

# student

# CONDUCT

## ESSENTIALS

---

1. I will be respectful, welcoming, and well-mannered to everyone.
2. I will tell the truth and take responsibility for my actions and my inactions.
3. I will be respectful and practice appropriate behavior in both "real life" and "virtual life."
4. I do not need to bring any personal electronic device to school. What I need for class will be provided.
5. I am completely responsible for any personal electronic device I bring to school and the school has no responsibility if the device is lost, stolen, or broken.
6. I am required to ensure my laptop batteries are fully charged at the start of every school day. If I need to charge them, I will ensure cables are not left on the floor to avoid compromising others' safety.
7. I will only use electronic devices at school for educational purposes, as directed by my teachers. Only teachers can decide when and how electronic devices and programs are to be used in class. In the classroom, laptops must be turned off. The teacher will decide when computers can be on or off.
8. I must use the school's Wi-Fi connections. I am aware that I cannot use other wireless connection systems such as hot spots or VPN networks without authorized permission from the IT department at CAISL.
9. I will not use peer-to-peer programs (such as BitTorrent, Ares, Transmission, etc.) as they are not allowed on the school premises.
10. I will not share my username or password(s) to any school-provided sites, and I will change my password(s) to these sites at least once a year.
11. If I know any other user's login information, I will not use it and report it to the person in question and to the IT Office.
12. The IT Office will reset my username or password if I forget either.
13. I will not take any visual or audio recordings of any CAISL student or adult, unless asked to do so by my teacher. Any recording will be made with school-provided equipment, and I may only share it according to my teachers' instructions. I am not allowed to bring or share disrespectful or offensive recordings, messages, images, movies, etc. Any posts that promote, suggest, or show violence or inappropriate images are against the school's ethics and are forbidden.
14. I will not create or accept unknown users on Teams or on any other CAISL resource except as part of a class/club activity approved in advance by the Division Principal in writing.
15. I understand that my activity on the school network, Microsoft 365, and on the internet is monitored.
16. I will not use the CAISL name or logo.
17. I will not share any photos of the school community without the permission of the principal.
18. I understand that the Principal or Counselor may, for the purpose of investigating student discipline issues, collect and secure my electronic device, whether school-issued or personal, including cell phone, which will be returned only in the presence of one of my parents, guardians, or Tutors (Encarregados de Educação).
19. AI tools shall be used in accordance with the school's mission and values, aiming to improve learning, collaboration, and care.

## HOW GENERATIVE ARTIFICIAL INTELLIGENCE (AI) CAN SUPPORT LEARNING AT CAISL

### Using AI Responsibly

**1. Use AI as a Tool.** AI tools are there to assist you in your work, not to do it for you. You can use AI to get ideas, do research (citing your source), and to solve problems. But do not rely on AI to complete your assignments. For example, do not ask a tool like ChatGPT to give you answers to your homework questions and then just copy them down.

**2. Use AI Ethically and Wisely.** When using AI, examine the credibility and usability of the results. Consider errors and biases. Always cite your sources. I must acknowledge and cite the use of AI as a source in any form related to my schoolwork: text, image, multimedia, etc.

**3. You are Responsible for Your Work.** Ultimately, you are accountable for the quality and accuracy of your research.

**4. Protect Personal Data.** Don't input any personal or private information in any AI tool.