

Christ Lutheran School

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Technology Use Handbook 2026-2027

APPROPRIATE USES AND DIGITAL CHRISTIAN CITIZENSHIP

School-issued devices should be used for educational purposes and students are to adhere to Christ Lutheran Technology Policies as well as all other Christ Lutheran rules and regulations.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **RESPECT YOURSELF.** I am a child of God! I will show respect for myself and my God through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life experiences, or relationships I post. I will not be obscene. I will act according to Christian principles as shown in God's Word.
2. **PROTECT YOURSELF.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **RESPECT OTHERS.** I will show Christian love and respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show Christian respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, inappropriate in any way, or that violate God's word.
4. **PROTECT OTHERS.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **RESPECT INTELLECTUAL PROPERTY.** I will request permission to use copyrighted or otherwise protected materials. I will properly cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **PROTECT INTELLECTUAL PROPERTY.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

INTERNET USE, SAFETY, AND COMPUTER USE

Christ Lutheran Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the Christ Lutheran network. Internet access may be refused to anyone when Christ Lutheran deems it necessary in the public interest.

Compliance With The Law And Use Of Computers/Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Christ Lutheran shall receive instruction in internet safety. This curriculum will include material related to appropriate access to the internet by minors, appropriate use of social networking sites,

cyber-bullying, and other topics as are relevant in encouraging digital Christian citizenship.

Access To The Internet By Minors (Students Under the Age of 18) Or Adults (Over the Age of 18)

Minors or adults shall:

1. Act in accordance with God's word!
2. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
3. Not use Christ Lutheran technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
4. Not engage in any illegal activities on the internet.
5. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Christ Lutheran-related assignment or activity.
6. Not attempt to override or bypass any protection measure that has been put in place by Christ Lutheran to block and/or filter access to Internet Sites that are not in accordance with the policies of Christ Lutheran School.
7. Minors shall not disclose personal identification information or other students' information on the Internet. This includes, but is not limited to photographs and videos without prior consent by the individual.

Policy Violations

Any violation of this policy may include, but are not limited to:

- Parent Notification
- Withholding of computer use privileges
- In-school or out-of-school suspension

Additional disciplinary action may be determined in the accordance with existing policies of Christ Lutheran, including applicable State and Federal Laws.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials on the Internet.
- We require efficient, ethical, courteous, and legal utilization of the equipment, computers, and network resources.
- As a safety precaution, full names and addresses are not to be revealed online.
- Computer and network resources have been provided for educational purposes.
- Game-playing (unless authorized by the teacher) and commercial uses are prohibited.
- Sharing of individual accounts is prohibited.

- Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files, and communications may be accessed and reviewed by the school and may be accessed by other computer users.
- Vandalism or “hacking” of any kind is prohibited.
- The security of the system and the rights of other users are to be respected at all times.
- Students knowingly violating the terms of the agreement will be dealt with according to the discipline policies of Christ Lutheran.
- Any problems which arise from the use of an account are the liability and/or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Christ Lutheran harmless from any claims or damages arising from such use. Christ Lutheran makes no warranties for the information or the services provided.

Privacy And Safety

- Do not go into any chat rooms other than those set up by your teacher or school.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. Christ Lutheran reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of Christ Lutheran Policy.
- If you inadvertently access a website that contains obscene, pornographic, racial or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility and is required.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.
- Plagiarism is a violation of the School policies and is a violation of the 7th Commandment. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as: graphics, movies, music, and text.

Email

- Students in need of email for academic reasons will be allowed email access through an address assigned by Christ Lutheran. This email access will be through a Google Gmail system managed by Christ Lutheran. These email systems are monitored by Christ Lutheran and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed.

- Email is subject to inspection at any time by Christ Lutheran School.
- Students will only have access to student email accounts during the regular academic year.

Discipline Consequences

- The student whose name appears on the system account is responsible at all times for its appropriate use. Non-compliance with the policies of the Technology Handbook will result in disciplinary action unless there is proof that another is responsible.
- Email, network usage, and all stored files shall not be considered confidential and may be monitored at any time by Christ Lutheran to ensure appropriate use. Christ Lutheran fully cooperates with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

CHROMEBOOK USE

Receiving Your Chromebook

1. All parents/guardians are required to sign Christ Lutheran School's Technology & Chromebook Agreement before a Chromebook can be issued to their student.
2. Students must sign Christ Lutheran School's Chromebook Agreement before they receive their Chromebook.
3. All transfer/new students will be able to pick up their Chromebook from the principal or their classroom teacher. Both students and their parents/guardians must sign Christ Lutheran School's Technology & Chromebook Agreement upon enrollment.

Returning Your Chromebook

1. At the end of the school year students will turn in their Chromebooks and all issued accessories. Failure to turn in a Chromebook or any accessory will result in the student being charged the full replacement cost.
2. Students who transfer out of Christ Lutheran School must turn in their Chromebooks and accessories on their last day of attendance. Failure to turn in the Chromebook or any accessory will result in the student being charged the full replacement cost.

Taking Care Of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be shown to the teacher. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher. Always transport Chromebooks with care. **NEVER LIFT CHROMEBOOKS BY THE SCREEN.**

- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen. It can be stored in a locker, book bag or another carrying case with proper care and caution.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Never let your Chromebook be exposed to rain. Extreme heat, extreme cold, or rain may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Screen Care

- The Chromebook can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or Disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Chromebook Repair

- *All Chromebooks in need of repair must be turned into the classroom teacher as soon as possible.* Any repairs will be made through a warranty partner. Families may be charged for any repair fees that the warranty does not cover. Prices will vary based on how severe the damage is.
- Loaner Chromebooks, if available, may be issued to students when they leave their school-issued Chromebook for repair.

Personalizing The Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape or labels that are not the property of Christ Lutheran School. Spot checks for compliance may be done by the principal and/or the teachers at any time.

Students may not add music, photos, and videos to their Chromebooks unless instructed by a teacher. Personalized media are subject to inspection and must follow Christ Lutheran School's acceptable use policy.

Using Chromebook Outside of School

- A Wi-Fi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the internet. Students are bound by Christ Lutheran's Technology Policies, and all other guidelines in this document wherever they use their Chromebooks.

STUDENTS MAY NOT USE OR INSTALL ANY OPERATING SYSTEM ON THEIR CHROMEBOOK OTHER THAN THE CURRENT VERSION OF CHROME OS THAT IS SUPPORTED AND MANAGED BY CHRIST LUTHERAN SCHOOL

No Expectations of Privacy

Students should have no expectations of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Christ Lutheran may, without prior notice or consent, log, supervise, access, monitor, and record student use.

Monitoring Software

Teachers, the Technology Committee, and/or the principal will use monitoring software that allows them to view the screens and activity on student Chromebooks.

Updates

The Chromebook operating system, Chrome OS (Operating System), updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

Christ Lutheran utilizes a fortinet internet content filter. While at school, all suspicious and unrated websites, as well as advertising websites, will be blocked. While at home, all Chromebooks will enforce Google’s SafeSearch features as well as filtering for illegal and obscene content. It is ultimately the parent’s responsibility to filter content when students are not on school property.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as appropriate use.

Software On Chromebooks

Originally Installed Software

Chromebook software is delivered via the Chrome Web store. These are web-based applications that do not require installation space on a hard drive. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes: Google Docs (word processing), Sheets, Slides, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger.

All work is stored within Google Apps.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by Christ Lutheran School.



*Make a joyful noise to the Lord, all the earth;
break forth into joyous song and sing praises!*

Psalms 98:4