



Notre Dame de Sion School  
Acceptable Use Policy for Technology  
2016-17 AUP

Technology is provided by Notre Dame de Sion School to help achieve the academic goals of the School. The Acceptable Use Policy (AUP) is designed to protect the school's technology resources as well as protect users from accidental and malicious acts of negligence, vandalism, theft, or other inappropriate behavior. Each student will be required to sign and abide by all the policies listed below. **Additionally, parent/guardian permission is required for student use of technology.** By signing this document, you acknowledge that the School will take disciplinary action, up to and including separation from School, for violation of this policy.

- I understand that use of school technology resources is a privilege, not a right, and is primarily intended for legitimate school-related activities. Playing games, listening to music, and using email may not conflict with academic use.
- I will not intentionally visit inappropriate web sites. This includes but is not limited to chat rooms, instant messaging, and sites with adult or other offensive content not suited for minors. If I find something inappropriate, I will immediately exit the site. I will notify an adult if I accidentally encounter materials that violate the rules of appropriate use.
- Tampering with computer security systems and applications will be considered vandalism, destruction, and defacement of school property.
- I will protect the right to privacy for others by not accessing other users' accounts and electronic files. I will protect my own privacy by not giving others my password or allowing access to my network account. I am responsible for any activity under my account.
- I will never interfere with the operation of technology resources by installing illegal software. I will not install, reconfigure, or remove any software or hardware on a school computer without prior approval. I will not add or connect any device, including a laptop or desktop computer, to the school network or disconnect any existing device from the network without prior approval.
- I will use good judgment in using equipment and will not have food or drinks near any technology.
- I will not waste limited resources such as disk space or printing capacity by unnecessary printing of documents. When working with large files such as music, video, and digital photos, only those needed for legitimate academic projects will be stored on the School's network.
- I will always treat people with respect. I will not transmit any messages containing any obscene, illegal, abusive, or inappropriate language or material. Any messages received with such content should be reported. I will not film any member of the Sion community without his/her content.
- I will not violate copyright laws.
- I acknowledge that the IT Department has the ability and right to monitor my computer usage, electronic files, and history.
- I will follow the Discipline Policies when using school technology resources.

## Ethical Use of Technology Beyond Campus

We believe that we have a duty in preparing students to be ethical participants in a technology-driven world to educate them to the potential perils and realities of electronic communication. As such, we share the following points of consideration:

Students continuously represent Notre Dame de Sion School when using digital technology and resources, even if they use these resources away from or outside the School's network.

Students can expect the School administration to take note of and, if necessary, administer disciplinary action in response to information communicated on public sites that:

- Defames, denigrates, or conveys a physical threat toward any individual inside or outside the Notre Dame de Sion School community
- Advocates for the violation of any laws or school rules
- Suggests that one's social network, website, or other electronic communication is sponsored by or affiliated with the School

Students should be aware that faculty members have been asked not to initiate or accept "friend" requests on social networking sites. We would ask that students and parents refrain from contacting faculty via these formats.

### 1:1 Learning Initiative

We believe that our curriculum will be enhanced by putting effective technology into the hands of each student. In response to this need, each student in grades Kindergarten through 12th grade will be issued an iPad (Kindergarten-4th Grade) or MacBook Air (5th-12th Grade). The iPads, MacBooks, and their protective cases are the property of Notre Dame de Sion School. Once issued, the devices are the responsibility of the student. The use of an iPad or MacBook is a privilege that can be revoked due to failure to comply with the terms as outlined in this policy.

- iPads for grades Kindergarten-4th grade will remain at school in each student's homeroom.
- MacBooks for grades 6-12 will be taken home each night. Fifth graders will begin the year by keeping their devices at school and will earn the privilege to take them home over the school year.
- Students in grades 6-12 are responsible for charging their MacBooks each night.
- Each student will participate in an orientation class that will discuss proper use and care of the devices.
- Desktop support, software, and insurance will be provided by the school for every device. If a student loses or breaks the device, he or she will get a new device once a \$50 deductible has been paid.
- Technology support will be provided to the students. It can be accessed by submitting a help desk request at [ndsion.edu/helpdesk](http://ndsion.edu/helpdesk) or by calling 816.753.3810 ext. 3156.

We would hope and expect that, as the leaders of tomorrow, Notre Dame de Sion School students of today will set positive examples through their words and actions, both on and off campus. We would urge you, as you consider what constitutes an appropriate and civil representation of yourself, to ask: "Will my actions reflect well upon my family, my school, and myself?"

*As a user of Sion technology resources, I have read this policy and Ethical Use statement and hereby agree to comply with all current and future rules.*

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Student Signature

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Parent /Guardian Signature

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Date

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Student Printed Name

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Parent/Guardian Printed Name