

# Computer and Internet Use at Notre Dame Schools

## Student Guidelines

1. Students should obtain permission from the teacher in the room before using any computer. School use of the Internet is under the direct supervision of school staff and should be limited to educationally appropriate sites which are recommended by the teacher(s).
2. Students must complete an Internet instruction class before accessing the Internet on school computers; information will be reviewed each year.
3. When accessing information on the Internet, students must respect the intellectual property rights of others by crediting sources and abiding by copyright laws. Students should take notes just as when doing other research. Entire articles should not be printed. If quotes are copied to a word processor file, the student may get permission to print the notes.
4. Students may not use personal email accounts at school. Teachers will provide email disks if email is to be used for a class assignment.
5. The following are not permitted on the school network: Subscribing to any mailing lists or services over the Internet; making purchases; signing up on visitor or guest lists; giving out a student's name, address, or other personal information; participating in CHAT groups; playing games; accessing Email during class unless doing so for a class assignment; downloading programs or files; intentional transmission of any material in violation of any BACS policy or any local, state or federal law.
6. Students should be aware that network storage areas may be treated like school lockers. Files stored on the network are monitored to maintain system integrity and ensure that users are using the system responsibly.
7. Internet use will be monitored and filtered in accordance with the Child Internet Protection Act. Students should be aware that individual computers may or may not always be available for Internet access depending on the needs of the class or teacher.
8. Students should immediately report any known misuse to a teacher or administrator.

## Teacher Guidelines

1. Teachers should be aware of BACS policies regarding computer and Internet use and supervise student access accordingly.
2. Teachers should preview Internet sites and give students guidance in finding Internet sources.

## Parental Guidance

1. Parents should be aware of BACS policies and guidelines for Internet use.
2. Parents are encouraged to question students regarding their use of the Internet.
3. Parents should sign the information and consent form and understand that compliance with this is a condition of access to Notre Dame Schools computer and electronic resources and that non-compliance may have other consequences as well.
4. Parents should be aware of the risks inherent in Internet access, while encouraging safe and acceptable practices.

## Information and Consent Form

Both student and parent (guardian) must sign and return the form to school before student will receive an Internet Pass.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. Any action by a student that is determined by a teacher or administrator to constitute an inappropriate use is prohibited. The administration, faculty, staff and/or parents may request that the system administrator deny, revoke or suspend a student's Internet and/or email access for violation of the acceptable use policies.

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### Student Access Agreement

I understand and will abide by these guidelines for acceptable computer and Internet use. I further understand that if I violate these guidelines, my access privileges may be suspended or revoked, school disciplinary action may be taken, and there may be legal consequences if laws are violated. I am aware that network and Internet use is monitored electronically and that all use is subject to review.

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Student Name (please print)

Student Signature

Date

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### Consent of Parent / Guardian

As the parent or guardian of the above named student, I have read the guidelines for acceptable computer and Internet use. I hereby agree to these guidelines and give my permission for my child to use the Internet access at Notre Dame as part of the classroom curriculum for educational purposes. I am aware that, even with monitoring and filtering devices in use, it is possible some objectionable content may be accessed, and I have discussed with my child the necessity of reporting any such incidents to the staff or administration of the school.

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Parent Name (please print)

Parent Signature

Date

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If you wish to restrict your child's access in any way, please note it here or contact the school at any time.

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Administrative Use:

Internet class completed on \_\_\_\_\_.

Homeroom # \_\_\_\_\_