

# **TECHNOLOGY PLAN**

**Revised October 2013**

## **Anchor Lutheran School**

**8100 Arctic Blvd.  
Anchorage, AK 99518**



**Prepared by Jim Scriven, School Administrator / Principal**

## **ORGANIZATIONAL PROFILE**

Anchor Lutheran School provides a Christian education for students in Preschool through 8<sup>th</sup> Grade. Our mission is “to proclaim the Gospel of Jesus Christ to the children and families whom we touch, and to provide quality, relevant education and Christian awareness that will prepare children to become life-long learners and successful adults.” A complete academic curriculum is offered along with a well-rounded selection of academic and other extra-curricular activities. Technology implementation and integration is a key component of our program.

Anchor Lutheran School is an association school that operates as a discipling and outreach arm of Anchorage Lutheran Church, Beautiful Savior Lutheran Church, and Zion Lutheran Church.

## **A VISION OF TECHNOLOGY USE**

The technology vision of Anchor Lutheran School is to provide all students, faculty, and staff with current technology tools that will empower them for information access, work efficiency, enhanced communication, and collaborative learning activities. This will assist the students in:

- Becoming more proficient in reading, writing, mathematics, and critical thinking.
- Developing competency with current and changing technologies.
- Being prepared for the next level of education.
- Successfully attaining the skills and proficiencies required of today’s work force.
- Developing a wide range of communication skills.

## **TECHNOLOGY GOALS**

- Maintain reliable Internet access for students, faculty, and staff.
- Maintain an ongoing technology plan to keep the school’s technology current.
- Plan and budget for maintaining and improving the constantly changing technology needs of the school.
- Offer ongoing in-service training for staff as new technologies dictate.
- Enhance the teaching and learning process by integrating the use of technologies in the classroom.
- Provide sufficient hardware throughout the classrooms to make ready and regular use of technology a reality of the every day school experience. There shall be no “computer time”, but rather, comprehensive and meaningful technology integration throughout the curriculum and schedule.

## STUDENT ACHIEVEMENT GOALS

By the end of Second Grade we expect our students to be able to:

- Understand basic tablet, computer and multimedia technology concepts and terminology.
- Describe and demonstrate how technology has had an influence on our world.
- Describe the connections between technology and the other fields of study.
- Identify responsible citizenship relative to technology and its use.
- Recognize that technology has an interrelationship with the environment.
- Participate in group projects and learning activities using technology communications.
- State what *information* is, and show where it can be found.

By the end of Sixth Grade we expect our students to be able to:

- Use appropriate tools and technology resources to complete tasks and solve problems.
- Use technology communications to participate in online group collaborative interactive projects and activities.
- Access the Internet to find, use, and evaluate information.
- Identify, access, and use electronic resources from both free and subscription-based Internet sources.
- Create presentations integrating use of the Internet and other acquired skills.
- Compare and discuss the characteristics of technology in our community.
- Compare and discuss the relationships among technologies, and the connections between technology and other fields of study.
- Define responsible citizenship relative to technology.
- Explain and demonstrate the influence of technology throughout history.
- Identify development patterns and examine the influence of technology on the world.
- Develop an understanding of how physical technologies enhance our lives.

By the end of Eighth Grade we expect our students to be able to:

- Analyze information relative to the characteristics of technology and apply in a practical setting.
- Analyze the relationships among technologies and explore the connections between technology and other fields of study.
- Analyze technologically responsible citizenship.
- Articulate intellectual property issues related to technology and demonstrate appropriate, ethical, and legal use of technology.
- Assess the impact of technological products and systems.
- Use productivity tools to produce creative works, to prepare publications, and to construct technology-enhanced models.
- Develop, publish and present information in a format that is appropriate for content and audience.
- Evaluate the accuracy, authority, objectivity, timeliness, coverage, and relevance of information and data sources.

- Select, access, and use appropriate electronic resources for a defined information need.
- Develop an understanding of, and be able to select and use informational and physical technologies.

