# BULLOCH ACADEMY TECHNOLOGY & INTERNET USAGE POLICY

Students at Bulloch Academy are provided with access to a Local Area Network and a wide variety of software and hardware while on campus. The use of the network is a privilege, not a right. Inappropriate use will result in discipline in the same way as for other forms of vandalism, cheating, or theft, and suspension or cancellation of network access. Ethical use of all technology and protection of the equipment is expected. Any student who uses the computers or technology equipment in a manner that is inconsistent with policies mentioned in this policy may lose technology privileges.

It is the ultimate responsibility of the parents, and guardians of minors to set and convey the standards that their children should follow when using any media or information sources, this would include text messaging, instant messaging, and online journaling including but not limited to Facebook, Twitter, and Instagram. Information and inappropriate postings on these sites and other social forums/apps is considered public and therefore subject to school disciplinary measures.

Bulloch Academy has taken good faith steps to restrict access to inappropriate materials. However, given the dynamic nature of Internet content, it is impossible to totally block all inappropriate materials. BA technology can be used for completing school assignments, obtaining information for school assignments, scholarly research, college and career planning and other appropriate educational activities as assigned and monitored by school personnel on school premises.

## *Bulloch Academy Internet Use Policy*

- Acceptable Use – The purpose of the computer network allowing access to educational resources and access to the Internet is to support research and education at Bulloch Academy. The use of technology must be in support of education and research and consistent with the education objectives of the school. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, obscene or pornographic material, material protected by trade secret, or for any purpose intending to alter academic records or activity intending to cheat in any academic endeavor.

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- Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The system administrators (in concert with the faculty, administration and board of directors) will determine what is considered inappropriate use and their decision is final.

- Use/Care of school equipment – It is the student's responsibility to care for the equipment while in their use. Students should handle the computers, both hardware and software, with care. All equipment must be checked out and returned to the assigned location.

- Account Use – Students will be assigned their personal username and password. Using another user's account or trespassing in other folders, work or files is unacceptable.

- Use of Resources – Students should use school resources sparingly and with care. Intentionally wasting limited resources, including the downloading or printing of large files without prior teacher approval is unacceptable.

- Internet Activity – Internet Activity is monitored by a subscription based service. Sites are blocked by various criteria including specific subjects, words, keyboards, or media. Should you find a blocked site that is relevant to your work or classroom, please submit it for review. If there is no reason for it to be blocked, access may be allowed. Inversely, if a site is currently accessible and should be blocked contact the Technology Department.

- Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

    - ○ Be Polite – do not be abusive in your messages to others.

    - Use appropriate Language – do not swear, use vulgarities or any other inappropriate language.
    - Sending or receiving inappropriate messages or pictures is prohibited.
    - Plagiarizing works that are found on the internet – Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
    - Illegal activities are strictly forbidden – illegal activities include (but are not limited to) the following: downloading and storage for the purpose of sharing any intellectual property (software, music, movies, e-books, photos, etc.), which deprives the owner of fair compensation for their work.
    - Do not reveal any personal information – including but not limited to: your personal address, phone number or phone numbers of students or colleagues, credit or financial information, etc.

- Private E-mail Account Access – Users are welcome to access their private e-mail account via WEB-BASED interface only. Use of outlook express with a private e-mail

account is prohibited.

- Security – Security on any computer system is a high priority, especially since the system involves many users. If or when a security problem on the Internet is identified, the Bulloch Academy Technology Administrator or another Bulloch Academy Technology employee should be notified. Do not demonstrate the problem to other users.
    - Do not use the network in such a way that would disrupt the use of the network.
    - All communications and information accessible via the network should be assumed to be the property of Bulloch Academy.
    - Do not send photos of others during the school day. Best practices are to not distribute pictures of yourself or anyone else to unknown persons. Any photos of others must have written consent for you to distribute.
    - The use of tools or software designed to disguise or hide an individual's identity are prohibited. This includes MAC address cloning or altering the IP address to something other than the system generated address.
    - Do not use another individual's account under any circumstance. This includes the use of Advanced Technology and Yearbook special accounts that should only be used during that class time. Should the need arise to access information on another individual's PC (i.e. in their absence) please contact the Bulloch Academy System Administrator.

- Vandalism – Computer Vandalism will result in the cancellation of technology related privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes (but is not limited to):
    - The uploading or creation of computer viruses
    - Downloading malicious software (I.E. Spyware)
    - Changing system options, network settings, display settings
    - Any attempt to disrupt the use of a specific computer on the network
    - Any attempt to alter or disguise the user's computer or user's identity on the network.
    - Use of the network or any network device without express permission of the technology department. This includes but is not limited to: switches, routers, wireless access points, etc.
    - Any attempt to circumvent or bypass the Internet content filtering software to gain access to restricted websites shall be considered a violation of the Bulloch Academy Acceptable Use Policy and may result in loss of network privileges and/or other disciplinary action deemed appropriate by Bulloch Academy administrators.

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## *Use Of Personal Computers Or Devices On The Bulloch Academy Campus*

- The use of non-school issued devices such as laptop computers, Ipads, Macbooks, Chromebooks, etc. on the Bulloch Academy network is subject to the approval of the Bulloch Academy Technology Department. Use of personal PCs will have some minimum requirements and certification prior to allowing network access.

- BYOD (Bring Your Own Device) program is implemented for students in Grades 5-12. Grade 5 is required to use a Chromebook. Grades 6-12 we recommend using a Windows or Chromebook device as they work best with our school's software and network, support classroom tools and applications, and ensure a safe and secure learning environment.

- Meeting education-specific compliance standards, such as the Family Educational Rights and Privacy Act (FERPA), is essential for protecting student information and ensuring both legal and ethical adherence. Due to the unique features and security settings of macOS devices, achieving these compliance standards can be more complex. To ensure that macOS devices function properly within our school's technological environment, specific expectations and requirements must be met. We appreciate your cooperation and understanding as we work together to maintain a secure and compliant educational setting.
    - Software Compatibility:
        - Students using macOS devices must ensure that all necessary educational software and applications are installed and updated.
        - Applications may have compatibility limitations with macOS, so it is essential to verify compatibility in advance.
        - Google Chrome must be installed and used as the primary browser.
    - Technical Support:
        - Our technology department primarily focuses on Windows and Chromebook devices. While we will do our best to assist with macOS-related issues, students and parents should be prepared to seek external support for complex technical problems.
    - Third-Party Applications:
        - macOS devices often rely on third-party applications for various tasks. These applications may have their own security settings and privacy implications, which can complicate compliance efforts.
    - System Updates:
        - To ensure device security and compliance, it's essential to keep your macOS up to date with the latest security patches. Automatic updates

should be enabled to ensure that devices are protected against vulnerabilities that could compromise compliance.

- Student Maturity and Usage:
  - Students should not misuse devices for activities such as gaming, social media, or accessing inappropriate content.
  - Students should not use iMessage while on campus.
- Classroom Management:
  - Our classroom management software will have limited functionality due to compatibility issues. Teachers are only able to monitor what a student is doing in the Chrome browser (no other activity can be monitored). The software cannot block or allow content, monitor student activity in real-time, communicate with students, or report on students' activity.
- Data Privacy and Security:
  - Enable FileVault, Apple's built-in disk encryption feature, to protect data on the device.
  - Configure devices to automatically connect to trusted Wi-Fi networks and avoid using public Wi-Fi networks, as they can be less secure.
  - Understand and adjust privacy settings on the device to limit data sharing.
- Content Filter:
  - Our school filtering software offers comprehensive web filtering for students, but its optimal functionality for macOS relies on a managed environment, which we do not use Mobile Device Management (MDM) software. It is important to note that with an unmanaged device, our ability to monitor student activity is significantly limited. This raises concerns about our ability to quickly identify potential red flags or risk indicators, such as suicide, adult content, violence, etc.

- Tablets and iPad devices are not approved. Students are permitted to use approved personal electronic devices for educational purposes under the direction of a classroom teacher. BYOD activities are implemented at the discretion of classroom teachers. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate school owned or leased digital device.

- Violations of any board policies, regulations, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action. The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal

electronic device.

- The use of an approved personal electronic is a privilege, and students may be denied access at any time. Students wishing to participate in the "bring your own device" program must comply with the following guidelines and procedures.
    - Students:
        - Must abide by the Bulloch Academy's Acceptable Use Policy and are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology.
        - Are responsible for ensuring the safety of their own personal devices. The school is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school.
        - Will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.
        - Must keep devices turned off when not directed to use them.
        - May not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty or staff without explicit permission given by the subject of the photo or video.
        - Are not to use the device in a manner that is disruptive to the educational environment.
        - Exhibiting harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline under the Bulloch Academy Student Handbook, Conduct & Discipline Section E.
        - Are responsible for servicing their personal electronic devices. The school will not service, repair or maintain any non-school owned technology brought to and used at school by students.
        - All devices must be set to silent or vibrate mode, with audible signals disabled during all in-school use.
        - Speaker settings must be turned off. Audio content must be delivered by means of earphones or headsets to prevent any disruption of school activities.
        - Students will access only files and Internet sites that are relevant to the curriculum.
- BYOD permissions may be suspended at any time in keeping with rules surrounding the implementation of standardized tests or other specialized school activities.
- Students and staff should be cautioned BYOD connectivity cannot be guaranteed at any location all the time.

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# STUDENT-OWNED COMPUTER USE POLICY

Bulloch Academy will allow students in grades 5-12 the opportunity to bring their personal laptops to school for educational use. Students will only be permitted to use productivity software (Microsoft Word, Excel, PowerPoint or Notepad or other pre-approved programs) at school. Use of the laptop in class will be at the discretion of the teacher. Student devices should be set up so that the account they sign into their device uses their school email address instead of a personal one. This helps students access all the necessary education tools and resources, keeps everything secure and organized, and makes sure everything works smoothly with our classroom management and monitoring systems.

- The student laptop will be subject to inspection by any Bulloch Academy employee at any time. Students should only have school appropriate material saved on the laptop. Laptops will not be able to connect to the school network or Internet. Student privileges can be revoked at any time for misuse/abuse while on school property.
- Bulloch Academy will not be responsible for loss or damage of the student's laptop. Parents must complete the form below and return to the school acknowledging the student's responsibility for laptop use.

# BULLOCH ACADEMY RESPONSIBLE AI USE POLICY

## *Bulloch Academy's Approach To AI*

This policy outlines how our school community - including students, teachers, staff and administrators - can effectively and responsibly use artificial intelligence (AI) in our learning environment. AI tools, such as ChatGPT, MagicSchool AI, and Grammarly, serve as digital helpers that support our staff and students by automating tasks, analyzing data, and personalizing learning. At Bulloch Academy, we recognize the positive impact AI technology can have in education. As AI technologies become increasingly present in education, our goal is to use these tools to enrich student learning, spark innovative thinking, and build future-ready skills. These guidelines affirm our commitment to responsible use, supporting our educational mission while maintaining a safe learning environment.

### STUDENT AI GUIDELINES

- AI Tools Are Learning Helpers, Not Assignment Completers
    - Student work must reflect their own understanding and effort.
    - Turning in AI-generated work as one's own is considered cheating and violates The Honor Code.

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- Using AI Tools in School
    - Students must:
        - Be honest about their school work.
        - Do their own thinking and writing.
        - Inform teachers when they use AI tools, just as they would cite research sources.
        - Complete tests and quizzes without AI assistance.

- Approved Uses of AI
    - Getting Started
        - Brainstorm new ideas and getting started on assignments
        - Research topics to build background knowledge
        - Find helpful information
    - Understanding Your Work
        - Check answers after completing work independently
        - Get help explaining difficult concepts (similar to having an extra tutor)
        - Practice concepts learned in class
        - Review lessons and study materials
    - Improving Your Work
        - Get suggestions to make your writing clearer
        - Discuss ideas to deepen  understanding
        - Get feedback on your completed work

- Working with AI Responsibly
    - Use AI as a learning partner for practice, not as a replacement for effort.
    - Engage AI for practice quizzes or questions about topics to reinforce learning
    - Ask AI questions to test understanding, rather than relying on it for direct answers

