

NOMMA Policy on Cadet Use of Telecommunications

I. Purpose

This policy establishes clear guidelines for cadet use of telecommunications devices while on campus or participating in any NOMMA sanctioned activities. These guidelines are designed to meet the goals of a safe and productive school environment and minimize the risk of disruptions to the instructional process.

II. Scope

This policy applies to all NOMMA cadets during the instructional day, as well as during any activities held on campus or sponsored by NOMMA. It also outlines the appropriate use of NOMMA-issued technology for educational purposes and sets expectations for electronic interactions between cadets and staff.

III. Definitions

- **Telecommunications Devices**
Refers to any apparatus capable of sending, receiving, or storing digital communications, including (but not limited to) cell phones, radio paging systems, smartwatches, personal computers, laptops, tablets, MP3 players, gaming devices, fitness trackers, and writing tablets.
- **Use or Operation**
Occurs when a device is turned on, or makes an audible sound, or is otherwise in any mode capable of receiving or transmitting signals.
- **Instructional Day**
Encompasses the time from the beginning of the homeroom period until dismissal, including all class periods, transitions between classes, and lunch.
- **School-Issued Computer**
Includes the NOMMA-provided laptop and any related accessories (e.g., chargers, batteries, or other peripherals) designated for educational use.

IV. Policy

A Personal Electronic Devices.

In accordance with Louisiana Law, LA RS 17:239, cadets are prohibited from using a cell phone or other electronic telecommunication device throughout the instructional day. Cell phones must be turned off and turned into the homeroom teacher every day and for the duration of the instructional day. Cadets who fail to comply with this policy will have their personal electronic

devices confiscated. NOMMA will securely store, maintain, and limit access to devices throughout the day.

- Upon the first confiscation, the cadet will receive disciplinary action, a notation will be made in the cadet's discipline file, and the cadet's administrator will return the device to the parent, guardian, or emergency contact.
- Upon any additional violations, the cadet may receive disciplinary action, the administrator may require a parent conference, and the electronic device may be confiscated for up to 10 school days. The cadet's administrator will return the device only to the parent, guardian, or emergency contact.

NOMMA is not responsible for lost, stolen, or broken cell phones or any other unauthorized device. Additionally, cadets may NOT use any electronic devices to take pictures or record other cadets or any staff members without prior consent. Furthermore, the posting of photos/videos on any social media site without cadet and/or staff consent is prohibited. Failure to comply may result in suspension and/or further disciplinary action. Smart watches of any kind are not allowed and must be left at home.

Allowable use

Cadets are allowed to use personal electronic communications devices and properly authorized medical devices if they are specifically called for in an IEP, IAP, IHP, or 504 Plan.

In those instances where the use of personal electronic communications devices is appropriate for after-school meetings and extracurricular activities, the teacher/sponsor will be responsible for establishing the necessary protocols.

When there is a legitimate need to contact the parent or guardian throughout the instructional day, NOMMA will make a school phone available to the cadet.

b. School-Issued Computers

In the interest of maximizing access to the educational program, the School requires cadets to be issued one (1) Laptop Computer (Laptop) for use while the cadet is registered in the school. Please note that cadets are not issued laptops during the summer, unless a cadet is enrolled in Summer School. While in school, cadets will use their laptops to support and guide their learning at the School.

The laptop is intended for educational purposes only and will be issued upon the cadet's and parent/guardian's acceptance of the terms of the Laptop Computer Use Agreement. The guidelines below are necessary to ensure that the laptops provided are effective educational tools while protecting the School's cadets, networks, and devices. Failure to comply may result in disciplinary and/or legal action.

Acceptable and Unacceptable Websites

Cadets are expected to use the internet exclusively for educational purposes while on NOMMA-issued devices or while connected to the NOMMA network. NOMMA employs web filtering tools to restrict access to inappropriate or non-educational content; however, no filtering system is foolproof. Cadets are responsible for ensuring that their online activity aligns with school policies and instructional objectives.

Accessing websites that are not directly related to academic coursework, teacher-assigned projects, or school-approved educational resources is prohibited. Examples of prohibited websites and online activities include but are not limited to:

- Social media platforms (e.g., Facebook, Instagram, TikTok, Snapchat, Twitter (X), Reddit) unless explicitly approved for an educational purpose.
- Streaming or entertainment sites (e.g., Netflix, Hulu, Disney+, YouTube for non-academic content).
- Online gaming sites, including browser-based games and gambling-related content.
- Personal messaging, forums, or chat-based applications not approved for educational use (e.g., Discord, WhatsApp, Telegram).
- Proxy sites, VPN services, or any attempt to bypass NOMMA's internet security or filtering system.
- Any website containing explicit, violent, illegal, or otherwise inappropriate content.

