Student Name: _____   **Grade:** ___   **Homeroom Teacher's Last Name:** _____

District Technology Use and District-Issued Technology Device Agreement

Glassboro students ("the student") and their parent / legal guardians are both required to sign a District Technology Use and District-Issued Technology Device Agreement in order to use district technology and district-issued technology devices. Glassboro students must abide by all provisions of district policy and handbooks, including but not limited to: *2360 Use of Technology; 2361 Acceptable Use of Computer Networks / Computers and Resources; 7523 School District Provided Technology Devices to Pupils; GTPS 1-1 Student Device Guidelines; Pupil Code of Conduct.*

Acceptable Use:
- I agree to use the district-issued student device for educational purposes.
- I have reviewed all district and school guidelines regarding acceptable use.
- I understand that violations of acceptable use may result in suspension or revocation of the student device and / or network privileges.
- I understand that violations of acceptable use may result in further disciplinary action by Glassboro Public Schools District and / or by Building Administration.

Care:
- I agree to properly care for the student device as described in the District Technology Use and District-Issued Technology Device Guidelines.
- I agree to keep the devices protective case on the device at all times. If removed will be subject to a warranty violation and I could be liable to the cost of damages.
- I agree not to remove any district or manufacturers serials numbers, labels, or barcodes. If removed will be subject to violation and possible fine.

Damage/Loss:

- I understand that I am personally responsible for lost devices, negligence, willful damage, or vandalism.
- I understand that financial obligations for missing or broken parts, vandalism, or loss of the device, are the responsibility of my parent / guardian according to the fines listed in the user agreement.

Discipline:
- I understand that conduct on the student device and network must follow district and school discipline rules and guidelines.
- I understand that my unacceptable conduct may result in suspension or loss of the student device and network privileges, as well as any other consequences as detailed in the code of conduct.

Legal Notices:
- *Anti-Big Brother* Notification: The student device automatically stores information about its use and browsing history. That information, as well as any emails, documents, photos, or videos, may be monitored by Glassboro Public Schools District. The student device is equipped with a camera. Glassboro Public Schools District cannot remotely access the camera to violate the privacy of any student, or of other people residing with the student. See *Section VI Monitoring Student Device Usage A. "Anti-Big Brother" Act notification* for more information.
- *CIPA* Certification: The Glassboro Public Schools District Technology Department certifies that the district network is equipped with a web filter in accordance with the *Children's Internet Protection Act (CIPA)*.

Student and Parent / Guardian: Please sign below to agree to the terms of the 1:1 District Technology Use and District-Issued Technology Device Agreement. This form must be submitted in order to use a district-issued device.

Student Signature: _____   Date: _____

Parent Signature: _____   Date: _____

GLASSBORO PUBLIC SCHOOLS
DISTRICT TECHNOLOGY USE & DISTRICT-ISSUED
TECHNOLOGY DEVICE GUIDELINES

Expanding Student Technology Use and Access

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Revised 6/25/2025

I. Instructional Goals

Glassboro Public Schools District ("GPSD") will promote the following instructional goals and strategies with the 1:1 Student Device Initiative and District-Issued Technology Devices: 21st Century Skills, Meaningful Student Engagement, Individualized Learning, Inquiry- / Problem-Based Learning, and Equity of Access.

• *21st Century Skills:* We will ensure that students are utilizing district technology to promote high-level 21st Century skills, which will prepare them for high school, college, and careers. This includes immersion in technology, media, and information literacies, critical thinking skills, problem solving, and collaboration.

• *Meaningful Student Engagement:* We will offer 1:1 computing to increase student engagement, to offer more relevant material and topics for our students, and to support authentic, real-world, meaningful student coursework.

• *Individualized Learning:* We will offer all students differentiated and targeted learning experiences, allowing them more creativity and flexibility in their personalized learning experiences.

• *Inquiry- and Problem-Based Learning Opportunities: We* will offer authentic and collaborative experiences, allowing students to solve problems and demonstrate their learning through inquiry-based and problem-based activities. These opportunities will offer students the ability to improve upon their 21st Century skills in communication, leadership, productivity, initiative, and social skills.

• *Equity of Access:* We will bridge the digital divide by providing all students with access to technology tools and resources for anytime, anywhere learning.

