

# Grace Episcopal Day School Technology Agreement

Acceptable Use Policy  
*and*  
Smartphones & Other Electronics

**2025 - 2026**



## Acceptable Use Policy

- ❖ Students will only use the internet with teacher permission and while under teacher supervision.
- ❖ Internet access on both school and personal devices must be for educational purposes only.
- ❖ All students will have a Google Workspace for Education account in order to log in and access learning apps and assignments as needed.
- ❖ Student profile pictures are managed by the school to protect privacy and reduce distractions. Students are *not* permitted to change their profile pictures.
- ❖ 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.
- ❖ 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 communication apply to all use of school-related resources and personal devices. Students are expected to use technology respectfully and responsibly, promoting good digital citizenship. Any materials or communication that are pornographic, violent, vulgar, inflammatory, disrespectful, or harassing are strictly prohibited and will result in immediate disciplinary action.
- ❖ Students using personal devices in class will turn off message notifications and will not send messages or 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.
- ❖ Students will not damage computers, computer systems, or networks.
- ❖ Students are responsible for the physical care and safe transport of their assigned or personal device. Any damage to school-owned devices must be reported immediately.
- ❖ Students will not write on, place stickers on, or otherwise mark school-owned devices. Devices should remain clean and free of decorations or damage.
- ❖ 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.

### **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.

### **Classroom Use:**

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

### **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 (PreK-6<sup>th</sup>):**

- ❖ Students who bring smartphones to school must keep them powered off and inside their backpacks at all times while on campus, including during Extended Day.
- ❖ Students may not bring other electronics (e.g., games, radios, walkie-talkies) to school unless permitted for a designated activity.
- ❖ Smartwatches may *not* be worn on campus.

### **Middle School Students (7<sup>th</sup>-8<sup>th</sup>):**

- ❖ Middle School students do not need to bring a smartphone to school. In the case of illness or another urgent need, students may use the school phone to call a parent at an appropriate time with teacher permission.
- ❖ Students who choose to bring a smartphone to school must follow these rules:
  - Smartphones must be turned off before school and during school hours.
  - Smartphones must be placed in the designated homeroom space upon arrival and remain there throughout the day.
  - Smartphones may only be used with teacher approval.

- Smartphone use may *not* include:
  - Harassment or disruption of the learning environment
  - Taking inappropriate photos or videos
  - Sending messages to other students
  - Violating any school rules
- During dismissal, students may:
  - Retrieve their smartphones
  - Check for parent messages only with teacher permission and supervision
  - Not use phones for social media, texting friends, or sharing pictures/videos
  - Smartphones must be placed in backpacks before leaving the classroom or locker area.
  - Smartphones may not be used during carpool.
- ❖ Smartwatches may not be worn on campus.

**All Students:**

- ❖ Students who violate these personal device policies will have their electronics confiscated.
- ❖ Confiscated items must be picked up by a parent or guardian from the school office.
- ❖ The student may lose the privilege of bringing personal electronics to school.
- ❖ The student will be subject to disciplinary action in accordance with school policy.
- ❖ The school is not responsible for the loss, damage, or theft of personal electronic devices.

## 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) \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_