



The Lutheran School of Flushing & Bayside

36-01 Bell Blvd., Bayside, NY 11361
www.LSFB.org 718.225.5502

Computer Usage Policy

Students are encouraged to use the school's computers/network and the Internet connection for teacher assigned, educational work. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers patch panels, wiring, connectors, programs and any other piece of equipment or software which is part of the school's computer system. Students using a school's computers are expected to abide by the following rules:

1. Students may only access the Internet by using a computer or iPad under teacher supervision.
2. The Internet Usage Agreement must be read and approved, in writing, by each student and the student's parent, guardian or custodian. LSF&B reserves the right to filter any Internet sites.
3. Students are permitted to use school-supplied software only. Programs which are part of an assignment in a school's course of study, may be run, as required, for that course of study's requirements with teacher supervision.
4. Students should only use computer programs approved by the classroom teacher.
5. Students may not:
 - download programs from the Internet nor may they copy programs from any disk or CD.
 - install or delete programs on the school's computers.
 - use the Internet to engage in "hacking" or other unlawful activities.
 - create keyboard macros in Microsoft Word or any other program.
 - to enter the network's operating system.
 - authorized to use school computers to copy programs or disks.
 - bring food or drink anywhere near the computers or iPad.
 - to unplug or change any computer device or network connections.
 - to change any display screen settings.
 - to change any program's toolbars or settings.
 - to add or delete any program icons on the desktop (MAC) or Start Menu (PC).
 - to remove, modify, damage or destroy any computer or networking equipment.
 - to modify or remove any identifying labels on computer equipment.
 - to modify or remove any printer settings.
 - to send messages over the network or participate in online "chat rooms," use any email, or instant messaging programs on a school's computer.
6. Students are to advise school staff when:
 - they observe any violation of the school's policy for the use of the school's computers.
 - a computer malfunctions in any way (i.e. a CD cannot be removed from a computer).
7. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection and/or any vulgar or obscene content.

8. Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.

9. All copyright laws are to be enforced.

Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

Date: _____

Teacher Name/Grade Level

Student Name (4th-8th Grade only)

Student Signature (4th-8th Grade only)

Parent/Guardian Name

Parent/Guardian Signature

PLEASE RETURN THIS SIGNED FORM TO YOUR CHILD'S HOMEROOM TEACHER BY THE END OF SEPTEMBER.