



STUDENT ACCEPTABLE USE POLICY

Notre Dame School of Bethlehem provides students with electronic resources including devices (such as computers, iPads, printers), Internet access and storage space for student work as an integral part of the curriculum. Students may only use the devices and services for educational purposes.

AUTHORITY

Access to the school's electronic resources is a privilege, not a right. All resources, user accounts and information are the property of the school. Users have no privacy exception in their use of the system. Notre Dame School of Bethlehem reserves the right to prevent unauthorized, inappropriate, or illegal activity, or to refer to legal authorities if deemed necessary.

DEFINITIONS

"Electronic resources" as identified in this policy is defined as the Notre Dame School of Bethlehem network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices. It includes Internet access, the use of collaborative apps, including but not limited to Google Meet, Zoom, and FlipGrid, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.

"Educational use" is defined as a use that supports communication, research, and learning. "Devices" refer to district owned/leased, staff owned devices, and student owned devices.

RESPONSIBILITY

Internet access is coordinated through a complex association of government agencies, and regional and state networks. On a global network it is impossible to control all materials and a user may discover controversial information. We, *Notre Dame School of Bethlehem* along with the *Diocese of Allentown*, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school, and maintain appropriate controls to limit access to inappropriate materials. Users must practice proper etiquette, ethics, and agree to the requirements of this policy.

ACCEPTABLE USE INTRANET/INTERNET

By signing this agreement, the student agrees that Notre Dame School of Bethlehem provides internet access and storage space for students' work as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. Student agrees to the following responsibilities and restrictions:

1. I will use the electronic resources, including storage space, **only** for educational purposes related to work in the Notre Dame School of Bethlehem. I will not use the resources for any personal, commercial, or illegal purposes.
2. I will use the Internet **only** with the permission of the teacher or staff member in charge.
3. I will not use games or other electronic resources that have objectionable content or engage me in an inappropriate simulated activity.

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4. I will not give my password to any other user, nor attempt to learn or use anyone else's password.
5. I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
6. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean, frighten, threaten, insult, tease, or poke fun at anyone.
7. I will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
8. I will not attempt to see, send or upload anything that says or shows inappropriate or mean things about anyone's race, religion, or sex.
9. I will not damage the computer or anyone else's work.
10. I will not break copyright rules or take credit for anyone else's work.
11. I will not modify any settings or programs on any device that is the property of Notre Dame School of Bethlehem including access codes such as passwords and passcodes.
12. I will not block or interfere with school or school system communications.
13. If I have or see a problem, I will not try to fix it myself, but I will tell the teacher or supervising staff member. If the problem is an inappropriate image, I will turn off the monitor and then seek help.
14. I understand that my use of electronic resources is not private; my teachers and school administration have the right to monitor my use, look at my work, and be sure that I am following the rules. I understand there will be consequences which may include not being able to use school electronic resources.
15. I understand that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education and that, if I break the rules, there will be consequences in school.

PERSONALIZED LEARNING DEVICE GUIDELINES

Notre Dame School of Bethlehem is providing students in grades 5 to 8 with an individually assigned laptop device. Although devices are personally assigned to individual students, they remain the property of Notre Dame School of Bethlehem. Devices are to remain in school with the exception of use by LCL students or in the event of a move to fully remote learning.

Students agree that they will use reasonable care not to cause intentional damage or deface the device or its accessories. No decals or stickers are to be applied to the devices.

The 5 to 8 laptops are enrolled in the Microsoft InTune program. The websites that can be accessed through the device are filtered both on and off the school network.

The acceptable use policy applies both on and off school property.

Policy regarding abuse, loss and/or negligence for these personalized devices is:

1. Students should inform their home classroom teacher so they can place a support ticket for the repair or replacement of the device.
 - a. 1st Event
 - i. The technology department will repair or issue a replacement at no charge.

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- b. Subsequent Event
 - i. If the problem is the result of negligence or abuse and a repair is necessary, parents will be invoiced for the lesser of actual repair cost or the \$250 replacement cost.
 - ii. Students will be provided a loaner until the invoice is paid in full.

Incidents will be documented and may result in disciplinary action. In that event, parents will be notified in accordance with the school disciplinary code.

Students who lose an issued laptop charger must purchase a replacement from the school. Purchasing replacement chargers through the school ensures compatibility and avoids damage to the device. These items are provided at special educational pricing from our vendor.

Students should always follow the instruction and guidance of their teacher when using the device. Teachers work to balance the use of technology to enrich instructions. Students are expected to comply with the directive of the teachers as to when to use or not use the devices.

ACCEPTABLE USE PERSONAL DEVICES

By signing this agreement, student understands that Notre Dame School of Bethlehem allows me to bring my own phone to school. Student agrees to the following responsibilities and restrictions:

1. I will keep my phone shut-off and put away at school or on the school grounds.
2. If, for any reason, a teacher permits me to use my phone on the school grounds, I agree that:
 - a. I will follow all school rules for Intranet and Intranet policies as I understand that they apply to my use of my own device on school property and that rule 6 above applies to my use of my device off school property.
 - b. I will not take photos or record video of any student, teacher, or administrator unless I have that individual's express permission to do so.
 - c. I understand that, if it appears I have used my device in violation of school rules or this agreement, my device may be confiscated at any time and that a teacher or administrator may view contents of my device including, but not limited to, texts, emails or social media postings.
 - d. I understand that Notre Dame School of Bethlehem is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my personal device at school overnight.

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GOOGLE G SUITE PARENTAL INFORMATION

All Notre Dame of Bethlehem School classroom teachers will be using Google's G Suite for Education, previously known as Google Apps for Education in their classes. The Google G Suite is a set of free, web-based programs that includes email, document creation, shared calendars, and collaboration tools. Teacher usage and methods will vary by grade and classroom. This may include, but is not limited to, the use of Google Classroom for assignments and/or homework, Google Meet for online meetings, the use of Google Sites for assignments and email.

Google Classroom will serve as the main learning management system portal. All electronic links to materials, meetings, and assignments will be through the student's individual Classrooms. Paper packets, textbooks and workbooks will include additional information and materials.

Students in all grades have been assigned a Google Account. This information will be sent to each family. Any questions or concerns regarding these accounts should be directed to Mrs. Borger and Mrs. Romero at the techhelp@ndbethlehemschool.org website. Students in 6th through 8th grades have been using their accounts since the beginning of remote learning in the spring. If they need a password reset, please email techhelp@ndbethlehemschool.org.

A Student Guide for how to use the Classroom will be made available on the school website. Grade 5 to 8 teachers will provide students with codes to join each of their classes. Students in grades K through 4 will be added to the Classroom by staff.

Please review the following information with your student.

- This service is available through an agreement between Google and Notre Dame School of Bethlehem.
- Parents are responsible for monitoring their child's use of the G Suite Apps when accessing programs from home.

Students are responsible for their own behavior at all times. Student safety is our highest priority. Acceptable use (private and safety) of the G Suite for Education is primarily for educational use. Students may use the G Suite Apps for personal use subject to restrictions below and additional school rules and policies that may apply as outlined in the Acceptable Use Policy for students.

1. Privacy – School staff, administrators, and parents all have access to student school email for monitoring purposes. Students have no expectation of privacy on the G Suite.
2. Limited personal use – Students may use the G Suite tools for personal projects but may not use them for:
 - a. Unlawful activities
 - b. Commercial purposes (running a business or trying to make money)
 - c. Personal financial gain (running a website to sell things)
 - d. Inappropriate sexual or other offensive content
 - e. Threatening another person
 - f. Misrepresentation of Notre Dame of Bethlehem School, staff or students. G Suite apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

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3. Safety
 - a. Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
 - b. Students agree not to meet with someone they have met online without their parent's approval and participation.
 - c. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them uncomfortable.
 - d. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

Access Restriction – Due Process

Access to Google G Suite for Education is considered a privilege accorded at the discretion of Notre Dame of Bethlehem School. The school maintains the right to immediately withdraw the access and use of the G Suite Apps when there is reason to believe that violations of law or school policies have occurred.

Parents have the right at any time to investigate the contents of their child's email and G Suite Apps for Education files.

--FERPA – <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

CONSEQUENCES FOR VIOLATION OF TECHNOLOGY POLICIES

Use of the computer network and Internet is an integral part of research and class work but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, network infrastructure, or other electronic resources inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

Please return the consent on the following page to school.

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STUDENT CONSENT

I have read the Acceptable Use Policy. I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I chose to violate this agreement, my privileges will be revoked and disciplinary action and/or appropriate legal action may be taken.

Student's Signature

Date

Name of Student (Please Print)

PARENT ACKNOWLEDGEMENT

I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that computer and other electronic resource access is conditional upon adherence to the guidelines stated in the policy. Although students are supervised when using these resources at school, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

I further understand that students may not use school electronic resources unless this agreement is signed and returned to the school.

Parent's Signature

Date

Name of Parent (Please Print)