



Acceptable Use Policy

Student Name _____ Grade _____

I have read, understand, and reviewed these policies with my child regarding the use of technology while my son/daughter attends Notre Dame High School. I understand that this document may be updated during my child's time at Notre Dame and an updated version will be posted annually on the ND web site. Major changes will result in the need to re-sign indicating parental and student understanding and acceptance of this document.

Parent Signature

Date

Student access to ND computers will be restricted until a signed form is on file.

Any electronic device used on the school's campus is subject to all policies and consequences outlined in this Acceptable Use Policy and Student Handbook. The school retains the right to search any device on school property and to interpret any situation not specifically listed in this document.

Cell Phones/ Electronic Devices

- Students bring their cell phone/ electronic device to school at their own risk and the school accepts no responsibility for replacing lost, stolen, or damaged cell phones/ electronic devices. In addition, the school accepts no responsibility for devices lost, damaged or stolen while traveling to or from school.
- Unless explicit permission is granted, cell phones/ electronic devices should not be used to make calls, send messages, visit the Internet, play games, take photos, or use any other application during lessons.
- Cell phones/ electronic devices must not disrupt classroom lessons with ringtones, music, beeping or vibration.
- Permission to have cell phones/ electronic devices in the classroom while under the school's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy.
- Cell phones/ electronic devices should not be used in any manner or place that is disruptive to the normal routine of the school.
- Earbuds and/ or headphones may not be worn at any point during the school day (this includes, but not limited to, the hallways and the cafeteria).
- Using cell phones/ electronic devices to bully or threaten other students is unacceptable and will not be tolerated. Violation of this policy will be dealt with according to the Student Handbook and may include suspension and/or recommendation for expulsion.
- The use of cell phones/ electronic devices in any way that embarrasses or humiliates another student/staff member through posts, pictures, video, and/or text messages will not be tolerated.
- Posting negative or humiliating comments about a member of the ND community or that violates the mission of ND on a web site or social media site will be dealt with as outlined in the Student Handbook.
- Any student caught using cell phones/ electronic devices to cheat on a test, quiz or exam will be subject to the sanctions outlined in the ND Honor Code and Student Handbook.
- Any student using vulgar, derogatory, or obscene language on cell phones/ electronic devices will face disciplinary action as outlined in the Student Handbook.
- The audio or video recording of any individual without their knowledge and permission is prohibited.
- When necessary, the Assistant Principal will confiscate cell phones/ electronic devices as outlined below. **NO EXCEPTIONS OR WARNINGS.** Students' cell phones/ devices may be searched once confiscated. This includes the viewing of email, internet browsing, assignments, revision of assignments, photos, and social media apps. If taken on Friday, the item will be returned at dismissal on Monday. Under no circumstances may the phone's SIM card or battery be removed by the student at time of confiscation. Repeated violations will lead to suspension.

- Failure to surrender cell phones/ electronic devices to a faculty member/administrator when instructed will result in an automatic school suspension, lasting until the device is submitted to the Assistant Principal.

Use of Cell Phones/ Electronic Devices in Classrooms

When a teacher gives special permission to use cell phones/ electronic devices in the classroom, students *will not*:

- answer an incoming text message or phone call
- be on any social media sites
- access or play any game or entertainment site on their device
- access or use any app unless expressly instructed to do so by their teacher
- take any picture or video that the teacher has not expressly asked be taken
- upload any picture or video taken in any class to any social media site or web site
- text message or email any picture or video taken in class to any person, including themselves
- access any web browser for any reason unless directed to do so by the teacher
- take any picture, video, or text any class assignments or assessments without permission

Violation of these policies may result in the cell phone/ electronic device being confiscated and turned over to the Assistant Principal. The following consequences will be implemented per the Student Handbook:

First offense: device (cell phones/headphones/earbuds, etc.) is confiscated for 1 school day. Student may pick up the phone at the end of the next school day.

Second offense: device (cell phones/headphones/earbuds, etc.) is confiscated for 3 days. The student must turn in his/ her cell phone upon arrival at Notre Dame every morning. The device will be returned at the end of each school day. The timeline for this consequence will be determined based on the reason for the second offense.

Additional offenses will result in parent conferences, Saturday Academy, summer hours, and possible withdrawal from Notre Dame. _____

E-mail

- The content of all school-assigned email accounts is the property of Notre Dame High School and, as such, is subject to search at any time for any reason without prior notification or consent of the assignee.
- Students should always use appropriate language in their email messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information. No inappropriate email is allowed including derogatory, obscene or harassing messages. Abusive or harassing messages will be subject to disciplinary action. Chain letters and spam are prohibited.
- Students are prohibited from accessing anyone else's email account without first receiving explicit permission.

- School email addresses are not to be given to any websites, companies or third parties without explicit permission of a teacher or administrator.
- Only school related attachments may be sent through the school email system.
- Students must use a school-assigned email when communicating with teachers.

Use of School Computers

Students are expected to use all computer equipment (including software and the school's network) for educational purposes only. With technology an important part of Notre Dame's mission, resources are expected to be used in a manner consistent with the school's educational goals and environment.

The school reserves the right to revoke the privilege of using technology resources if users do not utilize the technology with the principles of respect and cooperation while following the policies outlined in this document. Appropriate uses of technology are: teacher-required activities, independent research and study, and college searches. Any activity that is not academic is considered misuse.

Students are prohibited from the following (not intended to be an all-inclusive list):

- Sending any form of harassing, threatening or intimidating message, at any time, to any person;
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches confidentiality requirements or the confidentiality of students;
- Sending any copyrighted material or engaging in copyright infringement;
- Engaging in any behavior or activity that is generally prohibited by law or school policy, rules, or regulations;
- Displaying images or electronic messages that are deemed inappropriate by the school administration;
- Copying software from a computer or network;
- Sharing another person's account;
- Using inappropriate information on or from the Internet which may be interpreted to be morally or ethically inappropriate;
- Seeking information, browsing, copying or modifying files, passwords or devices belonging to others;
- Attempting to bypass the content filtering or administrative restrictions;
- Playing or downloading games on the school network;
- Sending abusive or obscene emails or excessive use of the email system;
- Visiting social networking or chat websites, including fantasy sports sites;
- Participating in an instant messaging conversation, unless as part of an assigned, in-class activity supervised by a staff member;

- Downloading large files, unless directed to do so by a teacher;
- Using laptops or another device to watch movies or DVDs during the school day, unless assigned by a teacher;
- Engaged in commercial activities (shopping, selling or purchasing goods);
- Accessing/using faculty, administration or staff computers;
- Engaging in cyber-bullying on- or off-campus. Examples of this behavior include:
 - sending/posting false, cruel, hurtful or vicious messages/comments;
 - creating or contributing to websites that have stories, cartoons, pictures or jokes ridiculing others;
 - breaking into an email account and sending vicious or embarrassing materials to others;
 - posting a picture of a student, administrator, faculty member or staff member without prior permission;
 - sending an electronic communication that creates a hostile, disruptive environment;
 - threatening, harassing or intimidating an individual or group;
 - threatening to damage an individual's property or disrupting the orderly operation of the school.

Notre Dame routinely monitors and reviews the use of the computer system in an effort to ensure that users engage only in appropriate uses. The school has the ability and right to review any accounts, including file storage and email, at any time. The school can examine, confiscate or delete information at its discretion. In addition, the school provides content filtering software in an attempt to prevent inappropriate content from being accessed using the school's network or wireless internet connection.

Any modifications made to a computer or a device, including the attempted download of programs, desktop preference changes, virus infection and/or physical damage is the responsibility of the last user. Students are reminded to log-off when finished using a computer and to report any damage or modifications before logging on. If you are unsure about anything, please ask. Ignorance is not an excuse.

Chromebooks

The Chromebook issued to students by Notre Dame High School is intended for academic use only. Ownership of the Chromebook belongs to Notre Dame High School. Students will be assigned the same Chromebook each year while enrolled at Notre Dame High School and will return it at the end of each school year.

All Notre Dame High School policies outlined in the Acceptable Use Policy and Student Handbook apply to the use of the Chromebook. Each Chromebook will be associated with a student that matches the serial number on the unit in order to track and maintain individual use. Under no circumstances are students to modify, deface, remove or destroy identification labels. Chromebooks must remain free of any decorative writing, drawings, stickers, paint, tape, labels, etc.

Students' Chromebooks may be inspected at any time. This includes the viewing of email, Internet browsing, assignments, the revision history of assignments, etc.

Students are responsible for lost or damaged devices. They should take extra caution to secure the Chromebook while in the classroom, in transit, and during after school activities. Students may not loan their Chromebooks to other students nor may they borrow Chromebooks from other students.

During any Google Meet sessions, Chromebook cameras must be turned on and pointed at the student.

Care of Chromebooks

- Protect Chromebook screens, which can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean on top of the Chromebook.
- Do not lift the Chromebook by the screen.
- Chromebooks should never be shoved into a locker or wedged into a book bag, which may break the screen.
- Do not carry Chromebooks while open. Chromebooks must always be closed when transporting.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not use window cleaner or any type of liquid or water on the Chromebook.
- Never use any product containing any alcohol, ammonia, or other strong solvent to clean Chromebooks.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth.
- No food or drink should be placed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should be shut down when not in use to conserve battery life.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.

Chromebook Fees

Each family will be responsible for a \$40 per student, per year fee used to purchase Google licensing for the school's 1:1 Chromebook program. This charge will be invoiced on October 1 and due on October 31.

Each student will be provided with a school-owned Chromebook for use during the school day and at home. Besides the Google licensing fee, there is no additional charge for families. Should the issued Chromebook become damaged or lost, the family will be responsible for the full replacement cost (approximately \$275).

All e-book licensing will be purchased for students by the school. Each student (if e-books are necessary) will be invoiced by the school for these licenses. The family will be invoiced on September 15 for their specific amount and these fees will be due on October 15.

Reporting of the Misuse of Technology Resources

Anyone who is aware of problems with, or the misuse of computer resources, including any gaps in the network's security, should report this concern to a teacher or administrator immediately. In addition, any harassing, threatening, intimidating or inappropriate messages sent via the computer or internet should be reported immediately. Notre Dame takes no responsibility for activities conducted on school computers, using the school's wireless internet connection, or for material stored on computers or the school's network.

Consequences

Any user found in violation of this Acceptable Use Agreement will be reported to the Assistant Principal. Violations will be dealt with as outlined in the Student Handbook, including, but not limited to, the potential loss of technology privileges on campus. Serious violations will be dealt with on a case-by-case basis. If necessary, the student may be referred to law enforcement for criminal prosecution and/or other legal actions, including action to recover civil damages and/or penalties.

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