



# LANCASTER MENNONITE

*Centered In Christ • Transforming Lives • Changing Our World*

## **A Student Responsible and Acceptable Use Policy for Lancaster Mennonite School**

### **Introduction**

Lancaster Mennonite School recognizes that educational technology provides a valuable resource for students. The use of this tool requires both district-provided safeguards and student responsibility. To the best of its ability, LMS provides a safe, secure technological environment for students in compliance with state and federal blocking and filtering regulations. Realizing the blocking and filtering software/hardware alone provides a false sense of security, LMS contends that students must obtain the skills necessary to responsibly navigate Internet usage and be held accountable for their behavior.

It is important to note that the services and resources provided by LMS are not the same as private home internet accounts. Students should have no expectation of privacy. Therefore, LMS has the right to monitor, delete, and access all viewed, verbal, written actions performed or logged on its systems. Furthermore, LMS considers any violation of this Responsible and Acceptable Use Policy to be a significant matter and reserves the right to limit, refuse or revoke access to its technology resources.

The Lancaster Mennonite School's Responsible and Acceptable Use Policy applies to all technology resources including, but not limited to cell phones, tablets, personal laptop computers, school computers, audio and video equipment, networks, and storage devices. LMS students are expected to use school resources in an ethical, moral, and legal manner.

All LMS technology systems and information accessed, transmitted, and stored on them are governed by school policies and are subject to administrative supervision and inspection. LMS reserves the right to monitor, access, retrieve, read and disclose all messages and other information created, posted, accessed or stored on its system without prior notice. School administrators may confiscate any electronic device from students suspected of being in violation of the Responsible and Acceptable Use Policy. Any student who violates this policy is subject to loss of technology privileges, disciplinary action, including but not limited to suspension and expulsion, and legal prosecution.

## **A. Purpose**

1. Lancaster Mennonite School provides students with access to an electronic communication system, which includes internet access, for educational purposes only.
2. The purpose of the electronic communication system is to assist in preparing students for success in life and work in the 21st century by providing them with access to a wide range of information and the ability to communicate globally.
3. As an educational institution LMS embraces the value of implementing technology in the classroom. Students are permitted, but not required, to bring laptops, netbooks, tablets, cell phones, and other electronic devices to school and use them in class at the discretion of each individual teacher.

## **B. Responsibilities and Privileges**

1. Teachers and the Media Center Director will work together to implement curriculum to assist students in developing the critical thinking skills necessary to responsibly navigate electronic resources and discriminate among and evaluate information sources.
2. Access to the system's electronic communication system through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as outlined by this policy or as determined by school officials in their sole discretion.

## **C. Access to the System**

1. Once a student has signed the *Responsible and Acceptable Use Policy* the student will be issued the needed information to access the Lancaster Mennonite School network, and the student's personal email and Moodle accounts.
2. Access is intended for educational purposes only. An LMS issued password is intended for the sole use of the student to which it was issued and should not be shared with any other individual.

## **D. Responsible and Acceptable Usage**

### **Personal Devices**

Students using personal technology devices or school-provided technology devices during the school day must adhere to the following guidelines:

1. Devices are to be used solely for educational purposes including research and the completion of assignments.
2. The teacher has complete discretion as to whether or not electronic devices can be used in his/her classroom and the intent for which they are used.
3. Students are responsible for securing and maintaining their devices.
4. Students are responsible for charging their devices outside of the classroom. *Lancaster Mennonite School is not responsible for students' personal devices.*
5. Personal devices will remain in silent mode during the school day.
6. Students will promptly disclose to a teacher or other staff member any written message or image they receive that is harmful, inappropriate and/or makes them feel unsafe or uncomfortable.

### **School Resources**

1. School technology resources are to be used for educational purposes only.
2. Students are encouraged to use electronic school resources to enhance academic curriculum. Access to a broad, diverse body of material as provided via the Internet allows students to increase the breadth and depth of their learning, while encourage perspective-taking at the local and global level.
3. During the school day, school resources must be used under the supervision of an LMS faculty/staff member. If a LMS device is taken home, parents and caregivers assume the role of monitoring a student's online activities and ensuring adherence to the *Student Responsible and Acceptable Use Policy*.
4. Students will promptly disclose to a teacher or other staff member and parent or caregiver, any written message or image they receive that is harmful, inappropriate and/or makes them feel unsafe or uncomfortable.

### **The following uses of the LMS system and personal devices are considered unacceptable:**

1. Recording, transmitting or posting photos or video of a person without their knowledge and consent.
2. Accessing social media sites during class time.

3. Accessing internet sites and media content that may jeopardize student safety or cause a disruption to the learning environment and run counter to the school's philosophy and mission.
4. Engaging in indecent or illegal activities including (but not limited to) using derogatory and/or explicit language, bullying or harassing another individual or group, posting offensive or explicit images, or planning illegal or inappropriate activities.
5. Disclosing personal contact information to any person or company on the Internet or through email.
6. Attempting to gain unauthorized access to any of the school's internet systems, this includes logging in under another identity and/or attempting to access another person's files.
7. Attempting to interfere with or disrupt network users, services, LMS school data or another student's data/information, or equipment, either locally or off campus.
8. Attempting to bypass the LMS network filter.
9. Transmitting threatening, obscene, harassing or malicious words, images or other materials.
10. Emailing or posting images, photos or video of LMS employees. This includes the creation of fan pages or groups on social networking sites.
11. Posting photos or logos that are the intellectual property of Lancaster Mennonite School.

Any costs, charges, liabilities or damage due to misuse of the computers are the student's responsibility.