Grace Episcopal Day School
Technology Agreement

Acceptable Use Policy
and
Smartphones & Other Electronics

2024 - 2025

Acceptable Use Policy

❖ The Internet shall not be used without teacher permission.

❖ The resources of the Internet shall be utilized with teacher supervision for educational purposes *only* on all school devices and personal devices.

❖ All students will have a Google Workspace for Education account in order to log in and access learning apps and assignments as needed.

❖ At the request of the teacher, students will install and/or use specific Google Apps and Chrome extensions needed to facilitate and supplement learning on their computer devices.

❖ In order to protect students' privacy and ensure biometrics data (like facial recognition) is not collected by Google and other third parties, students will *not* upload a photo of themselves or anyone else as their Google profile picture. Students may upload an appropriate profile picture approved by a teacher.

❖ Students' storage space is not private and should not be treated as such. The contents of storage space, such as files or communications, may be viewed at any time to ensure the safety and integrity of the students' work.

❖ General school rules for behavior and communications apply to all use of school-related resources and personal devices. Students shall agree to support the acceptable use of the Internet resources and promote good

digital citizenship. Any materials or communications that are pornographic, violent in nature, vulgar, inflammatory, disrespectful, or otherwise harassing are completely unacceptable and will be handled immediately.

❖ Students using personal devices in class will turn off message notifications, will not send messages, and will not send personal emails during the school day unless the teacher has given permission.

❖ Students will only use their email accounts with teacher permission. When using their school email accounts, students will not send or receive emails outside of the geds.net domain.

❖ Students will not rearrange, delete, add, or otherwise change any computer settings established on a school computer without the Technology Director's permission. General school rules for the care of school property will apply.

❖ Students will not damage computers, computer systems, or networks.

❖ Students will not post photos, videos, or information about others without consent.

❖ Students will not violate copyright laws, engage in plagiarism, or trespass in another person's account, folders, work, or files.

❖ Students will not download files from the Internet onto a school computer without permission.

❖ Printing will be limited and only with teacher permission.

❖ Grace Episcopal Day School uses Internet filtering software. However, if inappropriate material appears on the screen, students will immediately minimize the window and notify the supervising teacher(s) without creating a disruption in the classroom.

❖ If Grace Episcopal Day School deems a situation where students are required to engage in remote learning, teachers may use teleconferencing software to conduct classroom discussions with their students. There might be instances where teachers will video record the classroom discussions so that the students (and parents) in the class can have access to them for playback at a later time.

Responsible Use of Artificial Intelligence (AI)

Purpose: The school recognizes the educational value of Artificial Intelligence (AI) tools and encourages their responsible use to enhance learning experiences.

1. **Guidelines for Responsible Use:**
   - Students may be instructed to use AI tools under the guidance, supervision, and permission of teachers in the classroom setting for educational purposes only.

- ○ AI tools should be used to supplement classroom learning and support academic goals as directed by teachers.

- ○ Students are expected to use AI tools ethically and responsibly, respecting intellectual property rights and adhering to school policies on plagiarism and academic integrity.

- ○ Personal information should not be shared or used in AI applications without explicit permission and guidance from teachers or school authorities.

2. **Classroom Use:**

- ○ AI tools may only be used in the classroom under the direct supervision of a teacher.

- ○ Students should follow the instructions provided by teachers regarding the specific AI tools and their educational objectives.

- ○ Any misuse or inappropriate use of AI tools will result in disciplinary action as per school policies.

3. **Safety and Privacy:**

- ○ Students should prioritize their safety and the safety of others when using AI tools, avoiding interactions that may compromise personal privacy or security.

- ○ Any concerns regarding the use of AI tools should be immediately reported to teachers or school administrators for prompt resolution.

Smartphones, Smartwatches, and Other Electronics

Elementary students

Elementary students who bring smartphones to school must leave them powered off in their backpacks while on campus. Smartphones may not be out of backpacks during school hours or while attending Extended Day.

Students may not bring other electronics to school, including games, radios, walkie-talkies, etc. unless permitted during designated activities. Smartwatches may *not* be worn on campus.

Middle School Students

Middle School students do not need to bring a smartphone to school. In the case of illness or other difficulty, students will be allowed (at an appropriate time) to use the school phone to call their parents.

If middle school students choose to bring their smartphones to school, students may use smartphones with teacher approval only. Whenever smartphone use is permitted, students may not use them in any way that is harassing or disruptive to the educational environment, including making threats, using the camera to take inappropriate photos or to video record classes, to send text messages to other students in class, or in ways that would otherwise violate a school rule.

- ❖ Smartphones may not be used on campus before school begins or during the school day.

- ❖ Smartphones must be placed in the designated homeroom classroom space during school hours.

- ❖ Smartphones must be turned off.

- ❖ Smartphones may be retrieved at dismissal.

- ❖ Students may check their smartphones at dismissal for a parent message with teacher permission and supervision only. If students are given permission to use their smartphones to check for a parent message, students may not check social media or respond to texts from anyone except a parent or guardian. Students may not use their phone to show pictures, websites, or videos to other students.

- ❖ Smartphones must be placed inside student backpacks before leaving the classroom/locker area. Students are not allowed to use or check their smartphones during carpool.

- ❖ Smartwatches may *not* be worn on campus.

All Students

Students who violate these policies will have their electronics confiscated. Families will be required to come to the school office to pick up the confiscated items. The student may lose the privilege of bringing electronics to school and

will also be subject to disciplinary procedures for violation of these policies. The school will not be responsible for loss, damage, or theft of personal electronic equipment.

Family Acknowledgement of Technology Agreement

Please sign and return this page to the administration.

I/We acknowledge receipt of an e-copy of the Technology Agreement and agree to abide by the policies/guidelines as outlined.

Student Name(s)   _____

_____

_____

_____

Parent Signature   _____Date _____