



Faith Lutheran Church and School Guidelines for Staff Use of Technology

Technology resources at Faith Lutheran Church and School include, but are not limited to, desktop/laptop computers, printers, scanners, software applications, digital cameras, projection units, electronic mail (e-mail), Internet access, telephones, cell phones, fax machines, and copy machines.

Faith Lutheran Church and School provide staff members with access to technology resources in an effort to allow them to be more efficient, responsive, creative and productive personally and professionally. Staff members are encouraged to use technology, as frequent use will make them more proficient in using the technology. Personal use of technology is permitted, as long as it does not interfere with productivity or reflect inappropriately on the mission of Faith Lutheran Church and School. Staff should exhibit conduct that is in keeping with their Christian and professional standards both in the use of and care for the technology.

Internet services, including Email and access to the World Wide Web, are available to all staff members of Faith Lutheran Church and School for the purpose of student instruction, curriculum support, and professional communication. Staff members are expected to conduct themselves ethically, and be mindful of all applicable laws and regulations. They should be familiar with procedures for accessing email and/or the Internet.

Communication over networks is not considered private. Network supervision and maintenance may require monitoring or inspection of computers, directories, email messages, or Internet activity. Faith Lutheran Church and School reserve the right to access stored records in cases when there is reasonable cause to suspect wrong-doing or misuse of the system. Examination of communications may occur in order to ascertain compliance with network guidelines for acceptable use.

Unacceptable use includes but is not limited to:

- Engaging in practices that threaten the network (e.g. loading files that may introduce a virus to the network or any machine).
- Sharing staff and/or administrative login and passwords with students.
- Accessing, downloading, and/or sending inappropriate pictures or messages.
- Intentionally damaging computers, computer systems, or computer networks.
- Using other's passwords or trespassing in other's folders, documents, or files.
- Violating copyright laws.
- Employing Faith's technology for personal commercial purposes.
- Careless or haphazard use.
- Installation of unauthorized software; and
- Other behaviors in violation of Faith Lutheran Church and School policies, state statutes, or federal laws.

I have read and fully understand the guidelines for staff use of technology resources. Any violation of these guidelines will be reviewed by the appropriate Board and may result in dismissal.

Signature: _____

Date: _____