## **PROFESSIONAL DEVELOPMENT STRATEGY**

Professional development activities will focus on all K-8 instructional faculty members. Instruction and assistance will also be provided for support staff as needed. As possible, faculty members will be provided with current technology tools and encouraged to use them for both professional and personal purposes, following the philosophical approach that the more an individual uses technology, the more skilled he or she becomes. Use of technology tools will inevitably result in faculty/staff questions and some frustration. To address such questions and frustrations, the School Administrator will remain readily available to assist and train, providing specific answers as the information is desired.

Formal training will be offered at times similar to those used for scheduling faculty meetings, when teachers/staff members are usually available, as well as specially arranged in-service workshops when school will not be in session. Faculty members will continue to be sent to District and National Educator Conferences, where technology training is always among the available options. The School Administrator will be responsible for training and/or providing for training of the teachers concerning basic use of the computer, accessing the Internet via the school network, and use of school purchased software as well as online subscriptions. One on one instruction opportunities between individual staff members and the administrator are available upon request.

Anchor Lutheran maintains membership in the MTM Project (Ministry Technology Mentor), which through arrangement with Concordia University Wisconsin provides for a 25% scholarship on graduate coursework for our teachers, including online courses in educational technology. Concordia provides an additional 25% scholarship for all Lutheran school teachers, adding up to a 50% scholarship. We will also offer ongoing professional instruction to the teachers for the development of computer knowledge through the MTM project, using other online resources our membership makes available (such as Atomic Learning). Some of the graduate coursework and all additional in-service trainings will be paid for out of the school budget.

We will also continue to use the time and talents of those individuals within our school and associated churches to provide instruction and/or technical support.

## **CURRENT HARDWARE**

### School Office:

Dell Desktop (Dimension E521), Windows 7 (pre-2011)  
Dell Desktop (Dimension 3000), Windows XP (pre-2011)

### School Administrator:

15" MacBook Pro, 2.6 GHz, 750 GB Hard Drive, Mac OS X 10.8.5 (December 2012)

### Child Care/Child Watch Program Director:

MacBook, 2.1 GHz, 112 GB Hard Drive, Mac OS X 10.5.8 (2009)  
Printer: HP psc 1210xi all-in-one (pre-2011)

### Bookkeeper:

Gateway Desktop (SX2800-01), Windows Vista (late 2010)

### Library:

eMachine Desktop (T3506), Windows XP (pre-2010)

### Kindergarten:

MacBook, 2.4 GHz, 250 GB Hard Drive, Max OS X 10.6.8, (Feb. 2011)  
Promethean Board: Activboard 87 Premium (Aug. 2011)  
Promethean Accessories: ActivWand, 2 ActivPens, ActivHub  
ActivExpressions - Student Handheld units, portion of school set  
iPad2s with WiFi, 32 GB, Black (Aug. 2011)  
4 iPad2s with WiFi, 16 GB, White (Aug. 2011)

### First Grade:

MacBook, 2.4 GHz, 250 GB Hard Drive, Max OS X 10.7.1, (Feb. 2011)  
Promethean Board: Activboard 87 Premium (Aug. 2011)  
Promethean Accessories: ActivWand, 2 ActivPens, ActivHub  
ActivExpressions - Student Handheld units, portion of school set  
iPad2 with WiFi, 32 GB, Black (Aug. 2011)

### Second Grade:

MacBook, 2.4 GHz, 250 GB Hard Drive, Max OS X 10.7.1, (bought Feb. 2011)  
Promethean Board: Activboard 87 Premium (Aug. 2011)  
Promethean Accessories: ActivWand, 2 ActivPens, ActivHub  
ActivExpressions - Student Handheld units, portion of school set  
iPad2 with WiFi, 32 GB, Black (Aug. 2011)  
iPad2 with WiFi, 16 GB, White (Aug. 2011)

### Third Grade:

MacBook, 2.4 GHz, 250 GB Hard Drive, Max OS X 10.7.1, (bought Feb. 2011)  
Promethean Board: Activboard 87 Premium (Aug. 2011)

Promethean Accessories: ActivWand, 2 ActivPens, ActivHub  
ActivExpressions - Student Handheld units, portion of school set  
iPad2s with WiFi, 32 GB, Black (Aug. 2011)  
iPad2 with WiFi, 16 GB, White (Aug. 2011)

Shared by K-4:

96 ActivExpressions - Student Handheld Promethean units (Aug. 2011)

Fourth Grade:

4 iMac Desktops, 333 MHz, 6 GB Hard Drive, Max OS 9.1 (pre-2004)  
iPad2 with WiFi, 32 GB, Black (Aug. 2011)  
Promethean Board: Activboard 87 Premium (July 2012)  
Promethean Accessories: 2 ActivPens, ActivHub  
ActivExpressions - Student Handheld units, portion of school set

Fifth and Sixth Grades

Smart Board (pre-2010)  
18 Toshiba Laptops, for student use, running Windows Vista  
ken-a-vision Microscope Projector, model 7310 (pre-2010)  
iPad2 with WiFi, 32 GB, Black (Aug. 2011)

Seventh and Eighth Grades

Promethean Board: Activboard 87 Premium (July 2012)  
Promethean Accessories: 2 ActivPens, ActivHub  
iPad2 with WiFi, 32 GB, Black (June 2011)  
12 iPad2s with WiFi, 16 GB, White (Aug. 2011)  
6 Next Gen iPad2s with WiFi, 16 GB, White (July 2012)

Music Room

MacBook, 2.4 GHz, 250 GB Hard Drive, Mac OS X 10.7.5 (July 2011)  
Multimedia Projector

Each classroom has a wall-mounted television with cable access and a VCR and DVD player.

The student-use iPads for the Junior High level students are issued to the students for use both at school and home. Students and parents sign agreement to an Acceptable Use Policy (listed elsewhere in this document), which obligates them to pay for repair or replacement of these iPads as needed.

The campus is hard-wired with ethernet cable for LAN and Internet access, with jacks in most classrooms and other locations throughout the facility. The campus also has WiFi access available throughout the facility, via four Airport Express wireless routers and one Time Capsule backup storage drive/wireless router. Our network is secured, with all school hardwired and wireless devices having the appropriate passwords configured and saved. This password information is given only to those who "need to know", and computers on the network are also separately password protected to avoid intrusion of undesired users.

We subscribe to Cable Internet access through GCI Communications. We do not currently receive any eRate funding to offset this cost.

Our classrooms are all wired for basic cable through GCI. GCI is also our telephone provider. We have 4 lines, two for phone calls, one shared by our fax machine and credit card terminal, and one dedicated for our fire alarm system.

## **PRIMARY SOFTWARE USE**

All of the PCs (including the student laptops) as well as the School Administrator's MacBook and the Childcare Director's MacBook have Microsoft Office, 2007 or newer. This includes Word, PowerPoint, and Excel, and for the PCs, Publisher.

The School Administrator's MacBook has Adobe Acrobat X Pro installed, which is used for creating PDF forms, such as our online school enrollment paperwork.

The MacBooks purchased in 2011 and 2012 all have iWork '09 instead of Microsoft Office. The School Administrator's MacBook also has iWork '09. This suite is the Apple-only alternative to Microsoft Office, including Pages (word processing), Keynote (presentations), and Numbers (spreadsheets). These programs open all Office documents, and are able to save in Office format, as well as exporting to a variety of alternative formats (such as PDF files).

The iPads all have the tablet version of Pages, Keynote, and Numbers loaded as well.

The MacBooks shipped with a considerable amount of pre-loaded Apple applications, including iPhoto, iTunes, iDVD, Photobooth, Garageband, iWeb, Mail, iCal, Safari, and Address Book. The School Administrator assists the teachers in becoming familiar with how to get the most out of these software applications. ActivInspire software has been loaded onto the MacBooks in Kindergarten - 4<sup>th</sup> Grade and Jr. High, specifically for use with the Promethean Boards in those rooms.

The School Administrator serves as the school webmaster. Using iWeb, the school's current website was built in the fall of 2010, and the administrator continues to update it. The site is currently hosted on GoDaddy.com servers. Our domain ([www.alsalaska.org](http://www.alsalaska.org), as well as [www.alsalaska.com](http://www.alsalaska.com), [www.alsalaska.net](http://www.alsalaska.net), and [www.alsalaska.info](http://www.alsalaska.info)) is paid for annually through GoDaddy.com. Beautiful Savior Lutheran Church, in consultation with the school administrator, has just recently discontinued paying the small annual fee to keep [www.anchorlutheralschool.com](http://www.anchorlutheralschool.com), our old school website's address.

