

Please return completed form at Back to School Night



## TECHNOLOGY USE PERMISSION FORM

- Review the policies with your child and keep the policies sheet for your records.
- A new-signed permission form is required for **each** student at the beginning of a new school year.
- Technology and Internet privileges are not permitted until this signed agreement is on file at school.

### STUDENT SIGNATURE

**STUDENT:** I agree to follow the Notre Dame Academy “Guidelines for Acceptable Use of Technology” AND “Policy for Acceptable Use of the Internet”

---

Student Name

---

Student Signature

---

Date

### PARENT SIGNATURE

**PARENT/GUARDIAN:** As the student’s parent/guardian, I have read and agree to the terms described in the Notre Dame Academy “Guidelines for Acceptable Use of Technology” AND “Policy for Acceptable Use of the Internet.”

With respect to my child’s technology privileges, I share in the responsibility for proper use and upkeep of school technology and am financially responsible for negligent or destructive actions of my child.

As the student’s parent/guardian, I hereby release the Archdiocese of St. Paul and Minneapolis and Notre Dame Academy, as well as school personnel, from any and all claims that may arise as a result of my child’s use or inability to use school technology resources within the technology policy and guidelines listed above.

---

Parent Signature

---

Date

#### **DENIAL OF ACCESS TO SCHOOL TECHNOLOGY**

*As the student’s parent/guardian, if you do not give permission for your child to use school technology at Notre Dame Academy, please submit your objection in writing to the Principal by the due date. Please understand that denial of access to technology will hinder your child’s academic success at Notre Dame Academy.*

## Please return completed form at Back to School Night

### TECHNOLOGY

The use of computer hardware, software and networks is a privilege at Notre Dame Academy, not a right. The student is expected to follow the computer Acceptable Use Policy each year. This policy sets the general standards each student is expected to follow with using NOTRE DAME ACADEMY computer resources. The student is also expected to follow specific classroom rules for computer use.

Students and parents of students in grades 3-8 need to read and sign the Acceptable Use Policy. Once the policies are signed and returned, your student will be assigned a user name and given a password. Parents of primary students should explain what this document is about to your child.

Producing, exchanging and retrieving information electronically by taking advantage of computer technology (computers, computer systems, and electronic media equipment, electronic mail, Internet and World Wide Web access connections) presents valuable opportunities for students of NOTRE DAME ACADEMY. While they are encouraged to use this technology, its use carries important responsibilities. It is the responsibility of the students, parents and staff to ensure that these information systems are used in an efficient, ethical and lawful manner.

The privilege of computer and Internet use extended by NOTRE DAME ACADEMY may be withdrawn at any time. A student's use of computer systems may be suspended immediately upon discovery of a possible violation of these policies. A violation of the provisions of this policy may result in disciplinary action up to and including, expulsion.

The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet to control access to all data that a user may discover. Internet users may encounter material that is controversial, offensive, or inappropriate. If a student encounters any of the above-mentioned materials, the student should report it immediately to the classroom teacher, who will in turn contact the IT administrator with the site address, nature of the site and time accessed. The department will add it to the list of prohibited sites to prevent further access.

It is the user's responsibility not to initiate access to such material. NOTRE DAME ACADEMY expressly disclaims any obligation to discover all violations of inappropriate Internet access. Be aware that students will be held accountable for any activity that is contrary to state or federal law; including distributing or obtaining copyrighted software or information without proper authorization from the copyright holder. Students do not have permission to access or download software to any school equipment.

### ACCEPTABLE USE POLICY

- Students are responsible for good behavior and appropriate Internet etiquette on school computers. Students' Internet access is contingent upon successfully meeting this responsibility on an ongoing basis. Access to these resources is a privilege, not a right.
- Written parental permission is required for student use of the Internet.
- During school hours, teachers will guide students toward appropriate online resources and site.
- Students may not access personal email or use forms of instant messaging unless it directly pertains to their academic student AND their supervising teacher(s) approves such use.
- An Internet user is not permitted to reveal full name, phone numbers, or home address of self or others, violate copyright laws, plagiarize, trespass in another person's work or files, harass, insult or threaten others or use obscene language.
- Students may not send, display or download offensive messages, pictures or material that advocates illegal activity.
- The sending of viruses or worms, illegally visit (hack) or otherwise damage technology, computers or networks is strictly prohibited.
- Use the Internet for commercial purposes.
- Download music or videos, unless required for a teacher-approved project.

Violations of these standards will result in loss of Internet access and may result in other disciplinary action. The school administration and classroom teacher(s) will deem behavior is inappropriate and what disciplinary action will result. Their decision is final.

In addition NOTRE DAME ACADEMY provides students access to highly effective educational technology resources: desktop and laptop computers, iPads, wireless network access, projection systems, digital video cameras, digital still cameras, educational and productivity software, printers, scanners and many other educational resources. Students may use many of these technologies with teachers/staff supervision.

### STUDENT EXPECTATIONS INCLUDE:

Proper use and care of all equipment

Use limited to educational purposes

Technology resources remain on the NOTRE DAME ACADEMY campus

Following teacher/staff instructions

Respect for volunteers and others who assist with instruction

Using technology labs, classroom and laptop computers only with teacher permission and supervision

Respect for and understanding of privacy rights of other students and staff

Understanding that non-Notre Dame Academy issued devices must be approved by NOTRE DAME ACADEMY technology staff.