- AI Use: What's NOT Allowed
    - Letting AI Think for You
        - AI can help you learn, but only you can show what you really know.
    - Using AI to Complete Independent Work
        - Avoid using AI to complete assignments where independent work is required.
    - Claiming AI's Work as Your Own
        - Never claim AI-generated content as your own without proper citing.
    - Ignoring Teacher Rules
        - Respect any specific restrictions on AI use set by teachers for certain projects or assignments.
    - Copying Instead of Creating

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        - Write your own essays and do your own thinking; copying AI's work and saying it's yours is cheating.

## GRADE-LEVEL SPECIFIC GUIDELINES

- Lower School (K-5):
    - AI tools may only be used with teacher supervision.
    - Focus on learning foundational skills without AI assistance.
    - Limited to teacher-approved educational apps.
- Middle School (6-8):
    - Can use AI tools for research and learning help.
    - Must get teacher permission prior to using AI tools.
    - Learning to use AI responsibly is part of digital citizenship.
- High School (9-12):
    - More independent use of AI tools allowed.
    - Must clearly note when AI is used in assignments.
    - Focus on using AI as a learning tool, not a shortcut.

## TEACHER AI GUIDELINES

Teachers play a key role in guiding students' responsible use of AI. These guidelines should support teachers effectively integrating AI tools into their teaching.

- Show students how to use AI responsibly by demonstrating effective applications in the classroom.
- Incorporate AI literacy into lessons, helping students understand its strengths and limitations.
- Regularly review AI-generated content to ensure alignments with learning objectives and academic expectations.

## PRIVACY AND DATA PROTECTION IN AI USE

- Student Data Protection
    - All AI tools must meet FERPA and COPPA compliance standards to protect student privacy.
- Security Practices:
    - Login credentials should never be shared between users
    - Personal identifiers should never be input into AI tools
- Prohibited Information Sharing:
    - Full names or birth dates

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# BULLOCH ACADEMY STUDENT AI GUIDELINES

*Student work must reflect your own understanding and effort. Turning in AI-generated work as one's own is a violation of Bulloch Academy's honor code.*

Always Allowed

## GETTING STARTED
Brainstorm ideas, research topics, and find helpful information to get started on assignments!

## UNDERSTANDING YOUR WORK
Check answers, get help with difficult concepts, practice skills, and review lessons!

## IMPROVING YOUR WORK
Get writing suggestions to make your writing clearer, discuss ideas, and receive feedback on completed work!

Teacher's Discretion

## FOLLOW TEACHER GUIDELINES
Respect any specific restrictions on AI use set by teachers for certain projects or assignments.

Never Allowed

## USING AI TO COMPLETE INDEPENDENT WORK
Avoid using AI to complete assignments where independent work is required.

## CLAIMING AI'S WORK AS YOUR OWN
Never claim AI-generated content as your own without proper citing.

## LETTING AI THINK FOR YOU
AI can help you learn, but only you can show what you really know.

## COPYING INSTEAD OF CREATING
Write your own essays and do your own thinking; copying AI's work and saying it's yours is cheating.

## STUDENT DATA PRIVACY PRACTICES

*ALL AI TOOLS MUST MEET FERPA AND COPPA COMPLIANCE STANDARDS TO PROTECT STUDENT PRIVACY.*

- LOGIN CREDENTIALS SHOULD NEVER BE SHARED BETWEEN USERS
- PERSONAL IDENTIFIERS SHOULD NEVER BE INPUT INTO AI TOOLS

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# GOOGLE WORKSPACE FOR EDUCATION NOTICE

1. Bulloch Academy will provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more. Students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

2. This notice describes the personal information we provide to Google for student accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.
    a. Students may access and use "Core Services" and "Additional Services" offered by Google as described in the Services Summary.
        i. https://workspace.google.com/intl/en/terms/user_features/

    b. The school's Google Admin enables access to "Third-Party Services" and authorizes the disclosure of data, as requested by the third-party services.

    c. Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice.
        i. https://workspace.google.com/terms/education_privacy.html

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