

Notre Dame

H I G H S C H O O L

Grades 7 - 12

Acceptable Use of Technology Policy and Agreement for Students

The use of the Notre Dame High School (NDHS) Computer and Electronic Communications Network is a privilege. All members of the NDHS community have access to the Internet and the ability to access computers. In addition to the Internet, NDHS users have access to library resources and approved software. This privilege brings with it responsibilities. The Internet, by its nature, provides access to vast amounts and types of information. The student, by using the NDHS Computer Network or accessing outside information using the NDHS Computer Network, or any cell network while on school grounds, accepts responsibility for appropriate behavior. NDHS communication systems are not to be used in ways that are unlawful, disruptive, or offensive to others. Under no circumstances may any transmission, communication, voicemail, or email be used in a way that violates the letter or the spirit of NDHS's anti-harassment in the Code of Conduct. Any action performed or initiated through the network or via cell network while on school grounds is expected to reflect the integrity of the NDHS Code of Conduct.

In times of virtual learning, it is crucial that students follow these rules to ensure effective learning, safety, and maintenance of a safe classroom space.

Failure to adhere to school policies, procedures, and guidelines for the use of technology resources may result in revocation or restriction of access privileges and/or disciplinary action as defined in the NDHS Code of Conduct. In addition, any network misuse or illegal activities may result in contact with the student's parent/guardian, or if a violation of law has occurred, contact with law enforcement authorities.

As a student of NDHS, I will

- Follow all school and classroom policies, procedures, and guidelines when using technology.
- Keep my username and passwords private; refrain from using another person's access code or password without permission.
- Treat others with respect and use appropriate language in all my communications with others.
- Immediately tell a teacher or other adult staff member if I receive an electronic comment or communication that makes me feel uncomfortable, or if I accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others, and not intentionally copy, damage, or delete another user's work. I will properly cite my sources when I use someone's information, pictures, media, or other work in my own projects and assignments.
- Respect the privacy of others. I will limit all in-school photography, video, and audio recording to educational use only. I understand that this applies to both district technology resources and my own personal devices.

As a student of NDHS, I will NOT

- Use district technology resources to find, create, or send defamatory, derogatory, discriminatory, sexually explicit, harassing, offensive or obscene material. Use, retrieve, store, or send improper language, pictures, or other digital content.
- Use district technology resources or my personal electronic device to cheat. I will neither get nor give answers to tests; search for and/or copy answers or information on the Internet or other electronic resources contained on or in any technology resource or device; nor will I copy and submit someone else's information, assignment, or work as my own; or conduct other similar forms of electronic cheating.
- Use the network for commercial purposes or to penetrate computer or network security of any company or other system, or to gain unauthorized access (or attempted access) to any other person's computer, email account, or equipment.
- Access inappropriate or blocked resources using personal Wi-Fi accounts/hotspots, 3G/4G/5G anonymous proxy sites, or by any other manner while on district property during school hours.
- Share or post any personally identifiable information about others or myself that could help someone locate or contact others or me. This includes such things as email address, full name, home or school address, phone number, parent's or guardian's names, and school name.
- Share, post, or copy video or audio material from any class during live streaming or in-person classes.
- Use the network in connection with the violation or attempted violation of any other law.

I understand that

- Use of school technology resources, including networks, computers, or mobile devices, and the Internet is a privilege, which may be denied, revoked, or restricted at any time for misuse or abusive conduct.
- NDHS reserves all rights to control its technology resources and may monitor or restrict a user's technology resources. NDHS may search any computer, mobile device, or electronic storage device that is assigned to a user or used on any school computer or network; and retrieve, alter, and delete any data created, received, or maintained by any user using school technology resources.
- Use of the NDHS technology resources is at my own risk; the system is provided on an "as is, as available" basis; NDHS is not responsible for any loss damage, or unavailability of data stored on the system regardless of cause.
- Online learning spaces and communication and collaboration tools should be treated as a classroom space and language and behavior that is not appropriate in the physical classroom is not appropriate in online spaces, no matter what time of day those spaces are accessed.
- Assignments in online learning spaces are just like any other assignment in school, and students are expected follow all policies and procedures in the Code of Conduct, including all policies related to cheating, plagiarism, and acceptable use of technology.
- Personal electronic devices are at an increased risk of being stolen, misplaced, or damaged, and NDHS is not responsible for any damage or theft of personal property.

- Use of personal electronic devices during the school day should be limited to legitimate educational purposes.
- I may be subject to disciplinary action for using technology in violation of NDHS policies, procedures, guidelines, or the Code of Conduct.

See pages 49-55 of the code of conduct. This policy includes but is not limited to:

Due to concerns for the privacy of other students and regulations that make violations of the privacy a crime, **photography/video and/or sharing or uploading of the same without express permission of the subject(s) and administration is not allowed.**

Due to security concerns, bandwidth requirements for authorized school activities, and the need to prevent cheating, the use of the school network is limited to approved school activities. **Other activities such as streaming music, watching videos, or use of social media that has not been assigned by the school is prohibited.**

Cyberbullying of Notre Dame students or staff of any kind, on or off the school network, is grounds for immediate loss of privileges and potential discipline.

By signing below, I agree to follow the Notre Dame High School Acceptable Use of Technology Policy as outlined here and in the Code of Conduct. I understand that my use of NDHS technology resources is a privilege and requires proper online behavior.

Student name (please print) _____

Student signature _____ Date _____

Parent/Guardian Notice and Permission

Filter

NDHS provides students with access to various technology resources, including a wide range of educational resources through the Internet. NDHS uses content filtering technology on all school computers to protect against unacceptable web content. However, because no web filtering technology is 100% safe, the school makes every effort to monitor online activity.

Home Access and Monitoring

Outside of school, parents/guardians bear responsibility for providing guidance on Internet use, just as they do with other information sources such as television, radio, movies, and other potentially offensive media. Parents/guardians are responsible for monitoring their child's use of the Internet and access to NDHS technology resources, including online learning spaces, collaboration tools, and educational resources.

Parent and Guardian Rights

Parents/guardians have the right at any time to review the contents of their child’s electronic and email files. Parents/guardians also have the right to request termination of their child’s computer and account access, Parents/guardians should be aware that their decision to limit or eliminate access to technology resources will significantly affect their child’s ability to work collaboratively and to participate in virtual learning.

By signing below, I acknowledge that I have reviewed and agree to the acceptable use guidelines, and I give permission for my child to use district technology resources and access the Internet.

Parent/Guardian Name (Please print) _____

Parent/Guardian signature _____ Date _____

This agreement was developed by NDHS using information from Our Lady of Mercy School for Young Women, Our Lady of Mercy Academy, and the Saint Paul Public Schools.