We subscribe to four online services for our school:

FastDirect Communications provides our online student information system. Staff members, parents, and our Junior High students have been given secure login information to this system, with varying levels of access. All parent and student personal data is stored there for administrative access, and teacher access as needed. Teachers record daily

attendance and place lunch orders, post to online bulletin boards, send messages to parents and other staff, and record grades in their online grade books. At the end of each quarter, report cards are created through this system. Parents have access to student progress, some financial data, and the ability to change their personal information as well as to pre-order lunches for their children.

The Lutheran Schools Portal provides information for Lutheran Schools and educators, maintained by the national office of the Lutheran Church-Missouri Synod. Monthly publications are posted, and a variety of resources are accessible. Some group purchasing discounts are accessible through this Portal. This is also where we may access records of available teachers when we have a staff opening, as well as where our own staff update their own professional files.

The MTM (Ministry Technology Mentor) Project is a service based at Concordia University Wisconsin that provides resources, mostly online, to help schools and teachers become savvy with current educational technology. Through our subscription, our faculty members may participate in CUW's Educational Technology Master's Program at a reduced cost. We also have access to Atomic Learning's vast database of tutorials and knowledge database, which we may use for personal growth and group professional development (such as during faculty meetings).

As of September 2011, TADS is the company with whom we have contracted for the financial analysis portion of our Financial Aid program. Families applying for Financial Aid to help with their K-8 tuition costs complete the online aid application. The School Administrator is notified via email whenever an application is submitted, as well as when the analysis is complete and available for use by the LSAA Finance Committee in making appropriate Financial Aid Grants.

Google Apps for Education has been implemented for use by Anchor Lutheran. As a non-profit educational institution we currently are able to avail ourselves of Google's online suite of tools at no cost. This includes Gmail accounts set to our own domain name (@alsalaska.org), Google Docs, Google Calendar, Google Sites, and much more. We use this for administrative functions amongst the staff, communication purposes with parents, and for educational activities with our students, particularly 5<sup>th</sup> Grade on up.

Not truly software, but appropriate to note in this section, the School Administrator maintains an active Anchor Lutheran Facebook presence. Morning Announcements, academic trivia, news about upcoming events, general information about our school and education, and pictures and videos of our school and children are posted daily. We currently have 168 "followers" on Facebook, mostly current school parents but also some staff members, alums, and other friends of Anchor Lutheran.



## **INTERNET SAFETY**

We pay an annual subscription for an Internet filter service, which provides regularly updated filtering as well as a hardware device that proxies our network, with the device also functioning as our internal network's DHCP server. We have used this service since July of 2011. This subscription keeps the filter device fully updated and comes with unlimited technical support. We chose to utilize this particular filter as it successfully filters every device that accesses the Internet through our network, with no additional software needed on the individual devices. This was particularly significant as it is not possible to add filtering software to an iPad; they may only be filtered in the manner we are using. The School Administrator has configured "staff-level" access to the Internet for each device designated for staff use, allowing all but the most flagrantly inappropriate sites and content. It is not our intent to be blocking staff Internet access. Student devices have a much more restricted access level, as to guests to our facility.

Speaking specifically to devices students use to access the network wirelessly, each iPad and MacBook Air has a reserved IP address on our network, and in such way each unit's web history may be viewed at any time. This pertains to use through our filter at school only. Student use of their devices off campus is not filtered, and is to be managed at the discretion of parents/guardians. Additional protections are added to the iPads through Parental Controls (in the Settings of each iPad), and are added to the MacBook Air user profiles through the Administrator account on each of these laptops. Information on ways to appropriately monitor Internet usage when the students are away from school is shared with parents annually by the school.

The school has an Acceptable Use Policy (first created July 2011, reviewed and updated annually) that governs Internet use expectations as well as all proper handling and ethical use of school hardware, software, and network technologies. While it applies to all technology users here at Anchor, we specifically send it home to be signed by parents and students of all 4<sup>th</sup>-8<sup>th</sup> Graders. A copy of the Acceptable Use Policy is located at the end of this document.

