

Technology Acceptable Use Policy for St. Paul School

We believe that technology, including the World Wide Web, is a tool that needs to be respected and used for the enrichment of learning. It is important that we understand that schools are founded for faith development and that all tools are used in the education process. I will comply with the following rules and regulations:

1. I will use care when using, handling and transporting technological devices. I will be held responsible for any damage I cause. Damaged property will also result in revoked technology privileges for a specific amount of time determined by the administrator.
2. I will only use technology in school for research and education purposes.
3. I will only access/use my own accounts and files. I will not access other students' or faculty's accounts and/or files.
4. I have read, understand and will follow the "Student Participation on Social Networking Sites" clause and AI Guidelines (see below). I will follow the described regulations **both on and off** campus of school property.
5. I understand that the administration reserves the right to review all electronic communications for appropriate contact.
6. I will **not** use school technology for personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
7. I will **not** alter existing software or settings, or introduce new information or software to the computers.
8. All use, whether or not explicitly described in this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school.

Student Participation on Social Networking Sites

Social Networking Sites are a part of the 21st century culture for students today. It is important that Catholic elementary and secondary school students understand that they have a responsibility to participate in Social Networking Sites in an appropriate manner. The values and ideals of the Catholic faith are to be followed in posting comments on a Social Networking Site. The following points, while not comprehensive in nature, provide initial guidance:

1. Students are not to comment, post, join, or otherwise affiliate with or publish any information on social networking sites, including (but not limited to statements, comments, photographs, groups, profiles, or links to third party websites) that in the discretion of the school or the diocese contains inappropriate content.
2. Students are not to infringe upon another's copyright or trademark without appropriate permission.
3. Students are not to write or post anything that is sexual in nature.
4. They are to refrain from postings that involve illegal, dishonest or unethical conduct and that involve the use of drugs or alcohol or support or sell drugs or alcohol.

5. Students will refrain from postings that are offensive in nature or are considered discriminatory or harassing in nature.
6. Postings are to be free from elements that harm the reputation of or cause embarrassment to the school, diocese, teachers or other students.
7. Students are not to interact with current administrators or teachers on a Social Networking Site. This includes, but not limited to, listing current administrators or teachers as friends or connections on Social Networking websites or posting any comments whatsoever on current administrator or teachers pages or profiles.
8. Students shall screen, block and/or remove any comments that violate this policy.
9. Students should critique any third party comments or posting prior to publication.
10. The school and diocese reserve the right to conduct periodic internet searches in order to determine whether students have violated this policy.
11. Students will not post any photographs or information about another student without that student's parent's permission.
12. Signing the school Acceptable Use Policy indicates a student's agreement to comply with this policy.
13. If a student violates this policy the local school and diocesan discipline policy will be followed. (See Policy 5050, Discipline in a Catholic School)

Using AI (Artificial Intelligence) Tools at School - Student Guidance

What this means: AI tools (like ChatGPT or other programs that write, solve problems, or create things using artificial intelligence) can help students learn. But they must be used the appropriate way.

When It's Okay to Use AI:

- You can use AI tools to help with **ideas, practice, or research**, if your teacher says it's allowed.
- You can use AI to help understand topics or improve your work - but your final work must be your own.
- Always **ask your teacher first** if you're not sure whether AI use is okay.

What's Not Allowed:

- **Copying** or turning in AI-written work and saying it's yours.
- Using AI tools during **quizzes, tests or other assessments**, unless your teacher says it's allowed.
- Using AI to create or share **inappropriate, false, or harmful content**.

Your Responsibility:

- