

ACCEPTABLE USE & AI POLICY

This policy applies to all technology resources brought onto campus or those provided by the school for students.

INTRODUCTION

Damien Memorial School has implemented a One-to-One Technology Program allowing students access to our wireless Internet for educational purposes. This Acceptable Use Policy (AUP) provides guidelines for responsible and ethical use of technology and allows our students to access the learning potential this program offers while protecting their safety and privacy. This program is a privilege. The Acceptable Use Policy applies, but is not limited to, all privately owned devices capable of wirelessly connecting to a network and storing data. If applicable, devices must have up-to-date virus protection software running. Also covered in this policy are the accompanying storage devices, such as thumb drives and external devices. Examples include:

- MacBooks
- iPads
- Smartphones
- Video/Camera Equipment

Violations of this Acceptable Use Policy may result in confiscation or loss of use of the device, disciplinary action and/or criminal prosecution.

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

- I understand that the Apple iPad or laptop is being provided to me by Damien Memorial School as an educational tool. Accordingly, I understand that my Apple iPad should be used primarily for school-related activities and that I am responsible for bringing it to school everyday.
- I understand that I am responsible for all technology training regarding the care and use of my Apple iPad. Accordingly, I understand that my Apple iPad privilege may be revoked if I do not adhere to my responsibility.
- I understand that I am responsible for checking my Damien email and Schoology at least (3) times a day, as this is the primary form of communication between myself and the Damien Memorial School staff.
- I understand that there will be no stickers, ink, or any decorative items added to my assigned equipment (batteries, cords, chargers, iPad, and carrying case) other than the DMS identification tag.
- I understand that the DMS identification tag should not be tampered with or removed.

- If my Damien issued iPad is not working properly, I will immediately contact Tech Support at <https://www.damien.edu/technology-request> and/or take it to the Technology Office located in room #522.
- I understand that I may be without an iPad while my Damien issued iPad is being repaired.
- I understand that my family and I will be held financially responsible for any repairs or replacement of the iPad and/or other provided accessories at its current value if due to negligence and/or abuse. Any necessary repairs/service must be taken to the Technology Office by the student or parent. Repair or replacement costs will be charged to the student's account through the Damien Business Office.
- I understand that if my iPad or MacBook is damaged or lost, I may also be required to make partial or full payment towards its repair or replacement as determined by the Administration.
- I am responsible for knowing where my iPad and its accessories are at all times. iPads left unattended will be taken to the Technology Office located in room #522.
- I will not change any configuration settings on the Damien issued iPad.
- I understand that I only can use my Damien issued Apple ID for any Damien equipment issued. No personal Apple ID Accounts may be used.
- I will not use my iPad to make unauthorized copies of software, nor the use of any unauthorized apps or files and will abide by all copyright laws and regulations.
- I understand that the installation of non- DMS standard software is strictly prohibited.
- I understand that if my iPad is taken away by a staff member or is inoperable that it does not excuse me from completing any assignments or projects.
- I understand the use of games and online sites is not allowed during the school day unless permission is granted by the instructor.
- I understand that I am responsible for charging my iPad prior to the start of the day.
- I will save all files, assignments, projects, etc, to my Damien Google Drive.
- I will share all social media sites with my parents.
- Taking photos and exchanging photos will only be allowed for school related activities.
- I agree that my parents can check my email messages and online search history. My parents can review existing and new screen names, email addresses, user logins and all passwords. I will not give my password to anyone else but my parents.
- I will not upload or download photos, games, music, videos or sign up for anything on the Internet, even if it's free, without my parents' consent.
- I will keep personal information such as my address, telephone number, parents' work address/telephone number, the name or location of my school, where I play sports or the names of my family members PRIVATE. I will not post this information to my profiles even if I think only my friends will see it.

- I know that nothing on the Internet is private, and that people online are NOT always who they say they are. If someone asks to meet me in person, I will immediately tell my parents, my school advisor, teacher, counselor or staff member.
- I understand that I am only allowed to use the Damien issued iPad only. I will not use or tamper with other students Damien issued equipment and accessories.
- I acknowledge that I have reviewed the DMS Student/Parent Handbook online and I have read, fully understand and agree to the Technology Acceptable Use Policy.

PARENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

- I know that the Internet is an important resource for my children and that being familiar with it is a necessary skill. It can also be a wonderful place to visit, but I know that I must do my part to help keep my children safe online.
- I will get to know the services, websites, and groups my children use and/or belong to. I will talk to my children about their social networking profiles, what they can and cannot post, whom they should allow as friends and how to behave appropriately in their online interactions.
- I will set reasonable rules and guidelines for computer use by my children, including how much time they may spend online. I will encourage them to participate in offline activities as well. I will have an open and honest discussion with my child should they inform me about something "bad" he or she finds or does on the Internet.
- If my child does something online that I do not approve of we will have a conversation about my expectations and the reasons for our Internet rules. I understand that just taking away the Internet will not solve the problem.
- I will try to get to know my child's online friends and contacts just as I try to get to know his or her offline friends.
- I will try to have my child use their iPad or MacBook in a family area rather than in their bedroom.
- I will report suspicious and illegal activity and/or sites to the proper authorities and learn how to report abuse when necessary.
- I will frequently check to see where my kids have visited on the Internet and I will talk to them if I see something I'm concerned about or that I think is inappropriate.
- If my child continues to break our Internet rules after we have discussed with them, I will impose appropriate consequences, such as: taking away his or her computer, cell phone or other devices until the behavior changes.
- Any necessary repairs/service must be taken to the Technology Office by the parent or student.