II. Terms of Student Device Loan

A. Issue of Student Device: Glassboro Public School District (GPSD) will assign one Student device to individual students and will record the assigned device serial number. The student will retain possession of the student device for the remainder of the school year in which it was issued, or until the student withdraws from school. The student is responsible for bringing their assigned student device to school every day, taking their student device home each day, and ensuring the device is charged for use the following day. The student devices are not to be left unsupervised at home or at school in unsecured locations. The student's parents / guardians may NOT bring to school the student device if the student forgets and leaves theirs at home that day. Building Administrators will not take steps to get the student's device to them. All teachers have printed-out versions of work being completed in class; thus, the student is required to complete that day's work by hand and may turn that work in as the completed assignment. If the student neglects to bring the student device to a class, they may be subject to consequences related to the code of conduct and school policies. Consequences may be addressed by their teacher, staff, or by building administration. Students need to understand that leaving the student device at home / not bringing the student device to class is equivalent to leaving a required textbook or school supplies at home or not bringing them to class. All student devices will be stored by the district over the summer months for inventory and updates. This includes any and all devices used in conjunction with an IEP.

B. Charger: Students will be issued one charger with their student device. Students are responsible for storing the device charger over the summer months. If the charger is lost, stolen, or damaged students and their parent / guardian will be responsible for the replacement cost of the charger, which is listed in Section VII D "Financial Responsibility."

C. Protective Case: All student devices will be issued a protective covering. This protective covering should never be removed. If a device protective covering is missing, stolen, or damaged students and their parent / guardian will be responsible for replacement cost of the case. No stickers shall be placed on the case or device, or the student and their parent / guardians will be responsible for replacement cost of the case—listed in *Section VII Letter D "Financial Responsibility."*

D. Operating System: Student devices (Google Chromebook, Microsoft Windows, Apple IPad/iMac) run Chrome, Windows, or Mac IOS, Operating System. Most applications are web-based. Student devices also have web-filtering. Additionally, all student devices have a tracking and monitoring system that is activated when the student device is logged on. The school does not have remote access to the web camera installed on each student device (see Section IV Safety and Security).

E. 1:1 Device Agreement: All students and their parent / guardian must sign agreements to abide by the district's technology use and district-issued technology agreement to participate in Glassboro Public School's Student Device Initiative.

III. Acceptable Use

Students must follow Glassboro Public Schools District ("GPSD") and policies and guidelines for acceptable use.

1. Students must use the student device, network, and email capabilities for educational purposes only.

2. Students are prohibited from creating or sending offensive, obscene, or harassing messages, images, videos, or audio transmissions.

3. Students may not post to any social media or send electronically any situation, event, pictures, messages, images, videos, or audio transmissions related in any way to Glassboro Public Schools District, nor related in any way to a student, faculty member, staff member, or teacher from Glassboro Public Schools District without their prior explicit written permission. Violation of this rule by the student will result in the most severe consequences and penalties available to GPSD or their designees.

4. Students are prohibited from damaging student devices, protective covering, networks, systems, software, "jailbreaking", or "hacking." Students and their parents / guardians are responsible for any damage caused by neglect or vandalism.

5. Students are prohibited from accessing anyone else's device, district-issued device, folders, files, passwords, or accounts.

6. Students are expected to follow copyright laws and educational fair use policies.

7. Students are prohibited from circumventing any security features including district web filtering. If a student becomes aware of a security flaw on a student device, district-issued device, or network, the student is required to report the security flaw directly and immediately to a teacher.

8. Students may not give out personally identifiable information to any web-based services.

9. Students are prohibited from accessing personal social media using district devices or networks.

10. Students may not use district devices or network for computerized gaming, other than educational games assigned or authorized by a teacher.

11. Students should protect their passwords to all accounts. Students should never give their passwords out to another student.

12. Students will face consequences for violating the Acceptable Use Policy which may include suspension or revocation of the student device, district technology, district email, and / or district network privileges.

13. All conduct on student devices and the district network is also subject to district and school discipline code.

14. Please refer to GPS District Board of Education policies 2361 (Acceptable Use) and 7523 (District Issued Technology).

IV. Safety and Security

*A. **"Anti-Big Brother" notification:*** The student device is the property of Glassboro Public Schools District ("GPS"). Student activity on the student device, including browsing history and files, may be monitored by the school district. The student device is equipped with a camera. GPS will not utilize the device camera to monitor students or to violate student privacy. In the event that a student device is reported stolen, GPS may take steps to locate the device including accessing images on the student device. See *Section VI Monitoring Student Device Usage A. "Anti-Big Brother" Act notification*.

*B. **CIPA certification:*** The GPSD Director of Technology certifies that Glassboro Public Schools District provides Internet filtering and instruction on appropriate online behavior in accordance with the Children's Internet Protection Act (CIPA).

*C. **Loaning Equipment to Others:*** Students may not lend the student device, charger, or protective case to anyone else for any reason. This includes other family members. Parents / legal guardians may use the student device to assist their child who is assigned the student device with homework and school assignments. Parents / guardians are not to test the Student Device's security features or filtering by attempting to circumvent security features or by typing inappropriate sites into the student device

*D. **Passwords:*** Students will log onto the student device with their district-assigned username and password. Students will not share their password with other students.

*E. **Device Security:*** Students should never leave the student device unattended. When not using the student device, either power it down properly. Students should never leave student devices in unsupervised areas. Unsupervised areas include, but are not limited to, any floor, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, or hallways. Students must secure their student device in their locker before going to an unsecured area, with permission from their teacher.

*F. **Internet Safety:*** As part of the approved technology curriculum, students will be instructed about appropriate online behavior and safety precautions. We ask students to:

- Immediately report any unauthorized activity on the internet or network a teacher, to the GPS District Technology Department, or to the Building Administrator.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never read someone else's email or open someone else's folders or files.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, obscene, or inflammatory content.
- Never arrange to meet an unknown person.
- Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; accurately cite sources of information. Protect your user account by keeping your password secure. Do not leave your student device logged on while unattended. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the student device at the time of the activity. If your account is logged on, you are responsible. Keep your password a secret.
- Protect personal information. Never give your full name, addresses, phone numbers, passwords, or social security numbers for yourself or others. Do not post personally identifiable information where unknown viewers can see it.

V. Care and Maintenance

If the student does not follow the guidelines listed below, it will void the student device warranty. In this event, the student assigned to the Student Device and their parent / guardian will be held responsible in whole for the full costs to repair / replace the Student Device or its parts at replacement value.

A. General Student Device Use, Care and Maintenance Guidelines:
- The student should always power down the student device completely before closing its lid.
- The student should never put the student device into sleep or hibernate mode.
- When using the student device, keep it on a flat, solid surface for air to circulate. For example, using a student device while on a carpet or bed can cause damage due to overheating.
- Always disconnect the student device from the power outlet before cleaning the student device.
- Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti-static screen cleaners or wipes.
- Wash hands frequently when using the student device to avoid build up on the touch pad. Grease and dirt will cause the cursor to jump around on the screen.
- Do not eat or drink while working on the student device. All foods and liquids must be kept away from the unit, its case, and its keyboard, charger, and peripherals.
- Never attempt repair or reconfiguration of the student device.
- Under no circumstances should the student themselves, or anyone else, attempt to open or tamper with the internal components of the Student Device.
- Under no circumstances should the protective case be removed, tampered with, or vandalized.
- Do not expose the student device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold will cause damage to the student device.
- Identification labels have been applied to the assigned student device for ID purposes. Never remove those labels. If they are coming off, please let your teacher know immediately.
- Do not place any stickers or other items on the student device, nor its protective case. Students and their parents / guardians will be responsible for replacement costs for any components damaged due to stickers or other similar items placed on the student device or its protective case.
- Keep the student device away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, or vacuum cleaners.

B. Screen Care:
- Do not pick up the student device by its screen. This will crack the screen or damage the hinges.
- Do not touch the student device screen with fingers, pens, pencils, or any sharp instrument.
- Do not lean on the student device.
- Do not place pressure or weight on the student device or its screen.
- Do not leave pencils, pens, or paper on the keyboard or on the keyboard when closing the lid.
- Do not clean the screen with a glass cleaner.