Cadets are responsible for reporting any accidental access to inappropriate material to a teacher or administrator immediately. Any deliberate attempt to access, share, or distribute restricted content will result in disciplinary action, which may include loss of technology privileges, detention, suspension, or further consequences as determined by school administration.

The cadet shall abide by the rules set forth in the cadet Handbook and the rules stated on this agreement with respect to the laptop issued to cadet (the "Laptop") and related accessories, including the charger and battery (the "Laptop Accessories") (collectively, the Laptop and Laptop Accessories are referred to as the Computer). Failure to comply with Rules of Use will result in repossession of the Computer and, if applicable, fees.

c. Unacceptable Use

Unacceptable Use refers to any use in violation of the Technology/Internet Safety Policy located in the [Acceptable Use Agreement](#), [Cadet Parent Handbook](#), or the Cadet Code of Ethics, including, but not limited to, the following:

1. Unauthorized installation of software, including downloads or modifications of the Computer;
2. Unauthorized loading of media (music, video, etc.) files;
3. Unauthorized usage of Laptop webcam;

4. Playing any unauthorized games or computer programs;
5. Using the laptop or network access to copy, alter, or destroy information belonging to others;
6. Using profanity, obscenity, or offensive language on any program or application;
7. Communication to anyone without the original author's permission;
8. Copying software or other copyright protected material in violation of copyright or intellectual property law;
9. Using the laptop or network for any illegal activity or private business purposes;
10. Spreading computer viruses deliberately or by importing files from unknown sources;
11. Harassment towards any individuals or groups;
12. Using the network to disrupt school business or educational activities;
13. Use of any Computer or program in a manner other than that which was intended;
14. Allowing use or possession of the Computer by anyone other than the cadet to whom the computer is issued.
15. Utilizing school-issued devices to access personal messaging features and social media accounts not used for educational purposes.

d. Parent Communications

Should a parent need to reach their cadet during school hours, they should contact the NOMMA Main Office (504) 227-3810. Parents should not email their cadets directly during the school day.

e. Cadet and Employee Appropriate Communications

To protect NOMMA cadets, employees, and the school, NOMMA requires that all communications, including electronic communications, between employees and cadets, be appropriate and professional and in accordance with NOMMA policies and local, state, and federal law. Expectations for appropriate communications between cadets and staff are outlined in the NOMMA Policy on [ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND CADETS](#). Improper or inappropriate communications include communications that are derogatory, sexual or lewd, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature. Electronic communications include email, voicemail, texting, or any other communication using electronic means, including the internet or internet-based networks. Employees are strictly prohibited from having any social media contact whatsoever with cadets, including on Facebook, Instagram, TikTok, Snapchat, Twitter ("X"), Snapchat, Myspace, YouTube, or any other types of social media.

Employees may communicate electronically with cadets regarding school-related business **only** through NOMMA's e-mail system or other NOMMA-approved electronic systems. Employees are prohibited from communicating electronically with cadets regarding non-school-related business. Employees are also prohibited from communicating electronically with cadets outside of official NOMMA-approved systems, such as personal email addresses and text messages, which may not be used to communicate with cadets. Any communications that occur outside of

official NOMMA-approved systems must be immediately reported to the Principal. Employees may also use NOMMA's e-mail system to communicate with a cadet's immediate family member (for example to notify the family that the cadet is absent from school), if NOMMA's Principal specifically authorizes the communication.

NOMMA parents (or other persons responsible for a cadet's attendance) may request that NOMMA not contact his or her cadet through electronic communication unless the purpose of such communication is directly related to the cadet's educational services and is sent to and received by more than one cadet at the school. NOMMA employees should comply with any such requests.

If an employee receives *any* cadet-initiated communication that may be construed as inappropriate or if the communication was made outside of official NOMMA systems (such as a text message) or without the required permission-to-contact, the employee must immediately report any such occurrence to the Principal.

It is the duty of all employees to comply with NOMMA policies, procedures, and practices regarding electronic communications with cadets. If anyone violates this policy, the violation must be reported immediately to NOMMA's Principal. Further, any violation of this policy involving sexual or other misconduct must be reported as described below. The failure to comply with this policy may constitute willful neglect of duty and may result in disciplinary action, up to and including termination. If a violation of this policy occurs which violates applicable local, state, or federal law, NOMMA will comply with applicable law, which may include reporting to the proper authorities.