

# IT at NOTRE DAME

Notre Dame is proud of its ongoing commitment to educational technology.

For most academic subjects, a Web-enabled device with a dedicated keyboard is essential to study. Students are expected to come to school every day with their own laptop and charger. These and other personal devices can be connected to school WiFi through the dedicated NDRS Student network.

School Chromebooks are available to borrow in case of emergency, on a first come, first served basis; they are not meant to be long-term loans. Students who need a Chromebook for class use must sign for one at the office and return the device by 4pm.

All students have portal access to MyEducation BC, through which they can view their own academic progress and make course selections.

All students also have a myndrs.com account which grants them access to the entire suite of Google Workspace for Education apps, including Gmail, Drive, and Classroom. Digital access to *The New York Times* is available to anyone over the age of 13 who signs up for an “academic pass” with his/her myndrs.com account credentials. Students can often enjoy free access to other educational apps when their teachers enroll them through Google Classroom; again, they just need to be signed in with their myndrs.com username and password.

*Please note: Students who have graduated will be prompted to transfer the contents of their myndrs.com account ahead of their accounts being disabled. Typically, accounts are closed by December of a student's Year of Graduation. Once deactivated, users will lose access to any subscriptions or apps that were previously connected to their Google account.*

Printers at school are restricted to faculty use only.

## **Handheld Electronic Devices**

Smartphones are amazing, and they are part of everyday life; but excessive use of these and other handheld electronic devices (e.g. game consoles) can be a detriment both to real-world socialization and classroom learning.

Personal electronic devices should be in very limited use during school hours except for designated breaks and lunch time.

Students are not to take pictures or make recordings of any staff or student at any time without express

consent from the other party; they are not to post images, audio, or video without the subject's knowledge and express consent.

Parents/guardians should not be attempting to call or otherwise contact students on their personal devices during scheduled instructional hours, or expect text messages in response while classes are in session.

Students in Grades 8 and 9 should either leave cellphones in their assigned lockers, or expect to have their personal devices collected at the start of class. Teachers at the other grade levels may use their discretion in requesting that cellphones be turned over for lessons or formal assessments.

Earbuds or headphones should not be worn at any time during class, unless students have been given explicit permission by the teacher to use them while working on learning tasks.

If student use of a mobile device is affecting work habits, learning, or classroom participation, the device and any accessories may be confiscated by the teacher. Confiscated items which are turned in to the Office may only be claimed by the student at the end of the school day.

As per the school's Progressive Discipline model, repeated confiscations will lead to loss of privileges for longer periods.

In the event of a minor or major emergency, with permission, students whose devices have been confiscated may use their cellphones in the Office to reach their parents/guardians.

Students bringing any other electronic devices to school for a class project must make arrangements with the teacher or the Administration for safekeeping.

## **Privacy and Protection**

The [CISVA Personal Information Privacy Policy for Parents and Students](#) is intended to explain the current legislation which is designed to protect privacy, to regulate the use and collection of information, and to state the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

Notre Dame's Privacy Officer is Mr. DesLauriers.