Notre Dame Academy - STUDENT TECHNOLOGY USAGE AGREEMENT   2023-2024

Notre Dame Academy (NDA) provides a wide variety of technology access for students. Our goal as a school is to provide technology to promote educational excellence. Technology access has been established for a limited educational purpose that shall be consistent with the school's curriculum and the State Standards. The term "educational purpose" includes academic activities, career development, and approved limited, high-quality web-based learning. All students and parents/guardians must sign a copy of this agreement and return it to the student's teacher prior to being allowed to use NDA Technology.

Technology Terms and Conditions - Failure to follow these rules and standards can result in the suspension of the student's accounts, and/or other disciplinary action.

1. **Acceptable Use - The purpose of technology is to support research and education providing access to unique resources. The use of your account must be for educational purposes only and directly related to the instructional objective at the time of use.**
    a. **By signing this form, parents and students consent to the terms of use and privacy policies of all NDA subscriptions. This information can be obtained from the NDA Technology Integrator.**

2. **Privileges - The use of technology and the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. To ensure the health, safety and security of all students, NDA reserves the right to monitor the use of its technology and email systems. You are to have no expectation of privacy with respect to any computer hardware, software, email, or other computer electronic means of communication or storage.**

3. **Network Etiquette - You are expected to follow the generally accepted rules of network etiquette. These include, but are not limited to, the following:**

    a. **Use existing programs and computer setups as established by NDA staff. Changes to computer programs or setups on computers are limited to NDA Technology Integrator.**
    b. **Use appropriate language.**
    c. **Promote positive communication and digital citizenship. Do not intentionally access, transmit, copy, or create material that violates the school's rules (such as text or pictures that are inappropriate, threatening, rude, discriminatory, or meant to harass; i.e., cyber bullying).**
    d. **Sending of unsolicited or mass emails is not allowed.**

4. **Safety and Security – Student safety and security on all computers and accounts is a high priority.**
    a. **If you can identify a security problem on the school network, you must notify a teacher immediately.**
    b. **Do not use other users' individual accounts or share your password with anyone.**
    c. **Do not give out your own or someone else's personal information such as last name, address, phone number, email address, or screen name.**
    d. **Images of students are not to be used as profile pictures.**

5. **Vandalism - Vandalism will result in a suspension of your computer privileges. Vandalism is any attempt to damage a computer or to intentionally upload a computer virus. You do not have permission to install any software programs or download any programs from the Internet to the computers.**

6. **Responsibility - Students are to exercise digital citizenship within our school community and the community at large.**
    a. **Academic Integrity - copying and pasting work from the Internet into your work without proper citation is plagiarism.**
    b. **Follow the rules for acceptable use of information on the Internet and copyright law (use of photos, graphics, etc.).**
    c. **Immediately report any problems you see to a teacher.**

7. **School Community - Any inappropriate conduct off campus that negatively impacts our school learning environment will be investigated and appropriate disciplinary action will be taken.**

Parent Agreement – A signature is required indicating that you have read and understand the Student Technology Usage Agreement and that you have discussed it with your child. Your signature also indicates agreement to provide payment for any damages incurred by your child.

_____   _____
Date   **Parent Signature**

Student Agreement: I _____ (print student name) have read the Student Technology Usage Agreement and agree to follow these rules and guidelines when using technology. This applies while I am at Notre Dame Academy as well as when I am out of school. I understand it is my responsibility to honor the Student Technology Usage Agreement online and offline. I understand that my actions can affect others and that I will be accountable for my behavior. I will not engage in activities that are in violation of the Student Technology Usage Agreement. I understand there will be disciplinary actions taken if I violate this agreement.

_____
Date   **Student Signature**