

Acceptable Use Policy

Introduction

Notre Dame High School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use on campus via a filtered protected network. We do not provide access to our network for students' personal devices.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Notre Dame network is intended for educational purposes only.
- All activity over the network or use of technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Users of the school network or other technologies are expected to alert IT staff or teachers immediately of any concerns for safety or security.

- **Technologies Covered**
 - We may provide Internet access, desktop computers, mobile computers or devices, online collaboration capabilities, email, and more.
 - As new technologies emerge, we will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.
- **Usage Policies:** All technologies provided are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.
- **Web Access**
 - Notre Dame provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

- Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should alert an IT staff member or submit the site for review.
- **Email**
 - Notre Dame provides users with email accounts for the purpose of school-related communication. Availability and use is restricted based on school policies.
 - Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.
- **Social/Web 2.0 / Collaborative Content**
 - Recognizing the benefits collaboration brings to education, we may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.
 - Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.
- **Personally-Owned Devices Policy:** Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.
- **Downloads:** Users should not download or attempt to download or run .exe programs over the school network. Users may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites and only for education purposes.
- **Netiquette**
 - Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
 - Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
 - Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways never intended.
- **Plagiarism:** Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

- **Personal Safety:** Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- **Cyberbullying** will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Remember that your activities are monitored and retained.