C. Carrying the Student Device:
- Always properly power down the student device.
- Carefully unplug all cords, accessories, and peripherals before zippering the student device in its case.
- Never take the student device out of its protective case.
- Never walk around with the student device open—it should be shut down and properly stored.
- Do not leave the student device in a vehicle for extended periods of time or overnight.

D. Storing the Student Device:
- Do not use the student device in areas where damage or theft is likely.
- When not using the student device, the student may store it in their secured hall or gym locker.
- The student should not place anything on top of the student device in their hall or gym locker.
- The student is expected to take their student device home each night and take it into the home.
- The student device should never be stored overnight or for any length of time in a vehicle.
- If the student device is placed in a vehicle temporarily, it must not be visible from the outside.

E. Timely Pickup of Repaired Devices:
- Once your device has been repaired you will be notified by the building IT Tech that it is time to return the loaner and pick up the device that was issued to you. You will have 10 working days to make the exchange.
- If you do not pick up the device in that time or make arrangements with the building tech, your device will be disabled and rendered unusable for instruction until you pick up the repaired device as instructed.

VI. Monitoring Student Device Usage

A. ***"Anti-Big Brother" Act Notification:*** In accordance with the New Jersey Statutes Annotated (NJSA) 18A:36-39 "The Anti-Big Brother Act," Glassboro Public Schools District informs you that the Student Device may record or collect information on the student's activity or the student's use of the device. The device is equipped with a camera, global positioning system, and other features capable of recording or collecting information on the student's activity or use of the device. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

B. ***Monitoring Usage:*** The student will provide access to the Student Device and any accessories assigned to them upon request by the school or district. Glassboro Public Schools District or its designees may search the Student Device and student files if there is suspicion that any policies, procedures, or guidelines have been violated. Glassboro Public Schools District technicians and personnel will be able to monitor the student device at any point during the day through remote transmission. Students may be randomly selected to provide the Student Device for inspection. **Students with damaged Student Devices who fail to report the damage will be subject to additional fines and disciplinary actions.**

C. ***Privacy:*** There is no expectation of privacy regarding the contents of the student device or communication using any district-owned student device, technology device, email, or network. Glassboro Public Schools District reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via the school's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned devices, the district network, or email systems. All student devices have a tracking / monitoring system that is activated when the device is logged on. Capturing situations, events, video, audio, images, or photographs without consent of the classroom teacher is strictly forbidden.

VII. Damages and Loss

A. ***Damages Not Covered:*** The Student and their parent / guardian are responsible for damages not covered by the device warranty/insurance. These are some of the costs and items not covered:
- Willful or malicious damage
- Lost Student Devices
- Negligence (repeated accidental damages or damages due to improper care may be judged negligent care of the Student Device)
- **Chargers, protective cases, headsets, or other peripherals**

B. ***Lost or Stolen Devices:*** When a device is reported lost or stolen to school administration, the district may immediately take action to locate the device, including activating GPS / location monitoring data.
- Lost Devices:
  - Students must report lost devices to the Building Administrator within two school days.
  - A form must be filled out indicating the lost device.
- Stolen Devices:
  - Students must report stolen devices to the Building Administrator within two school days.
  - A form must be filled out indicating the lost device.
  - Additionally, stolen devices must be reported to the Glassboro Police Department.
  - A copy of the police report must be given to Administration (in the Main Office) within two school days of filing the police report with the Glassboro Police Department.
- Filing false police reports or false lost / stolen device reports may be punishable by law.

C. ***Financial Responsibility:*** Any damage or loss not covered by the device warranty/insurance will result in a fine for the student and their parent / guardian, based on current pricing. Failure to return the student device, its protective case, or its charger at the end of the school year will also result in a fine for the missing device or equipment.
- Fines must be paid prior to the student being reissued new equipment.
- Failure to pay fines may result in exclusion of the student from all extracurricular activities including but not limited to interscholastic sports, clubs, dances, and other school wide extracurricular activities.
- Fines will be assessed either as follows or at the current replacement cost for the item:

  - Charger: lost, stolen, or damaged: $30 or current replacement cost
  - Protective Case: lost, stolen, or damaged: $30 or current replacement cost
  - Lost or Stolen Device: $100 with police report / $400 (or current replacement cost) without police report
  - Destroyed/Severely Damaged Device: $400 or current replacement cost

VIII. Copyright and Plagiarism

A. *Copyright:* Copyright is a form of intellectual property law which protects creators of original works. In general, you cannot make copies, distribute, or perform another's copyrighted work without permission, or without payment. Most original works are considered copyrighted whether registered or not. This includes stories, poems, pictures, music, or artwork. There are exceptions called "Fair Use" for many educational uses of copyrighted works.

