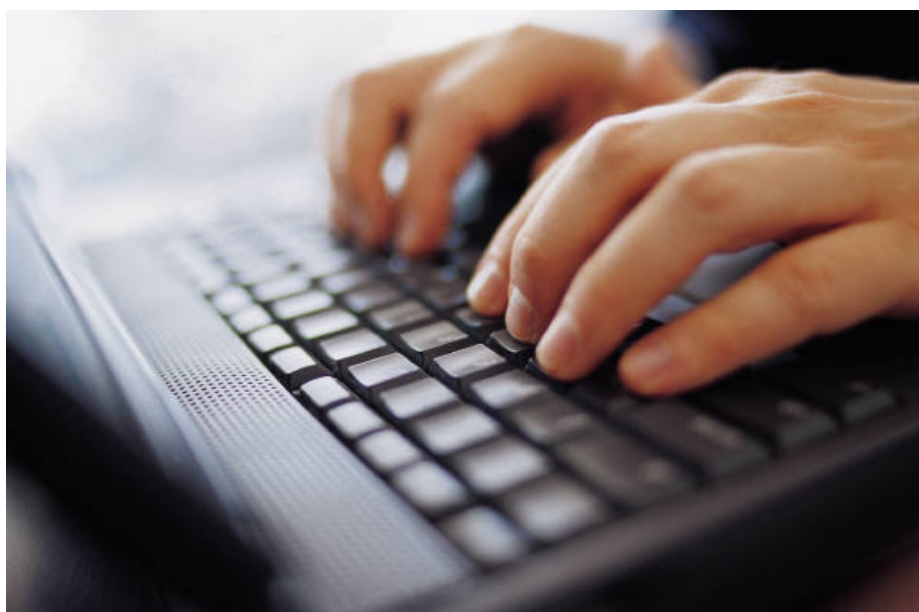


**2011 - 2012  
NDAE  
TECHNOLOGY/INTERN  
ET  
POLICIES**



## **Guidelines for Use of Technology and the Internet**

### **Statement of Intent**

Notre Dame Academy Elementary is committed to providing a thoroughly Catholic education in an academically challenging environment. We expect our students to be diligent learners who have a solid grasp of basic information, can communicate effectively, think critically, and solve problems independently. In addition, we expect our students to develop strong moral consciences, become active community members, responsible individuals, and globally aware citizens who put religion into practice.

The Internet is a global electronic information infrastructure. In schools, it can be used to educate, inform, and communicate. The administration, faculty, and staff believe that access to the Internet offers students vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, collaboration, and communication.

Notre Dame Academy Elementary students using technology at any time are expected to behave ethically, and to comply with policies and administrative regulations issued by the school and the law.

Software and the Internet viewed at the school must be relevant to the curriculum being studied, and appropriate for the age and maturity level of the students being taught.

The use of software and the Internet must be consistent with acceptable standards of professional and academic responsibility, and Catholic beliefs and doctrines.

During school, teachers are responsible for guiding students towards appropriate materials on the Internet. Outside of school, parents bear this responsibility.

Principals, teachers, and staff must comply with all regulations regarding fair-use period, licensing and copyright laws of software and other material found on the Internet. Users of email and/or Internet correspondence at school are advised that it is not privileged or confidential.

### **Students Privileges**

The use of technology is a privilege that enhances a child's education. Students who choose to follow the Acceptable Use Policy (AUP) will benefit from the use of technology all year.

### **Acceptable Use Policy for Grades 6-8**

To ensure the learning and safety of all our students, Notre Dame Academy Elementary School students and parents agree to both read and follow these guidelines:

1. iPads are for educational use. Students who play games, text, or access any social network during class time will have their iPads held by the teacher until the student's parent or guardian sets up a meeting to discuss the incident and determine a remedy.
2. iPads must be turned OFF while on campus from the time of school drop-off to pick-up from campus and will be turned on only when asked by the teacher. This will help with Internet issues.
3. All iPad wallpaper and backgrounds will be assigned by the school.
4. Watching videos online is disruptive to both learning and our wireless networks. Videos online make the Internet slow for everyone else. Streaming videos from the Internet or the YouTube app during school hours is prohibited unless instructed by a teacher.
5. Students are allowed to install personal apps on the iPads with parent permission. However, these personal apps must be kept at the end of the menu screens.
6. To ensure the safety of your iPad, students are not allowed to take their iPads out of their backpacks before school, morning or lunch recess. Any students staying for a club, team, or any other after-school activity must have their iPad locking in their locker until they go home.
7. Students are responsible for updating their apps and the iPad software on a regular basis. Backups should be made on their laptop or desktop computer once or twice a month.
8. Students may not put a lockscreen passcode on their iPads at any time.
9. Students are allowed music on their iPads. But only music related to the lesson and approved by the teacher can be listened to at school.
10. Do not reveal any personal information while using technology.
11. iPads are subject to random checks by any teacher, staff or administrator.
12. All iPads must go home every night to ensure safety, update apps, and to be charged completely. Students are responsible for ensuring their iPad's battery has been charged and ready to use the entire day without needing a charge.
13. Students may not deliberately use the Internet to annoy or harass others. They may not intentionally damage the system and information not belonging to them, misuse resources, allow others to misuse system resources, tamper with equipment, or put someone else's equipment in danger.

Students who choose to violate any or part of the Acceptable Use Policy will result in any of the following consequences, but is not limited to:

- Loss of iPad until parent comes in for a meeting;
- Limitations to iPad use with apps and options;
- Loss of privileges;
- Loss of Conduct points;
- Meeting with the principal;
- Suspension;
- Expulsion.

### **Acceptable Use Policy for Grades K-5**

To ensure the learning and safety of all our students, Notre Dame Academy Elementary School students and parents agree to both read and follow these guidelines:

1. iPads are for educational use. Students who play games, text, or access any social network during class time will have their iPads held by the teacher until the student's parent or guardian sets up a meeting to discuss the incident.
2. All iPad wallpaper and backgrounds will be assigned by the school.
3. Watching videos online is disruptive to both learning and our wireless networks. Videos online make the Internet slow for everyone else. Streaming videos from the Internet or the YouTube app during school hours is prohibited unless instructed by a teacher.
4. Students may not put a lockscreen passcode on their iPads at any time.
5. Do not reveal any personal information while using technology.
6. iPads are subject to random checks by any teacher, staff, or administrator.
7. Students may not deliberately use the Internet to annoy or harass others. They may not intentionally damage the system and information not belonging to them, misuse resources, allow others to misuse system resources, tamper with equipment, or put someone else's equipment in danger.

Students who choose to violate any or part of the Acceptable Use Policy will result in any of the following consequences, but is not limited to:

- Loss of privileges;
- Loss on Conduct points;
- Meeting with the principal;
- Suspension;
- Expulsion.

This Acceptable Use Policy's purpose is to ensure the safety of all students and to adhere to our mission, philosophy and values of Notre Dame Academy.

**PRIOR TO RECEIVING OR USING ANY TECHNOLOGY AT SCHOOL, PARENTS/GUARDIANS MUST SIGN THE AUP CONTRACT, THE INTERNET PERMISSION DOCUMENT AND THE INSURANCE DECISION FORM.**

I have read the policies and understood my obligations.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## Insurance Decision Form

Every iPad comes with AppleCare coverage included for two years. The following are the features of AppleCare (source: Apple):

### One stop for technical support

Because Apple designs the iPad, the operating system, and many applications, the iPad is a truly integrated system. And only the AppleCare Protection Plan provides one-stop service and support from Apple experts, so most issues can be resolved in a single call.

- Direct access to Apple experts
- Mail-in repair: Mail in your iPad using a prepaid shipping box provided by Apple
- Carry-in repair: Take your iPad to an Apple Retail Store or other Apple Authorized Service Provider
- Use with a Mac or PC

### Apple hardware coverage

The AppleCare Protection Plan provides repair or replacement coverage, both parts and labor, from Apple-authorized technicians. Service coverage includes the following:

- Your iPad
- Battery
- Time Capsule or AirPort device
- Included USB cable and power adapter

### Software support included

Whether you're sitting in the comfort of your home or office or on the go, you can get direct access to Apple experts for questions on a wide range of topics, including:

- Syncing with iTunes
- Connecting to wireless networks
- Sending and receiving email
- Using iWork for iPad and other Apple-branded iPad apps

For more information on AppleCare please visit Apple at <http://store.apple.com/us/product/S3791LL/A>

**NOTE: APPLE CARE DOES NOT COVER BROKEN SCREENS, WATER DAMAGE, DAMAGE DUE TO DROPPING, BREAKAGE, AND THEFT. IN ORDER TO GET COVERAGE FOR WHAT APPLE CARE DOES NOT COVER, PLEASE SEE THE ATTACHED INSURANCE OPTION.**

### Insurance

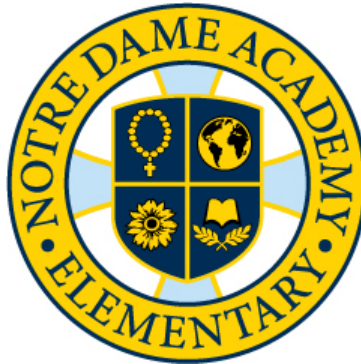
I understand that my child is responsible for the iPad and that Notre Dame Academy Elementary is not liable for any damage to this iPad. I understand that there is an insurance option attached to my packet today.

After reviewing this option we

- will purchase the insurance from \_\_\_\_\_ by September 19<sup>th</sup>, 2011, when my child begins using the iPad at school.
- will not purchase insurance for the iPad.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



**PARENT'S PERMISSION FOR THE PUBLICATION OF STUDENT  
WORK/PICTURES**

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. Student projects, photographs, and other work posted on the Internet will include only the student's last name's initial and first name.

I acknowledge that our school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. I hereby waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site.

I further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. I understand that if I change my mind relating to this authorization, that I will submit another authorization form to the school.

Please check:

My child's work and photograph can be published on the Internet.

I do not want my child's work or photograph to be published on the Internet.

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_