MEDIA CENTER GUIDELINES
AND
INTERNET/EMAIL ACCEPTABLE USE POLICY
FOR
NOTRE DAME PREPARATORY SCHOOL
AND MARIST ACADEMY

Notre Dame Preparatory School and Marist Academy is proud to offer our students a well-equipped, pleasant environment in which to study, research, and read. **The St. Peter Chanel Media Center (SPCMC)** provides valuable educational materials in the book collection, access to computer usage, online resources, and the internet. However, with the right as a student to use the materials and facility, comes the responsibility to use them correctly. Students and parents have agreed to the following guidelines and policies in the registration form.

MEDIA CENTER USAGE

- Students are expected to follow school guidelines with respect to clothing, behavior, and personal electronic devices.
- Cell phones are <u>not</u> permitted in the Media Center during core school hours.
- Students are expected to treat the Media Center and its holdings and furnishings with proper respect.
- A quiet study environment is to be maintained at all times.
- The SPCMC may not be used for social gatherings, card or game playing. (With permission of the Media Specialist, group projects may be completed in the Media Center.)
- Students may not remove books or materials without first checking them out.
- Students are expected to take appropriate care of the materials borrowed and return borrowed materials on or before the date due.
- Students are expected to pay, in a timely manner, any fine that may incur because of late return, damage, or loss of borrowed materials according to the following schedule:
  - $.10 per school day for all general collection, magazines, and paperbacks,
  - $.25 per school day for all reference,
  - total replacement value of lost or damaged materials.

COMPUTER, INTERNET, AND SCHOOL PROVIDED EMAIL USAGE

- *Privacy* - Network storage areas are to be treated like school lockers. Do not intrude into other students' files or email accounts. Never login with another user's login name. Administrators may review communications to maintain system integrity and ensure that students are using the system responsibly. School email accounts and all communications therein are property of NDPMA. All email communications are filtered for appropriate and academic use by students.
- *Illegal copying* – Students should never download or install any commercial software, shareware, or freeware onto network drives, unless they have permission from the network administrator. Nor should students copy another's work. Use of the Internet is not to be considered a substitute for doing one's own research but can be a valuable addition to one's research base.
- *Inappropriate materials or language* – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with rules of school behavior. Any member of the administration, staff, or faculty may request that a student's use be denied, revoked, or suspended. Administration and faculty will decide what is appropriate behavior and use and the decision is final. All students and staff are responsible for reporting any misuse of the network and/or school provided email accounts.

<u>UNACCEPTABLE USAGE OF INFORMATION SERVICES</u>

The computer network is equipped with a filter system to help prevent unauthorized usages. The following are examples of unauthorized usage:

- Vandalism – Defined as any malicious attempt to harm or destroy data of another user or any agencies or networks that are connected to the system. This includes, but is not limited to: changing settings, altering web pages, unauthorized use of Windows, hacking into and using another's password, and the uploading or creation of computer viruses.
- Sharing of online resource passwords – Sharing of school passwords for online databases, information portals, and eEdition textbooks is strictly forbidden outside of our school community.
- Use of the network for financial gain or for any commercial or illegal activity.
- Non-educational purpose – Playing games, using chat rooms, instant messaging, streaming videos, online gambling, and/or visiting recreational sites is not approved.
- Computer time – Monopolizing computer time when others might need to use the service.

ALL OF THE ABOVE APPLY TO PERSONAL COMPUTERS AS WELL!

