

Policy, Classroom Procedure, and Digital Citizenship

Policy

Electronic Devices

Electronic devices (cell phones, iPods and other mp3 players, iPads and other tablet computers, laptops, etc.) are an essential learning tool and part of the learning environment at Lincoln Lutheran. **Students may use electronic devices during school hours (8:00 am - 3:15 pm) with teacher or staff approval for educational purposes.** Under no circumstances should students use electronic devices during school hours for non-educational purposes with the exception of the student's lunch period. Students may use electronic devices in the commons area during their lunch period without asking for teacher or staff approval. All electronic devices are brought to school at the risk of the student. The school is in no way liable for damage to or theft of electronic devices.

Students using electronic devices without teacher approval or for non-educational purposes will have the device confiscated and given to the principal. The exception to this is during the student's lunch period. The electronic device will be returned to the student at the end of the school day. Repeated violations of the electronic device policy may result in further disciplinary action.

It is sometimes necessary for parents to leave messages for or to contact their student during the school day. Parents should be aware that students who check messages or take phone calls from parents without teacher permission are using their electronic device improperly and may have their device confiscated for the remainder of the day. **Please help us educate your student on the proper use of electronic devices and urge them to only access messages or phone calls from parents during their lunch period or with teacher permission.** Parents may leave messages for students with the school office. Please contact the school office with any emergency messages, which will be delivered to students immediately.

Please refer to the Cheating/Plagiarism policy for the misuse of electronic devices during summative assessments.

Acceptable Use of Electronic Devices

Acceptable use of electronic devices (cell phones, iPods and other mp3 players, iPads and other tablet computers, laptops, etc.) is defined as using those devices during school hours (8:00 am - 3:15 pm, excluding lunch periods) for educational purposes with the permission of school personnel.

Unacceptable use of electronic devices (cell phones, iPods and other mp3 players, iPads and other tablet computers, laptops, etc.) includes, but is not limited to:

- Any uses or actions that are contrary to the mission and purpose of Lincoln Lutheran Middle/High School.
- Any uses or actions that are contrary to the Christian nature of Lincoln Lutheran Middle/High School.
- Any uses or actions that are harassing or discriminatory in nature (see the Harassment section of this Handbook).
- Any actions or uses that are contrary to copyright laws.
- Any actions or uses that jeopardize the Lincoln Lutheran computer network or other computer networks.

Some items worthy of specific comment are:

Email

- Only the Lincoln Lutheran email address should be used for student email.
- Lincoln Lutheran email addresses are considered school property and any communications using those addresses is subject to monitoring. Any misuse of Lincoln Lutheran email addresses may be subject to disciplinary action.
- Use of email during school hours is prohibited unless for an educational purpose and authorized by school personnel.
- Do not forward email from another person without that person's permission.
- Students should not give out Lincoln Lutheran email address passwords to other people or access the email accounts of other students.
- School email addresses are not to be given to any websites, companies, or other third parties without the permission of school personnel.

Instant Messaging/Chat Rooms

- Instant messaging/chat rooms are prohibited except as a part of an assigned, in-class activity that is supervised by school personnel.

Pictures, Video or Audio Recording

- Students should never take pictures or make a video or audio recording of another person or group without the expressed consent of that person or group.
- Any picture or audio or video recording should only be used for school purposes, such as class projects, and not shared on social networking sites or the internet in any way, except as part of the requirements for a class project.

Audio and Video Content

- Audio on electronic devices should be turned off during school hours unless required for the class activity being conducted and with the approval of school personnel.
- Listening to music during class is not permitted unless it is a part of a class project and with the permission of school personnel. Students in a study hall may listen to music with permission of school personnel.
- The use of electronic devices to watch commercial movies or videos is not permitted during school hours.

- Streaming music or video is never permitted or acceptable except as part of an assigned, in-class activity.
- Headphones are required any time audio or video content is accessed, or other arrangements as made with the permission of school personnel.

Games

- The playing of games during school hours is not permitted except as part of an assigned, in-class activity.

Network Access

- Students may not attempt to access servers or network information that is not open to the public.

Internet Use

- Accessing any materials on the Internet that are contrary to the Christian nature of Lincoln Lutheran Middle/High School is prohibited.
- If a student accidentally accesses inappropriate material on the Internet they should notify school personnel as soon as possible.
- Students should not attempt to bypass school network security or Internet filters.
- Information obtained through the Internet should be properly cited and in compliance with copyright laws.

Searching and Confiscation of Electronic Devices

- Student electronic devices are subject to the Searching and Confiscation policies outlined in this Handbook.

Failure to Follow Policy

The use of Lincoln Lutheran's computer network and Internet access is a privilege, not a right. Misuse of the computer network and Internet access by the failure to follow the guidelines of this policy could result in having access to the network and Internet revoked. Misuse of the computer network and Internet access could also result in other disciplinary action as outlined in the Disciplinary Actions section of this Handbook.