B. *Educational Fair Use of Copyrighted Works:* It can be considered fair use of copyrighted materials if the use is for educational purposes and not commercial purposes. Consider the following guidelines:

Factors for Fair Use:	May Infringe Copyrights:
● Educational purposes	● Commercial use
● Used for scholarships, news reporting, criticism	● Used as entertainment
● Factual information	● Creative information
● Small portions of a larger work	● An entire story, song, or artwork
● Display an image/song/artwork in a paper your turn in or presentation for class	● Making many copies of a work
● Used by a student or teacher for a classroom assignment	● Displaying image / songs / artwork as an advertisement or on a product
● Replacing damaged copies of purchased item	● Used by an entire district as directed by administration
● Government works	
● Works before 1923	

(Adapted from: CopyRightOnCampus, copyright.com, copyright.gov)

C. *Copyrighted Images:* Fair use and infringement applies to images found on the Internet. It is recommended that students utilize the Search Tools options on Google Chrome image searches. This allows users to obtain images marked allowable for reuse.

D. *Plagiarism:* Plagiarism is a form of academic dishonesty that involves copying parts of another's work and claiming credit as your own. Students should use appropriate citations to avoid academic and / or disciplinary penalties for plagiarism. Plagiarism includes (Adapted from Plagiarism 101):
- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit

- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

IX. Rules and Discipline

A. *Classroom Rules and Procedures:* GPSD School teachers will create classroom rules and procedures related to student use of the student device according to sound classroom management principles. These classroom rules will be equivalent to traditional classroom rules. Some examples are provided below:

- Leaving your device at home or not bringing your device to class is equivalent to leaving your textbook or school supplies at home or not bringing them to class.
- Browsing a website not related to the assignment is equivalent to not paying attention to instruction in class.

B. *Technology Discipline:* Most technology-related behavior violations are equivalent to traditional classroom violations addressed in the Glassboro Public Schools District and Building Codes of Conduct. Students are responsible for following all school rules and the code of conduct. Some examples are provided below:

- Cyberbullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

C. *Suspension or Revocation of Privileges:* Violations of discipline policy or violations of acceptable use of the student device, district technology, or district-issued technology devices may also result in suspension or loss of privileges of district-issued devices, network privileges, or email capabilities. Serious violations of acceptable use, including but not limited to criminal activity or "hacking", may result in long-term suspension and / or legal action.

D. *Return of Device Policies:*

- Devices may be returned prior to the end of the school year, on a date to be provided, so that they can be checked for serviceability and to be stored for the summer. If a student transfers out of the Glassboro School District during the school year, the student device, charger, protective case, and any other peripheral devices or tools provided will also be returned by the student at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment for any other reason must return their student device, charger, case, and any other peripheral devices or tools provided, by the date of termination.
- If the student fails to return the student device, charger, protective case, or any other peripheral devices or tools at the end of the school year or upon termination of enrollment, the student and their parent / guardian will be subject to criminal prosecution or civil liability and district records may be withheld. The student and their parent / guardian will pay the replacement cost of the student device, charger, case, and any other peripheral devices or tools provided.
- Failure to return the student device, charger, protective case, and any other peripheral devices or tools provided will result in a theft report being filed with the Glassboro Police Department.

X. Required Forms

Glassboro Public Schools District requires several forms be signed and returned to the Student's homeroom teacher or to the Main Office. The forms to be signed by the Student and their parent / guardian are included on pages 1 and 2 of this pamphlet. A copy of these same forms are also included on the last two pages of this pamphlet, and are intended as copies that the Student and parent / guardian should keep for their personal records.

