



Grace Episcopal Day School Technology Agreement

**Acceptable Use Policy, Artificial Intelligence,
and Personal Device Guidelines**

2026 - 2027

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.
- ❖ Our school may use third-party educational websites and applications to support learning. When accounts are created, only limited identifying information is shared. Students are enrolled using their preferred first name and last initial with their school-issued email address. These services may collect this information to deliver content and track progress in line with their own privacy policies. The school reviews such tools for educational value and data protection, but families should be aware that limited student information will be transmitted to and stored by these external services.
- ❖ Students may not access, bookmark, save, install, enable, share, or use unauthorized websites, applications, software, Chrome extensions, games, or other digital tools without permission from a teacher or the Technology Director.
- ❖ 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 technology 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 may not access, use, alter, move, disconnect, or interfere with any device, account, files, or technology equipment assigned to another person without permission from a teacher or staff member.

- ❖ Students will not post photos, videos, or information about others without consent.
- ❖ Students will not violate copyright laws, engage in plagiarism, or otherwise present another person's work as their own.
- ❖ Printing will be limited and only with teacher permission.
- ❖ Student profile pictures are managed by the school to protect privacy and reduce distractions. Students are *not* permitted to change their profile pictures.
- ❖ The 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.
- ❖ The school may use monitoring and device-management software to help protect students, support instruction, and maintain the security of school technology resources.

Artificial Intelligence (AI)

Guidelines for Responsible Use:

- ❖ AI tools may only be used when a teacher explicitly directs their use for a specific assignment or activity.
- ❖ Students may not submit AI-generated work as their own. When AI is authorized by a teacher, students must use AI tools ethically and responsibly, adhering to school policies on plagiarism, academic integrity, and responsible technology use.
- ❖ Students must follow all teacher instructions regarding the use of AI tools.

- ❖ Students may not share personal, confidential, or identifying information in AI applications without explicit permission and guidance from teachers or school authorities.

Authorized Use:

- ❖ If permission is not clearly provided, AI use is not allowed.
- ❖ Any misuse of AI tools will result in academic and disciplinary consequences.

Safety and Privacy:

- ❖ Students should prioritize their safety and the safety of others when using AI tools.
- ❖ Any concerns regarding the use of AI tools should be immediately reported to teachers or school administrators.

Smartphones, Smartwatches, and Other Electronics

- ❖ Students do not need to bring smartphones or other personal electronic devices to school.
- ❖ In the case of illness, a transportation change, early dismissal, or another need, students must communicate with parents or guardians through the front office. Students may not use personal devices to contact parents or guardians regarding school matters without permission from a teacher or administrator.
- ❖ Students who bring smartphones to school must keep them powered off the entire time.

- ❖ Smartphones must be stored in the location designated by the school and may not be accessed during the school day unless specifically authorized by a teacher or administrator.
- ❖ During dismissal, students may retrieve their smartphones. Smartphones must remain powered off and be placed directly into backpacks before leaving the classroom or designated storage area.
- ❖ Smartphones may not be used during dismissal, carpool, Extended Day (Eagle's Nest), or while on campus unless specifically authorized by a teacher or administrator.
- ❖ Smartwatches may not be worn or used on campus.
- ❖ Students may not bring other personal electronic devices (e.g., handheld games, tablets, radios, walkie-talkies, or similar devices) unless permitted for a designated activity.
- ❖ Students who violate these personal device expectations may have their devices confiscated and may be subject to disciplinary action in accordance with school policy. Confiscated devices must be picked up by a parent or guardian from the school office. Students may also lose the privilege of bringing personal electronic devices to school.
- ❖ The school is not responsible for the loss, damage, or theft of personal electronic devices.

Please continue to the next page for the Family Acknowledgement and signature section.

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 _____