## **TECHNOLOGY SUPPORT**

For teachers and students to effectively utilize technology, it must function properly. Even with the best possible infrastructure and professional development program, there will still come times when help is required from someone more knowledgeable than the user regarding technology and troubleshooting. Here at Anchor, the School Administrator serves as that support person, having previous experience as a School Technology Coordinator and Computer Instructor. The Administrator serves as our school's primary contact for all technology purchases, technical support calls, repair decisions, and troubleshooting when a teacher or student needs help with hardware, software, or network access.

## PLANS FOR THE FUTURE

Since new technologies are being developed regularly which may make teaching and learning more effective for both student and teacher, it is the school's responsibility to explore the potential impact of those technologies on student learning. It is our goal to continue to explore those possibilities and also to continue to upgrade existing technologies to more effectively meet the needs of students and teachers. We will address such challenges and opportunities on an ongoing basis. The following is our intended plan for technology implementation and funding over the next three years:

- For Fall 2014:
  - Purchases:
    - Promethean Board Systems for 6<sup>th</sup> Grade room (previously Music Room).
    - Mac Laptops refreshment for Music Teacher and teachers in K-3, and new Junior High teacher.
    - MacBook Airs purchased for incoming 7<sup>th</sup> Graders and new 8<sup>th</sup> Graders.
    - Purchase additional iPads so that 5<sup>th</sup>/6<sup>th</sup> has sufficient number for one for every other student.
    - Continue subscriptions with FastDirect, Lutheran School Portal, SecureSchool Internet Filter, and TADS.
  - Funding:
    - Technology Line Item in Budget, offset by other funding here listed.
    - Funds from purchase of MacBook Airs by previous 8<sup>th</sup> Grade graduates used for technology costs.
    - Fund-a-Need in School Auction toward Technology Investment.
  
- For Fall 2015:
  - Purchases:
    - Mac Laptop refreshment for teachers in Administrator and teachers in 4, 5, 6, and Junior High (except the one new in 2014).
    - Reserve funds toward refreshment/replacement of Promethean Boards, at date TBD.
    - MacBook Airs purchased for incoming 7<sup>th</sup> Graders and new 8<sup>th</sup> Graders.
    - New iPads or other similar technology as needed in K-3.
    - Continue subscriptions with FastDirect, Lutheran School Portal, SecureSchool Internet Filter, and TADS.
  - Funding:
    - Technology Line Item in Budget, offset by other funding here listed.
    - Funds from purchase of iPads by previous 8<sup>th</sup> Grade graduates used for technology costs.
    - Fund-a-Need in School Auction toward Technology Investment.
  
- For Fall 2016:
  - Purchases:

- Mac Laptop refreshment for teachers in Child Care Director and PE/Spanish Teacher, and new Mac Laptop for Media Specialist.
- Reserve funds toward refreshment/replacement of Promethean Boards, at date TBD.
- MacBook Airs purchased for incoming 7<sup>th</sup> Graders and new 8<sup>th</sup> Graders.
- New iPads or other similar technology as needed in K-3.
- Continue subscriptions with FastDirect, Lutheran School Portal, SecureSchool Internet Filter, and TADS.
- o Funding:
  - Technology Line Item in Budget, offset by other funding here listed.
  - Funds from purchase of iPads by previous 8<sup>th</sup> Grade graduates used for technology costs.
  - Fund-a-Need in School Auction toward Technology Investment.

## TECHNOLOGY BUDGET

<b>Equipment Expenses</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
Cable Internet Connection	\$890	\$915	\$940
Purchase of new hardware & software to replace older materials	\$6,000	\$6,500	\$2,400
iPads & Apps	\$3,000	\$5,100	\$2,550
MacBook Air laptops (Jr. High students)	\$15,000	\$14,000	\$11,000
New Computers for Faculty/Staff (not refreshed)	\$1,000	\$0	\$1,200
Internet Filter Subscription	\$1,500	\$1,550	\$1,600
FastDirect Subscription	\$1,300	\$1,350	\$1,400
Lutheran School Portal Subscription	\$75	\$75	\$75
TADS Subscription	\$170	\$175	\$180
Promethean Board Systems (plus Projectors & Accessories)	\$4,000	\$0	\$0
Staff Training	\$1,000	\$1,000	\$1,000
Miscellaneous Equipment, Supplies, & Repairs	\$1,000	\$1,000	\$1,000
Saving for Future Technology Purchases	\$0	\$8,000	\$8,000
<b>Total Anticipated Expenses</b>	<b>\$34,935</b>	<b>\$39,665</b>	<b>\$31,345</b>

Our school budget will reflect all of the funds necessary per year for technology and staff training as indicated above. Fundraising may offset this amount, but we will not depend upon it to cover these needs. Major purchases may be spread out over installments when necessary to assist with yearlong cash flow, but as possible technology will be paid for up front, in full.

Ongoing technology costs will be reflected in appropriate tuition increases.

## **EVALUATION OF IMPLEMENTED TECHNOLOGY**

- Teachers will thoroughly integrate technology into all aspects of classroom instruction. Through observation, students will be assessed in their ability to make effective use of the hardware, software, and online tools placed at their disposal.
- Teachers will measure the proficiency of students within their classrooms to confirm students are able to access information from the Internet and apply that information to meaningful learning activities, reports, presentations, and projects.
- The School Administrator will serve as Technology Coordinator for the school. The School Administrator will be accountable to the Board of Directors for ensuring the implementation of the Technology Plan, its evaluation, and future modification.
- Additional evaluation of software, hardware, and professional development will be conducted annually through parent surveys and faculty/staff discussion. Such input will be utilized by the School Administrator to adapt the Technology Plan as appropriate.

## **SUMMARY AND CONCLUSION**

The development of this Technology Plan has allowed Anchor Lutheran School to look ahead and determine the foreseeable needs up to three years out, understanding that technologies and how they are used in teaching and learning processes will be continually changing. This is a fluid document that has been and will continue to be changed as needed to reflect the current uses of technology in our school and the vision for needed change in the future for using technology effectively in preparing our students and teachers for a lifetime of learning.

# **Anchor Lutheran School Acceptable Use Policy**

## **PURPOSE**

Computers and related technology are extremely valuable tools for education. One of this school's purposes is to encourage the proper use of computer-related technology, including accessing the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy described in this document.

## **GOALS**

To provide a variety of electronic and interactive tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.

To enable students and teachers to work effectively with various computer and communication technology.

To encourage critical thinking and problem solving skills that are needed in this increasingly electronic and global society.

To guide students toward God-pleasing choices concerning the use of available technology.

## **RESPONSIBILITIES OF THE USER**

With right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet, for instance, may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Filtering, monitoring, and controlling all such material is impossible. The school makes diligent and responsible effort to discourage and reduce the possibility of the appearance of such material. However, making the many resources of the information superhighway available for the benefit of our students comes with the risk of exposure to inappropriate and undesired content. It is the responsibility of the user to utilize Anchor Lutheran technology and Internet access only as instructed by educational staff, to understand the technology user is in control and is not forced to read or observe objectionable content (it may be deleted/closed), and to immediately report to the appropriate school authority any content that is inadvertently accessed that is in conflict with this Acceptable Use Policy.

## **ACCEPTABLE USE**

- 1.** All use of the Internet at Anchor Lutheran is to be in support of education and research, and must be consistent with the mission of a Christian school.
- 2.** The user must abide by the acceptable use rules of any network being used/accessed.
- 3.** Any use of the Internet to facilitate illegal activity is prohibited.
- 4.** Any use of the Internet for commercial or for-profit purposes is prohibited.

5. Any use of the Internet for advertisement or political lobbying is prohibited.
6. Unauthorized use of copyrighted material is prohibited.
7. Downloading information or research, whether public domain or copyrighted, and submitting it as one's own original material is plagiarism, and will result in appropriate consequences.
8. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Vandalizing the data of other users is prohibited.
10. Hate mail, harassment, discriminatory remarks, cyberbullying, and other antisocial behaviors are prohibited.
11. The illegal installation of copyrighted software for use on school computers is prohibited.
12. Use of the Internet to access obscene or pornographic material is prohibited.
13. Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.
14. Posting of anonymous messages is prohibited.
15. Email use at Anchor Lutheran shall be limited to legitimate school educational purposes, and shall be conducted only through school-arranged student email accounts.
16. Any attempt to circumvent system security, network security, or the Internet filtering system is prohibited.
17. Users will not repair, reconfigure, modify, or attach external devices to school technology unless under the specific direction of a school staff member.
18. No content created and stored on the school hardware or school authorized online accounts may be considered private. School personnel have the right to monitor and review all data stored on school hardware and school authorized online accounts, at any time.
19. Additional rules, restrictions, and guidelines may be added at any time.

