



# 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

**Please sign and return this cover page to the Main Office immediately.**  
**Student access to ND computers will be restricted until a signed form is on file.**

Notre Dame High School  
Acceptable Use Policy

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

**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 e-mail 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 e-mail system.

**Mobile Phone Use**

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document and the Student Handbook..
- Students bring their mobile devices to school at their own risk and the school accepts no responsibility for replacing lost, stolen or damaged mobile devices. In addition, the school accepts no responsibility for devices lost, damaged or stolen while traveling to or from school.
- Notre Dame recognizes the importance of technology in the classroom. Teachers may wish to utilize this technology to aid in teaching and learning and students may have the opportunity to use their devices, cell phones, headphones, earbuds, etc. in the classroom. On these occasions, students may use their devices, cell phones, headphones, earbuds, etc. in the classroom when explicit permission is given by the teacher.
- Unless explicit permission is granted, mobile phones should not be used to make calls, send text messages, visit the Internet, take photos, or use any other application during lessons when permission has not be granted for use of the device.
- Mobile phones must not disrupt classroom lessons with ringtones, music, beeping or vibration.
- Parents/Guardians should be aware if their child brings a mobile phone to school.

- Permission to have a device, cell phones, headphones, earbuds, etc. 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.
- Mobile phones should be on silent and kept out of sight during classroom lessons.
- Devices, cell phones, headphones, earbuds, etc. should not be used in any manner or place that is disruptive to the normal routine of the school.
- Using mobile 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.
- The use of a mobile device in any way that embarrasses or humiliates another student/staff member through posts, pictures, video, and/or text messages will not be tolerated. It is prohibited to upload material about another student to a web site or social media site that denigrates or humiliates that student in any way. Violation of this policy will be dealt with as outlined in the Student Handbook.
- Any student caught using a mobile device 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 a mobile device will face disciplinary action as outlined in the Student Handbook.
- Students may not engage in personal attacks, harass another student, or post private information about another person using text messages, taking/sending photos/videos, or objectionable images (or videos) and phone calls. Students using mobile devices to bully another student will face disciplinary action.
- The audio or video recording of any individual without their knowledge and permission is prohibited.
- The school reserves the right to search a student's mobile device if there is reason to believe that the student violated school policy, school rules, or has engaged in other misconduct while using a mobile device.
- Students may use mobile phones, computers & tablets after prayer, pledge and announcements in homeroom and in study halls, the library, the cafeteria & corridors. Making & receiving phone calls is forbidden. **The use of headphones/ earbuds is not permitted.**
- When necessary, the **Assistant Principal will confiscate electronic devices as outlined below. NO EXCEPTIONS OR WARNINGS.** If taken on Thursday OR 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 devices, cell phones, headphones, earbuds, etc. to a faculty member/administrator when instructed will result in an automatic school suspension, lasting until device is submitted to the Assistant Principal.

### **Use of Phones in Classrooms**

**When a teacher gives special permission to use a device, cell phone, headphones, earbuds, etc. 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 devices, cell phones, headphones, earbuds, etc. 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 2 school days and a school detention is administered. Student may pick up the phone at the end of the second day.

Second offense: device; cell phones/ headphones/ earbuds, etc. is confiscated for 3 school days and a Saturday detention is administered. Parent or Guardian must pick up phone between 2:00 – 3:00 pm on the third school day.

Third offense: device; cell phones/ headphones/ earbuds, etc. is confiscated for 5 school days, Saturday detention is administered, one day ISS, and parent or guardian must pick up the phone between 2:00 – 3:00 pm on the fifth school day.

Any further infractions will result in the student not being allowed to have a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

### **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.

### **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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