Classroom Procedure

Lincoln Lutheran Electronic Device Classroom Rules

1. All electronic devices should be closed and placed under the student's desk or placed in a spot in the classroom designated by the classroom teacher. Electronic devices are not to be opened or used until the classroom teacher directs students to do so.
2. While in use the electronic device should be placed in a visible area on the student's desk. Electronic device screens should be visible to the teacher at all times.

3. **The following activities are not allowed during the school day.** For more specific information see the Acceptable Use Policy in the Parent-Student Handbook:
 - a. Streaming music or video
 - b. Watching commercial movies or videos
 - c. Attempting to bypass school network security or filters
 - d. Accessing any materials that are contrary to the Christian nature of Lincoln Lutheran Middle/High School.
4. **The following activities are not allowed during the school day (8:00 am - 3:15 pm, except lunch periods) unless the classroom teacher gives permission to do so and it is used for an educational purpose.** For more specific information see the Acceptable Use Policy in the Parent-Student Handbook:
 - a. Use of email
 - b. Instant messaging/Chat rooms
 - c. Taking pictures
 - d. Recording audio or video
 - e. Listening to music (exception: Study Halls)
 - f. Watching online videos, such as YouTube videos
 - g. Playing games

Digital Citizenship

For more complete information visit www.common sense media.org

Middle School – This is In Progress and will be finalized during teacher meetings the week before school.

Unit 1

Topic	Essential Question	Where Covered
Digital Life 101	What is the place of digital media in our lives?	Use of Computers 6
Strategic Searching	What steps can help you find what you're looking for when you search online?	English 6-8
Scams and Schemes	What is identity theft, and how can you protect yourself from it?	Business and Careers 8
Cyberbullying: Be Upstanding	How do you judge the intentions and impact of people's words and actions online?	Access 6-8
A Creator's Rights	What rights do you have as a creator?	English 6-8

Unit 2

Topic	Essential Question	Where Covered
My Media	What are your personal media habits, and how much time do you	Use of Computers 7

	spend with different forms of media?	
A Creator's Responsibility	What responsibilities do you have to respect others' creative work?	English 6-8
Safe Online Talk	How should you handle inappropriate online talk?	Access 6-8
Which Me Should I Be?	What are the benefits and risks of presenting yourself in different ways online?	Access 6-8
Gender Stereotypes Online	What are gender stereotypes and how can they shape our experiences online?	Access 6-8

Unit 3

Trillion Dollar Footprint	What is a digital footprint and what does yours convey?	Business and Careers 6-8
Identifying High-Quality Sites	When can you trust what you find on the Internet?	English 6-8
The Reality of Digital Drama	Does the way we think about digital drama have anything to do with gender?	Access 6-8
Cyberbullying – Crossing the Line	When does inappropriate online behavior cross the line to cyberbullying, and what can you do about it?	Access 6-8
Rework, Reuse, Remix	What rights do you have as a creator?	English 6-8

High School – This is In Progress and will be finalized during teacher meetings the week before school.

Unit 1

Digital Life 102	What is the place of digital media in our lives?	Computer Apps/ Multimedia Apps
Oops! I Broadcast It on the Internet	What are the consequences of over-sharing online?	Interpersonal Communications
Copyrights and Wrongs	How can I make responsible choices when I use other people's creative work?	English 9
Feeling on Display	Are girls and boys judged differently when they post photos online?	Christian Apologetics/Ethics

Turn Down the Dial on Cyberbullying and Online Cruelty	What factors intensify cyberbullying and online cruelty, and what can you do to lessen them?	Health and Wellness
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Unit 2

My Online Code	What does it mean to do the right thing online?	Interpersonal Communications
Who Are You Online?	How do you present yourself to the world online and offline?	Interpersonal Communications
Building Community Online	How can websites foster community online?	Interpersonal Communications
Overexposed: Sexting and Relationship	What are the risks and responsibilities when you share online in a relationship?	Health and Wellness
Risky Online Relationships	How can you tell when an online relationship is risky?	Health and Wellness

Unit 3

Rights, Remixes, and Respect	What should you consider when you use other people's creative work?	Multimedia Apps
Taking Perspectives on Cyberbullying	How does online cruelty affect the people involved?	Health and Wellness
What's the Big Deal About Internet Privacy	How do websites collect your personal information and what can you do about it?	Personal Finance and Careers
Becoming a Web Celeb	What does it mean to become an Internet celebrity?	Christian Apologetics/Ethics
College Bound	How can information you post on the Internet affect your future opportunities?	Computer Apps

Unit 4

Private Today, Public Tomorrow	How can you respect the privacy of others online?	Computer Apps
Does It Matter Who Has Your Data?	What are the upsides and downsides of companies collecting your data online?	Personal Finance and Careers
Breaking Down Hate Speech	How can you create a community culture in which hate speech is unacceptable, both online and offline?	English 9
Retouching Reality	What are the creative and ethical aspects of digital photo	Multimedia Apps

	manipulation?	
Collective Intelligence	What are the benefits and drawbacks of people working together to create information online?	Interpersonal Communication