<u>REVIEW OF COMPUTER AND INTERNET USAGE</u>

- *Do not* use a computer for non-educational purposes (i.e. games, instant messaging, You Tube) or to harm other people or their work.
- *Do not* share school passwords for online resources outside of our school community.
- *Do not* change settings, or damage the computer or the network in any way.
- *Do not* interfere with the operation of the network by installing or downloading any software without permission.
- *Do not* violate copyright laws regarding software, information, and attributions of authorship.
- *Do not* view, send, or display offensive messages or pictures.
- **Do change your password at the first opportunity.** Do not share your password with another person. You are responsible for any infractions committed under your name.
- ***Do not* waste limited resources** such as drive space or printing capacity. Printouts are limited to 5 free pages per class assignment. Additional printouts are $.10 per page. One color printout is allowed per assignment. Color printouts are $.50 per page for all additional printouts.
- *Do not* trespass in others' email, folders, work, or files.
- *Do* notify an appropriate party immediately, if by accident, you encounter materials which violate the rules of Acceptable Use.
- <u>**BE PREPARED**</u> to be held responsible for your actions and for the loss of privileges if the rules of the Acceptable Use Policy are violated. A step by step action for violations will be followed. Any faculty member may issue a violation. This contract is your only warning. Violations will result in the following:

> 1st offense: loss of computer use for one (1) week
> 2nd offense: loss of computer use for one (1) month
> 3rd offense: loss of computer use for one (1) semester

Please note: Required use of computers during a class is excluded from suspensions.

ACADEMIC HONESTY POLICY
FOR
NOTRE DAME PREPARATORY SCHOOL
AND MARIST ACADEMY

Notre Dame Preparatory School and Marist Academy 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. **Referenced work that is quoted or paraphrased must be clearly acknowledged in the body of the paper and again in the bibliography.** To understand academic honesty it is important to first examine academic fraud.

Academic fraud includes the following academic choices:

Plagiarism

According to *Research and Documentation in the Electronic Age*, Fourth Edition, by Diana Hacker, "Plagiarism is the unattributed use of a source of information that is not considered common knowledge. Forms of plagiarism are failure to cite quotations and borrowed ideas, failure to enclose borrowed language in quotation marks, failure to put summaries and paraphrases in your own words, and submission of someone else's work as your own."

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 International Baccalaureate's *Academic Honesty: Guidance for Schools*, collusion is "defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another."

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, completing a test or assignment for someone else.

Fabrication

According to the *Merriam-Webster's Online Dictionary*, to fabricate is "to make up for the purpose of deception."

Examples of fabrication include but are not limited to:
- Making up results or statistics that are not true to support your argument.
- Padding your bibliography with sources you really didn't use.
- Inventing resources that don't exist.

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 proctor tests/quizzes, model academic honesty in the classroom and school, and report 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. They will record all violations and make determinations of discipline to ensure fair and appropriate enforcement. (Please see the school handbook section under "Academic Honesty.")

Media Specialists 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 PERMISSION FORM and USER AGREEMENT

As a parent or guardian of a student at Notre Dame Preparatory School and Marist Academy, I have read the above information regarding the Media Center Guidelines and Internet Acceptable Use Policy and the Academic Honesty Policy.   I understand this agreement will be kept on file at the school and that there may be repercussions if violated.

PARENT PLEASE INITIAL:

_____I have read the Media Center Guidelines and Internet Acceptable Use Policy and the Academic Honesty Policy. I accept responsibility for replacing all lost/damaged books and equipment, and agree to pay all fines generated by the fine system for overdue books and the replacement of materials.

_____My child **_MAY USE_** the Internet while at school according to the rules outlined.

PARENT PLEASE CIRCLE ONE:

YES or **NO**   My child has access to a high-speed internet connection during non-school hours to complete all Internet based assignments and utilize all teacher/student applications, online databases, information portals, and eEdition textbooks. ***If you circled "no", please describe on the back of this form how your child currently completes his/her Internet based assignments.***

Parent Name (print)_____ .

Parent Signature_____ .

Date_____ .

As a user of the Media Center, school computers, school provided email, and the Internet, I agree to comply with the above stated rules and to use the Media Center, all materials, online tools, and the network in a constructive, educational manner. Additionally, I agree to follow the practices outlined in the Academic Honesty Policy.

Student Name (print)_____ .

Student Signature_____ .

Grade _____ .   **Year of High School Graduation** _____ .

Student Login Password (OPTIONAL) _____ .
NDPMA can maintain your password for you, for your on-campus network and email login. A password when provided, will be kept on file in the Media Center should you need to recall it sometime during the school year. This option is for your convenience only. Administrators have access to all student data and accounts at any time.