I will help my child follow this agreement and will allow reasonable use of the laptop and internet as long as these rules and other family rules are followed.

Disclaimer: Damien Memorial School reserves the right to review and revise this Student-Parent Handbook throughout the year. Please refer to the Student-Parent handbook posted on www.damien.edu for the most updated version.



I, _____, understand that if I break the terms of this agreement, my Damien issued iPad privileges will be taken away and disciplinary action may follow. I understand that I cannot use this as an excuse to not complete my school responsibilities. I acknowledge that I have reviewed, fully understand and agree to the DMS Acceptable Electronic Equipment Use & AI Policy.

Student Name (print) _____

Student Signature _____

Grade Level _____ Date _____

I, _____, acknowledge that I have reviewed, read, fully understand and agree to the Acceptable Electronic Use & AI Policy.

Parent Name (print) _____

Parent Signature _____

Date _____

ARTIFICIAL INTELLIGENCE (AI) USE IN THE CLASSROOM

As artificial intelligence (AI) technology becomes increasingly prevalent in educational settings, it's essential to establish clear guidelines for its use to ensure responsible and effective integration into the learning environment. The following rules outline expectations for Damien Memorial students utilizing AI in the classroom:

1. Authorized Use:

- Students may only use AI tools and resources that have been approved by the teacher or school administration for educational purposes.
- AI should be utilized as a supplemental tool to enhance learning and understanding of academic concepts.
- AI can be used as a tool for assistance in brainstorming ideas, understanding complex texts, or improving grammar and syntax. However, the bulk of the thinking, analysis, and composition should be your own.

2. Responsible Engagement:

- Damien students must use AI in a responsible and ethical manner, respecting the rights and privacy of others.
- Any attempts to manipulate or misuse AI technology for unauthorized purposes are strictly prohibited.

3. Academic Integrity:

- Damien students are expected to uphold academic integrity standards when using AI tools for assignments, projects, or assessments.
- Plagiarism, cheating, or any form of dishonesty facilitated by AI technology is unacceptable and subject to disciplinary action.

4. Data Privacy and Security:

- Damien students must adhere to data privacy and security protocols when using AI platforms, ensuring the confidentiality of personal information and accounts.
- Sharing login credentials or accessing unauthorized accounts on AI platforms is prohibited.

5. Informed Decision-Making:

- Damien students should critically evaluate the accuracy, reliability, and bias of AI-generated information before incorporating it into their work or decision-making process.
- Teachers may provide guidance on evaluating AI outputs and distinguishing between reliable and unreliable sources.
- Use AI as a tool for learning, not just for task completion. The primary goal should be understanding and skill development, not to simply finish an assignment.

6. Prohibited AI-Generated Content

- Students must not use AI to generate, share, or distribute inappropriate, explicit, violent, or offensive images, videos, or text.
- AI must not be used to create or spread fake, harmful, or defamatory content about anyone in the school community.
- Any student found using AI to generate or post inappropriate images online will face disciplinary consequences, including possible loss of technology privileges and further school action.

7. Collaborative Learning:

- AI can facilitate collaborative learning experiences by enabling students to work together on projects, analyze data, and solve complex problems.
- Damien students should engage in respectful collaboration and communication when using AI tools in group settings.
- Students should always fact-check AI-generated content before using it in Academic work.

8. Feedback and Improvement:

- Damien students are encouraged to provide feedback on AI tools and resources to help improve their functionality and effectiveness in supporting learning objectives.
- Teachers may solicit student feedback to inform future implementation of AI technology in the classroom.

9. Supervised Use:

- While students may have independent access to AI tools, teachers should provide supervision and guidance to ensure appropriate use and address any questions or concerns that may arise.
- Teachers may monitor student activity on AI platforms to ensure compliance with school policies and guidelines.

10. Continued Learning:

- Damien students should view AI as a learning opportunity and seek to expand their understanding of how AI technology works, its potential applications, and its impact on society.
- Teachers may incorporate discussions and activities related to AI ethics, bias, and societal implications into the curriculum to foster critical thinking and awareness.

11. Consequences for Violations:

- Violations of AI usage rules may result in disciplinary action, including but not limited to verbal warnings, parental notification, loss of AI privileges, or other consequences as determined by school administration.

By following these rules for using AI in the classroom, Damien Memorial students can maximize the benefits of AI technology while demonstrating responsible and ethical behavior in their academic pursuits.