**NETIQUETTE** (Guidelines for appropriate use of the school network and the Internet)

1. Be polite.
2. Abstain from vulgar or obscene language.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.

4. All communications and information accessible via the Internet belongs to someone, and should be assumed to be private property usable only by permission.
5. Do not intentionally disrupt the network or other users.
6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. Do not provide or reveal your full name, address, or phone number (or those of others) without specific teacher or parent approval.
8. Email is not private. Email should always be written with the understanding it may be reviewed by a staff member.
9. Apply Christian ethics and values to all actions related to use of the Internet and the school network.

### **PENALTIES**

Any user violating any aspect of this Acceptable Use Policy is subject to loss of Internet privileges as well as other school disciplinary action. Dependent upon the grade level and/or activity, loss of Internet privileges may also have a negative impact upon a student's academic subject grades, as Internet access will often be necessary to properly complete school activities.

In situations that lack clarity and require a judgement call, the school administrator will make the final determination as to what constitutes acceptable use. The administrator's decision is final.

### **SCHOOL RESPONSIBILITIES**

1. Occasionally, the school will make determinations on whether specific uses of the Internet are consistent with the Acceptable Use Policy.
2. The school will maintain appropriate filtering hardware and/or software to protect students from inappropriate Internet content while using the school network.
3. The school will log Internet use and periodically monitor sites that students access and attempt to access.
4. The school reserves the right to bar access to the Internet in order to prevent unauthorized activity.
5. The school will **not** be responsible for any damages a user may suffer, including loss of data.
6. The school is **not** responsible for the accuracy or quality of information obtained through the Internet.



## **GOOGLE APPS FOR EDUCATION**

Anchor Lutheran School currently utilizes Google Apps for Education for some aspects of its educational program. This requires the creation of student accounts. These accounts, which will be accessible by students both at school and elsewhere, are intended for school usage only. Personal information concerning students given to Google by the school for account creation is protected by federal privacy laws, and will not be used for other purposes. The bare minimum of required information will be submitted in the creation of these accounts. At this time, Google only requires student names.

## **JUNIOR HIGH STUDENTS: REGARDING SCHOOL-ISSUED MACBOOK AIR LAPTOPS**

1. Upon receipt of a school MacBook Air laptop for Anchor Lutheran educational use, the student accepts responsibility for careful and appropriate use of the computer. Damage caused beyond expected wear and tear through appropriate use may result in repair or replacement costs assessed to the parents/guardians of the child of a damaged unit, at the discretion of the school. The MacBook Air units are warranted for malfunction and/or defect that may occur despite careful and appropriate use.
2. Students/families are encouraged to purchase, at their discretion, a case to protect the computer. This is not a requirement, but is recommended. Many options are available for purchase locally, such as at Best Buy.
3. Keep food and liquids away from the MacBook Air at all times.
4. All accounts and software added to the computer are to be done by school staff members only. A student is **not** to attempt to create or add additional accounts to the MacBook Air computer.
5. Students may add additional Wi-Fi access information to the Network settings, allowing Internet access when using outside of school (such as at home). This is encouraged in order to allow greater student productivity.
6. Should a student's MacBook Air become lost or stolen, the family will be charged for its replacement.
7. Upon 8<sup>th</sup> Grade graduation, a student will have the opportunity to keep the MacBook Air by purchasing it from the school at a depreciated amount, to be determined at that time.

# Anchor Lutheran School Acceptable Use Policy Signature Page

I have read and discussed the Acceptable Use Policy with my Child/Parent. I understand a copy of this document is also available for my review on the school website, [ALSalaska.org](http://ALSalaska.org). I agree to abide by and support the Policy.

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Student Signature

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Date

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Parent/Guardian Signature

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Date