment.
7. Damage software or hardware. This includes marking on equipment, changing or erasing software, physically damaging equipment, or making it difficult for others to use the technology.
8. Use social media, instant messaging, or interactive gaming during the school day.
9. Use the camera or video capabilities of cell phones or electronic devices to take pictures or videos during the school day.
10. Copy SJLS software or use technology at school to make or distribute copies of copyrighted software.
11. Make online purchases or orders of any kind or complete pop-up questionnaires or subscription forms.
12. Copy text or pictures and hand it to the teacher as their own work.

Students and parents understand that

- Cell phones and electronic devices can easily become a distraction to the classroom experience.
- Elementary and middle school students are still maturing in judgment about many things, including social networking and web-browsing.
- There are privacy concerns with camera and video phone capabilities, texting of homework and test answers, distractions to learning caused by text messaging, and discipline issues that arise from cell phone and other electronic device use.
- Cyber-bullying is a violation of our student code of conduct. Any cyber-bullying that causes a disruption or interferes with the school environment will result in school disciplinary action.

TECHNOLOGY USE ENFORCEMENT

These guidelines have been developed with the purpose of benefiting all students at St. John's Lutheran School. Students who violate the school's technology acceptable use guidelines are subject to disciplinary action. The enforcement of the technology guidelines may vary as per grade level, nature of infraction, and number of occurrences. Disregard of these rules and guidelines may result in, but is not limited to: loss of computer privileges, suspension, referral to the Board of Christian Education, and/or legal action.

The school reserves the right to add, delete, or modify the guidelines as need to address ever-evolving issues related to educational technology.