

## Technology User Agreement

Villa Maria Academy (VMA) recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, and communicate. We want to prepare students to be caring and contributing members of a global society who utilize technology in moral, innovative and creative ways.

Existing and emerging digital technologies present new opportunities and challenges for our community. Villa's Technology User Agreement applies to all students, faculty, administrators, staff and volunteers allowed to access school technology resources.

As a member of the VMA community, the student, as well as any other stakeholders, supports and fosters the mission and core values of Villa Maria Academy. The student pledges to uphold the Academy's core values in all aspects of technology use both on and off campus. Social media postings should reflect positively on the student, other community members and the school. The student agrees to act responsibly, ethically and with integrity by following the policy outlined below:

- Students will act courteously, appropriately, respectfully, and ethically online in accordance with our Catholic faith.
- Students will use school technology in accordance with this policy.
- Students will use school-owned technology and their personal devices in school for appropriate learning purposes under the supervision of the classroom teacher.
- All activity over the network or using school technologies may be monitored and retained.

Villa provides Internet access, desktop lab computers, mobile devices, videoconferencing capabilities, online collaboration tools, email and more for student and staff use.

### EMAIL GUIDELINES

VMA provides all students with an email address. Students are required to check their school email daily for school announcements, academic information and general communication.

- Sending or displaying offensive messages, discriminatory, obscene language or pictures is prohibited. Harassing, insulting, or attacking others is prohibited. This includes emails sent from the user's in-school account. Messages sent under an assumed name, modified address, or intending to obscure the message's origin are prohibited.
- **Email is not guaranteed to be private.** The contents of these files and the copies on system backups and archived storage are subject to investigation by the Director of Technology if suspicion of a violation occurs.

It is imperative for all users to understand that email communications and other data transmitted via the network may contain perspectives, interpretations, and subjective viewpoints that were not originally intended for public dissemination.

- No one may distribute unwanted emails or other messages. These include but are not limited to email threads, solicitations, blogging, photos, and mass group emailing.

## **NETWORK GUIDELINES**

- Students are responsible for their accounts and all activities conducted with their accounts.
- No food or drinks are permitted in the lab areas or near any computer at any time.
- Computer labs are to be maintained as quiet study areas. If a student wishes to listen to a school-related educational video on a school computer, headsets must be worn.
- Vandalism is any attempt to harm or damage computers, computer systems, or computer networks or infiltrate another computer system. These activities are prohibited, and the user is responsible for all repair costs incurred by the Academy as a result of such actions.
- No student may use the VMA network for financial gain, hacking, creating or spreading viruses on the school's network, selling or storing non-academic materials on the servers or private drives.
- No member shall use technology or school resources to engage in fake accounts on the Internet or on campus. This is to hold true whether the use occurs on or off campus and whether using Villa Maria or personally owned devices. Violations will be subject to disciplinary action.

### **Senior Accounts**

Please be aware that senior accounts will be deactivated August 15th of the graduation year. At this time, graduates will no longer have access to email, Google Workspace, Microsoft 365 or the Adobe Creative Cloud through Villa Maria. Seniors should transfer any necessary files to a personal account before this time.

## **SOCIAL MEDIA AND PERSONAL CONDUCT ONLINE**

All users are to respect themselves and the Villa Maria Academy name when posting to blog/social media sites off campus. Users are expected to communicate with the same courteous, mindful, and respectful conduct online as offline. Posts, chats, sharing and messaging may be monitored. Users should be careful not to share personal information online.

Villa Maria Academy reserves the right to impose consequences for inappropriate behavior that takes place off-campus and outside school hours. Inappropriate use may include, but is not limited to:

- Harassment, use of school name, remarks directed to or about teachers, offensive communication and safety threats are prohibited.
- Students are responsible and will be held accountable for what they post on public outlets.
- Students are prohibited from posting as faculty/staff online or creating accounts (X, formerly Twitter, Facebook, Instagram etc.) using another person's identity or personal information. Any inappropriate behavior that contradicts VMA beliefs and values will result in disciplinary consequences, including detention, suspension, and/or dismissal.

- It is prohibited to retain a photo/video/audio recording of a staff member to be used without his/her knowledge and consent on any social media or devices.
- Cyberbullying is prohibited. Cyberbullying is the act of intimidating, threatening, or coercing people online through the use of social media, email, text messages, blog posts, or other digital or electronic methods. Cyberbullying usually involves using derogatory, aggressive, or threatening language. Reports of this behavior should be reported immediately to the Dean of Students (or any adult).

