

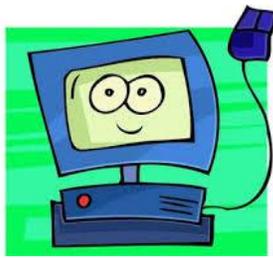
RESPONSIBLE USE OF TECHNOLOGY
AND
MEDIA CENTER GUIDELINES
FOR
NOTRE DAME MARIST ACADEMY
LOWER DIVISION

Notre Dame Lower Division is entrusted to offer our students the latest developments in valuable educational materials and technologies. These materials and technologies include books, computers and devices (including Internet and network access), online resources, school e-mail and e-book collections. The **St. Peter Chanel Media Center (SPCMC)** provides a pleasant environment in which to access these educational materials and technologies, complete homework, study, research and read. However, with the student's right to use the materials, technologies and facility, comes the responsibility to use them correctly. Responsible use holds each user accountable for his/her choices in our school community with respect to shared resources and spaces, as well as demonstrating proper digital and online etiquette. Students and parents have agreed to the following guidelines and policies in the online registration form.



Responsible Use:

- I will only use the computers and the Internet with the teacher's permission, and for the purpose that the teacher has requested.
- I will respect the school computer equipment. I will be sure to take good care of the equipment and never change the appearance of the desktop or screen by adjusting the controls or by moving or hiding icons, menu bars or toolbars.
- I will not put any personal disks, CDs, DVDs or memory sticks (flash or jump drives, etc.) into the computer unless they are approved by the teacher.
- I will only download information onto school computers under the direction of the teacher.
- I will not send or receive e-mail without the teacher's permission.
- I will use the computers for educational purposes only. I understand that non-educational games and personal use are not allowed on school computers.
- I will ask for the teacher's permission to play educational games.



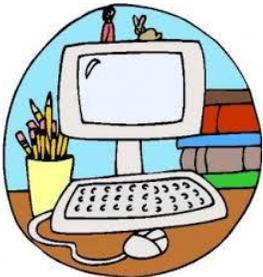
Security and Privacy:

- I will only use my own passwords that have been given to me by the teacher.
- I will not try to discover another user's password.
- I will let the teacher know immediately if I see anything on the Internet that is inappropriate or makes me feel uncomfortable.
- I will stay safe on the Internet by making sure that I never share personal information, like my full name, address, telephone number or picture.
- If anyone on the Internet tries to meet with me, I will refuse and tell my parents or teachers immediately.



Computer Etiquette:

- I will be polite and always use appropriate language in all my work.
- I will not enter hurtful or abusive language into the computer.
- I will not create, view or forward offensive or disruptive sounds, text or images.
- I will treat others online as I would like to be treated.



Respect the Law:

- I will not copy work and call it my own.
- I will always give proper credit to the author for words and the provider of pictures or other images that I include in my work.

ACADEMIC HONESTY POLICY

FOR

NOTRE DAME LOWER DIVISION

Notre Dame Lower Division is committed to and values the highest level of academic achievement and integrity. It is the school's objective to work together as a community of teachers, students, administrators, and parents to ensure that our students have access to resources of the highest academic standings that are then in turn properly credited and cited by the students. Additionally, students are required to create wholly authentic work on their assignment, tests, and research papers as teacher guidelines require. To understand academic honesty it is important to first examine academic fraud.

Academic fraud includes the following academic choices:

Plagiarism

According to the *Merriam-Webster's Online Dictionary*, to plagiarize means to steal and pass off (the ideas or words of another) as one's own, to use (another's production) without crediting the source, to commit literary theft, and to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Examples of plagiarism include but are not limited to:

- Not citing as a quote exact words from an author.
- Not giving appropriate credit to passages that you reword or paraphrase from another author.
- Purchasing a research paper, take home test, or assignment
- Turning in a paper written by someone else.

Cheating

According to the *Merriam-Webster's Online Dictionary*, to cheat is a means "to get something by dishonesty or deception."

Examples of cheating include but are not limited to:

- Copying another student's assignment.
- Using restricted books, notes, cheat sheets, calculators, or other programmable electronic devices during a test.
- Putting your name on and turning in an assignment or test completed by another.
- Obtaining answers during a test from another student with or without their consent.
- Submitting the same work for different assignments. All submitted student work must be wholly authentic, original, and unique to the assignment upon completion.
- Using "cheat sheets" during a test.

Collusion

According to the *Merriam-Webster's Online Dictionary*, collusion means a secret agreement or cooperation for an illegal or dishonest purpose.

Examples of collusion include but are not limited to:

- Allowing someone to copy your assignment.
- Giving out test questions or answers after you have taken a test to someone who is yet to take the test.
- Allowing someone to copy from your test, writing a paper, and/or completing a test or assignment for someone else.

Teachers will continually promote and encourage wholly authentic work by reviewing expectations, teaching the importance of not only citing the work but proper citation, discussing the value and importance of academic honesty, preparing students for the challenges of the classroom, actively proctoring tests/quizzes, modeling academic honesty in the classroom and school, and reporting all cases of academic fraud.

Administrators will enforce the Academic Honesty policy by determining cases of academic fraud. Administrators will make the Academic Honesty policy available to all students, teachers, faculty, staff, and parents. The Principal will record all violations and make determinations of discipline to ensure fair and appropriate enforcement. (Please see the NDPMA handbook section under “Academic Honesty.”)

Teaching Librarians will work closely with students and teachers to provide the highest level of academic materials. The Media Specialist will facilitate the exploration of resources, research skills, and the proper acknowledgement of intellectual property.

Students will follow the guidelines of the Academic Honesty policy, avoid situations that would create distrust, cite all resources, and seek guidance when unsure how to cite a source or if an action will violate the Academic Honesty policy. Additionally, students should be willing to work independently, exhibit confidence in their work, and extend credit to group members for individual contributions in all projects.

PARENT ACKNOWLEDGEMENT

As a parent or guardian of a student at Notre Dame Marist Academy, I have read the attached information regarding the Responsible Use of Technology and Media Center Guidelines, as well

as the Academic Honesty Policy. I have reviewed these guidelines with my child(ren). Signing below affirms that my child(ren) and I understand and accept the rules for using the Media Center facility and its materials and technologies at school. I understand that this form will be kept on file at school and there may repercussions if the agreement is violated.

Parent/Guardian Name (print) _____

Parent Signature _____

Date _____

STUDENT USER AGREEMENT

STUDENTS PLEASE INITIAL:

_____ I understand and will follow the **Responsible Use of Technology and Media Center Guidelines**. I accept responsibility and will be held accountable for my choices in our school community with respect to shared resources and spaces. I will demonstrate proper digital and online etiquette. Additionally, I will be responsible for all personal or school-issued devices, protecting them from damage, loss or theft.

_____ I understand and will follow the guidelines of the **Academic Honesty Policy**. I will avoid situations that would create distrust, cite all resources, and seek guidance when unsure how to cite a source or if an action will violate the Academic Honesty Policy.

As a student using the Media Center facility, books, computers and devices (including Internet and network access), online resources, school e-mail, and e-book collections, I agree to comply with the attached guidelines and use all these resources in a constructive, educational manner. I also agree to follow the guidelines outlined in the Academic Honesty Policy.

Student Name (print) _____

Student Signature _____

Grade _____