

## **Saint Peter Catholic School Student Acceptable Use Policy**

The purpose of this policy is to communicate the school's position on the appropriate use of electronic devices and Internet on school premises. The electronic devices (eDs) include all desktop computers including the computers in the classroom, computer lab, and Library Media Center, iPads or other tablets, laptops, Chromebooks, SMART boards, e-Readers, Flip cameras, iPods or similar items, and graphing calculators. Students may bring e-Readers to school to use for educational purposes. You must register your E-Reader with the Media Specialist before using during school hours and follow the appropriate guidelines for use.

### **Grades K through 2**

The school eDs and system network are available to all students for the purpose of learning. Because the eDs are available to every student in the school, it is important that they are well-taken care of by all students. Use is a privilege, not a right.

As a student and eDs user at Saint Peter Catholic School, I will:

1. Be responsible for the care of all school eDs. My work area will be neat with no food or drink. I will carefully handle the computer and software while using the computer.
2. Use school eDs only for education. I will only look at approved websites when using the Internet. I will not bring software or files from home unless authorized by a teacher. I will play only teacher-approved education games on the school eDs.
3. Keep all my passwords private. I will not share my password with others. I will not try to learn the password of other students.
4. Wait for teacher instructions before using my eD. If I have a question, I will ask my teacher for help.
5. Always be honest and truthful in my use of the eD. I know that if I misuse the eD, I can lose my privileges.

Please read this agreement carefully before signing the Acceptable Use Policy Signature Page. This signed page by both parent and child is required to be returned to school before electronic device use and access to the Internet is granted.

### **Grades 3 through 8**

Grades 3 through 8 are responsible for guidelines 1-5 above and the following:

In general, students are responsible for good behavior on the school eD network just as they are anywhere on campus. Network communications are often public in nature, so general school rules for behavior and communications apply. The network is provided for student instruction, to conduct research, and type reports and/or papers. Access to network services will be provided only to those students who agree to act in a considerate and responsible manner. This access is a privilege, not a right. File storage areas will be treated like lockers or any other storage area on campus. Users should expect that files stored on the school network will always remain accessible to appropriate school staff. School and network administrators may review profiles to maintain system integrity and ensure that users are using the system properly. Students will be expected to respect the password protection and privacy of all network users.

Internet access will enable students to explore thousands of websites and access worldwide information on the Internet. Although this access has invaluable educational benefits, families should be warned that some material accessible via the Internet may be inaccurate, or considered inappropriate by school administrators. While the teachers and staff at SPCS will make a concerted effort to control student access to this material and a filtering system is in place, parents must be aware that SPCS cannot totally control the content of material available on the Internet or user access to that material. During school, teachers will guide students toward appropriate educational material. However, it will be the responsibility of the student to not pursue material the school may consider offensive.

Unacceptable uses of the computer include but are not limited to the following:

1. Inputting, using or accessing material that is inappropriate in language or images.
2. Violating copyright laws by illegally copying or using software or data.
3. Communicating threats of any kind.
4. Harassing or insulting another person for any reason.
5. Plagiarizing-claiming another's work as one's own.
6. Vandalizing or damaging any network hardware, software, databases or files.
7. Using another student's ID and/or password.
8. Excessively using or wasting network time and resources, including printing non-school material.
9. Using the network for non-educational purposes.
10. Changing the eD settings, including the desktop image on the school's computers and themes on your school Google Drive account. Also, no photos of yourself for your profile picture on Google Drive.
11. Student participation in "social networking" websites off of the SPCS campus is a potentially dangerous activity. If students participate in these websites, they are prohibited from listing Saint Peter Catholic School as their school, as well as from including employees of the school and should not list names of fellow students in any postings.

Students who engage in any of the above activities or in any activity deemed as inappropriate use of the SPCS computer network will have his/her access revoked for a period of time and/or other measures as deemed appropriate by a school official. Please note: The Code of Conduct from our handbook applies to interaction via internet, social media Eds.

Our school has a website, Facebook page, Instagram account and Twitter account that contain information about our school. Some teachers also have individual class web pages. Photos, videos and student work will only be posted of students whose parents have signed the Photo/Video/Student Work Release Form. Photos and/or captions on a student's or parents social media account such as Facebook, Instagram, Snapchat, Twitter, etc. that depict the school, the staff, other students, or the parish in a defamatory way may result in disciplinary action.

During school hours, the use of cell phones is not allowed without prior permission from a school official. If a student needs to bring a cell phone to school for after school use, he/she may

leave it in their backpack or with a teacher. Cell phones that ring, vibrate, or are visible during school hours disrupt the learning process and will be confiscated and a consequence will ensue. Students involved in possession or transmission of inappropriate photos or “sexting” on their cell phones or other electronic devices face suspension and/or expulsion.

Many websites, virtual reality sites, games, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children at all times, knowing that often predators are not living in the neighborhood, but within the home via a computer, cell phone, etc. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory way face disciplinary action.

The digital age we are living in is amazing but should be handled with care and consideration. Please read this agreement carefully before signing the Acceptable Use Policy signature page. The page will come home with your student after discussing it with them in computer class at the beginning of the school year.



# SPCS Classroom AI Policy

## Purpose:

This classroom policy aims to establish guidelines for the responsible and ethical use of AI programs, including ChatGPT, in our learning environment. The use of AI programs can enhance our educational experience when used appropriately and with prior teacher approval. However, if used incorrectly, the use of ChatGPT and other tools can severely limit the potential learning goals for students.

## Guidelines:

### 1. Prior Teacher Approval:

All usage of AI programs in this class requires prior approval from the teacher. Before incorporating any AI tool into an assignment or activity, you must discuss your intent with the teacher.

### 2. Responsible Use:

AI programs should complement learning, not replace it. Use AI as a tool to assist your understanding and creativity, but do not rely on it exclusively for assignments.

### 3. Originality and Attribution:

All work generated with the assistance of AI programs must be original. Plagiarism, even if AI-generated, is not acceptable. Properly attribute AI-generated content if it is used in your assignments.

### 4. Academic Integrity:

Maintain academic integrity in all AI-assisted work. Any violation of academic honesty will be subject to appropriate consequences.

### 5. Privacy and Data Security:

Respect the privacy and data security of yourself and others when using AI programs. Do not share sensitive information or engage in any unethical activities.

## 6. Assistance, Not Substitution:

AI programs are tools for assistance. They are not a substitute for your own critical thinking and understanding of the subject matter.

## 7. Verbal Review:

Any assignment created with the use of AI programs is subject to a verbal review with the teacher. Be prepared to explain and discuss the content of your work, without the contributions or assistance of AI. If you can not adequately represent your work, it will be assumed AI was utilized as a replacement for your learning, and the consequences will be subject to the teacher's discretion.

## Conclusion:

We embrace the use of AI programs in our classroom as a means to enhance our learning experiences. However, it is crucial to maintain the integrity of our academic work and follow ethical guidelines. Remember that **prior teacher approval** is necessary for any AI-related activities, and all assignments created with AI assistance are subject to a verbal review. By adhering to these guidelines, we can harness the power of AI to support our educational journey responsibly and effectively.