Engaging in these behaviors or any online activities intended to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

### **ADDITIONAL TECHNOLOGIES**

- **Cell phones are not to be used during the school day.**
- The teacher reserves the right to check the content of memory on student TI 83/84 calculators and free up memory for academic purposes.
- The school administration reserves the right to limit or prohibit external devices in the classrooms, such as personal laptops, iPads, smart phones, calculators, wireless devices, wearable technology, etc.
- Any personal laptop must have updated virus protection before use on the campus network.
- In order to be mindful of conserving environmental resources, students should try to limit printing to essential documents and choose to print double-sided when feasible.

### **COPYRIGHT/WEB USE GUIDELINES**

- It is inappropriate to access, copy, or distribute another's computer files or programs without consent.
- Copyrighted material must not be downloaded or used without the author's permission.

### **IPADS AND OTHER ELECTRONIC DEVICES**

- All students are required to bring a fully charged iPad to school each day. No classroom electrical provisions are available for devices that lose battery power during the academic day.
- Filtered Internet access will be available to users with authenticated Wi-Fi personal devices.
- **Students must secure permission from each teacher in whose classes they plan to use their laptops.** Teachers will provide their acceptable use guidelines within their class materials.
- Teachers have a right to restrict student use of the iPad, laptops, software, and the Internet within the confines of their class.
- Any unauthorized recording or photographing of any person or class is prohibited.
- Personal and school-owned devices are required to install the Google Workspace Device Profile. The purpose of this profile is to streamline access to the primary wireless network, *VillaMobile*, and allow access to our printers. Devices that do not have a profile installed are allowed to use the Guest network, but will lose access to our internal services, such as printing.
- All personal devices should be identifiable with the student's name on the device. A device should be securely stored when not in use and is the owner's responsibility. All activity that is authored on the device is the responsibility of the registered owner of the device.

## **ARTIFICIAL INTELLIGENCE**

Artificial intelligence (AI), like any technological resource, holds both possibility and challenge. While a potentially beneficial instructional tool, as a school, we are challenged to examine its potential consequences that could impact our value-driven mission. We are called to approach AI with discernment, making certain its evolving development and use align with our belief that all human beings are made in the image and likeness of God, possessing intrinsic worth and potential. We adhere to educating the whole student, and abiding by that non-negotiable principle, we believe in cultivating the God-given gift of human creativity. AI should not diminish that gift but only serve to enhance it by responsible and ethical use.

Keeping Villa's mission and charism in mind we have established the following principles:

### **Principles for AI Use**

- **Human-Centered Approach:** AI will provide support, not replace the educator or the student in the teaching and learning process. We will preserve and prioritize the human approach in our classrooms.
- **Support Education Goals for All:** AI will be thoughtfully used to strengthen student outcomes.
- **Privacy and Security:** AI use will align with regulations protecting student data privacy, safety and accessibility.
- **Academic Integrity:** AI should be used to support learning and not to undermine the integrity of student work. Students will produce original work and properly credit sources including AI tools.
- **AI Literacy:** Students and teachers will build skills to critically evaluate and utilize AI tools ethically.
- **Realize Benefits and Address Risks:** We will cautiously explore AI benefits while proactively addressing risks.
- **Continuous Evaluation:** Villa will routinely evaluate AI use, update policies and training as needed.

**Students should be aware that AI is NOT to be used for assignments or other academic-related purposes unless explicitly directed to do so by their classroom teacher.** The unauthorized use of CHATGPT or other similar AI tools to complete schoolwork is a violation of academic integrity and is subject to disciplinary action.

- Teachers will provide clear guidelines on acceptable AI use for specific assignments and projects.
- The school reserves the right to monitor and restrict access to AI tools if deemed necessary.

**Please note:** Many AI programs such as CHATGPT state that users must be 13 or older. If you are under 18, you need your parent or guardian's permission to create an account.

**Acceptable Uses of AI:**

- AI can be used as a tool for research, to generate ideas, and to assist with learning, provided it is done transparently and with proper attribution.
- **Personalized Learning:** AI-powered tutors or adaptive learning platforms can provide personalized study plans and targeted practice based on individual strengths and weaknesses.

**Unacceptable Uses of AI:**

- **Plagiarism:** Using AI-generated content to replace your own work constitutes plagiarism. All assignments must reflect your own understanding and effort.
- **Cheating:** AI tools should not be used to gain an unfair advantage on tests, quizzes, or other assessments. This includes using AI to generate answers or translate text during exams.
- **Cyberbullying or Inappropriate Content:** AI should never be used to create or share content that is disrespectful, harassing, or violates the privacy of others.
- **Disinformation:** Be mindful of the potential for bias or misinformation in AI-generated content. Critically evaluate all information and consult with teachers for guidance.

*Updated: July 12, 2024*