All students are required to return the following items before being issued a Student Device and before being able to sign onto any district technology, district-issued device, email account, or network:

- Technology Use and District-Issued Technology Device Agreement (page 1 of this pamphlet)

XI. Free and Low-cost Internet Information

Access to home WIFI will be extremely important in order for students to be successful with online learning. If your family is in need of low-cost, high-speed internet, you may qualify for one of the following programs.

Altice Customers	For households with K-12 and/or college students who may be displaced due to school closures and who do not currently have home internet access, Altice is offering Altice Advantage Internet solution for free for 60 days to any new customer household within their footprint.
CenturyLink Lifeline	CenturyLink provides qualifying low-income customers the access to two support programs as part of the Federal Communication Communication's Lifeline program. More information is available on Century Link's "Lifeline" webpage.
Comcast Customers	Comcast is offering free access to its network for 60 days. Individual households can sign up online. After the 60-day period ends, the cost will be $9.99/month. Additionally, Comcast has opened up all of its hotspots to anyone in need. Students may check to see if they are in the range of Xfinity WiFi hotspots.
EveryoneOn **Federal Communications Commission Lifeline program**	EveryoneON is a low-cost internet service program for K-12 districts and schools across the country to learn about low-cost internet programs that can be shared with students and families. Federal Communications Commission Lifeline program. Lifeline is a federal program that lowers the monthly cost of phone and internet. Customers can only use Lifeline for either phone or internet, but not both. Find a company for Lifeline.
Spectrum Internet Assist	Spectrum Internet Assist provides discounted pricing for households in which one or more members receive assistance as part of the National School Lunch Program (NSLP).
Verizon Lifeline Discount Program	Verizon offers internet access to disadvantaged students as part of the Federal Communication Communication's Lifeline program, which lowers the monthly cost of phone or internet service for qualifying families. Information can be found on Verizon's "Low-income Internet" webpage.
Xfinity Essentials	Internet Essentials is a program for families and other low-income households who currently do not subscribe to internet at home. Application and other information are available on the Internet Essentials website.

Glassboro Public Schools – AI Tools Acceptable Use Plan

1. **Overview**
   - In recognition of the rapid growth of artificial intelligence (AI) technologies and their potential to enhance educational experiences, **Glassboro Public School District** is committed to facilitating the responsible and effective use of AI tools within our schools. This addendum to the district's Acceptable Use Policy outlines guidelines and expectations for the use of AI technologies. The objective of these guidelines is to ensure that all tools used to support learning, teaching, and administration are aligned with our mission and values.

2. **Definitions**

3. **Artificial Intelligence (AI)**: Computer systems or software that perform tasks requiring human intelligence, including but not limited to learning, decision-making, and language processing.
   - **Large Language Models (LLMs)**: A type of AI that processes and generates human-like text based on vast amounts of data. LLMs can understand, converse, translate, and create content in natural language.
   - **Machine Learning**: A subset of AI that involves computers learning from data without being explicitly programmed for specific tasks.
   - **Natural Language Processing (NLP)**: AI's ability to understand and generate human language.
   - **Generative AI**: AI technologies that can generate new content, including text, images, audio, and video, based on their training data. These tools can be used for creative and educational purposes but must be used with consideration for accuracy, appropriateness, and originality.

4. **Access and Permissions**
   - Access to approved AI tools is granted to all students, faculty, and staff for educational and administrative purposes only. Classroom teachers may use allowed AI platforms at their discretion as appropriate to district curriculum.
   - Requests for new AI tools must be submitted to the Technology Department for review and approval, ensuring compliance with district standards for privacy, security, and educational value. Submissions must be completed using this form.
   - AI tools are not considered approved until final authorization has been granted and communicated by the **C & I Team, Technology Supervisor and/or Technology Department**.

5. **Ethical Use**
   - Users must not employ AI tools to conduct or support cheating, plagiarism, or any academic dishonesty.

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- ○ Users must not employ AI tools to automate decision-making without human oversight. Any output of artificial intelligence or machine learning will be limited to suggestions and recommendations—final decisions must be made by human beings with the appropriate review, nuance, and context.
- ○ Generative AI content that is inappropriate, offensive, or harmful is strictly prohibited.
- ○ Respect and courtesy must be maintained when interacting with AI systems, recognizing their impact on the learning environment.
- ○ Users should be aware of the potential for AI bias in tools and consider this when interpreting AI-generated information or content. The district encourages critical thinking and scrutiny of AI outputs and training data sets for large language models and other generative AI tools, promoting discussions on how biases can affect the fairness and accuracy of AI-generated content. Natural language processing functions are expected to be accessible and consistent for students of all languages and dialects. Users are encouraged to report instances of perceived bias to the technology department for further investigation.
- ○ Prohibited uses of AI include, but are not limited to:
    - i. using AI to complete an assignment in a way that falsely represents the assignment as the student's own
    - ii. using AI to purposefully create misinformation or to misrepresent others with the intent of harming, bullying, or intimidating an individual(s)
    - iii. using AI with confidential student or staff personal information
    - iv. using AI to violate any other prohibited behaviors listed in Policy and Regulation 2361 - Acceptable Use of Computer Networks/computers and Resources
- ○ Consequences for Violation of Acceptable Use Policy, including AI, can be found in the Student Code of Conduct.

6. **Privacy, Security, and Data Protection**
    - ○ Users must be aware of data privacy concerns with AI tools, especially regarding the handling of personal and sensitive information.
    - ○ Personally identifiable, confidential, and/or sensitive information should never be shared with an AI tool unless such sharing is explicitly approved by the district.
    - ○ All AI tools must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other relevant privacy laws.
    - ○ The district ensures that AI tools employed have robust security measures to protect user data from unauthorized access.
    - ○ Users are expected to be aware of and comply with the terms and conditions of all AI tools, specifically concerning age requirements. The district technology department maintains a list of acceptable AI platforms:
        - i. MagicSchool AI
        - ii. OpenAI/Chat GPT

        iii. Diffit
        iv. Brisk Teaching
        v. Gemini

- ○ Users are responsible for securing their accounts and personal information when using AI tools.
- ○ The district conducts regular security assessments of AI technologies to safeguard against vulnerabilities.

7. **Academic Integrity**
   - ○ AI tools should supplement the educational process without undermining the integrity of academic work. Examples of appropriate use include generating ideas for brainstorming sessions, providing tutoring in specific subjects, and automating administrative tasks.
   - ○ Teachers must communicate the level of AI that is acceptable for assignments, specifying whether AI will be allowed in planning, collaboration, revision, exploration, or not at all.
   - ○ Direct submission of AI-generated work as one's own without proper attribution or reliance on AI to complete assignments without understanding the content is prohibited.
   - ○ Users must respect copyright laws and intellectual property rights when using AI tools. This includes not using AI to replicate or modify copyrighted materials without authorization and properly citing all sources of content, including AI-generated content, to avoid plagiarism.
   - ○ Teachers using AI with students must teach proper citation techniques for AI-generated content.
      - i. Cite the name of the AI tool, the date content was generated, the company that created the AI tool, the specific prompt used to generate the content, and if available, specify the version of the AI tool used and/or the URL.
         1. "Text generated by ChatGPT, OpenAI, March 7, 2023, https://chat.openai.com/chat".
         2. Example in-text citation: "According to recent research, 'the human brain is a complex network of interconnected neurons' (OpenAI, 2023)".

8. **Monitoring and Enforcement**
   - ○ The district reserves the right to monitor the use of AI tools to ensure compliance with this policy.
   - ○ This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
   - ○ There is no right to privacy on the district's network or devices. All users should operate under the assumption that all online activity, including digital communications and interactions with AI tools, will be visible to the district's system administrators.

- ○ Violations of this policy may result in disciplinary action, including but not limited to suspension of access to technology resources, disciplinary measures as per the student and employee handbooks, and notification of supervisors, parents, or guardians.

9. **Review and Modification**
   - ○ This policy will be reviewed regularly to adapt to new challenges and opportunities presented by AI technologies.
   - ○ Feedback from teachers, students, parents, and staff is welcome and can be submitted to the Technology Supervisor for consideration during the review process.
   - ○ Updates to the policy will be communicated via district email.

10. **Acknowledgment**
   - ○ All users of district technology resources are required to acknowledge they have read, understood, and agree to abide by this addendum and the broader Acceptable Use Policy.

NOTE: This plan aligns with Board Policies 2365 & 5701.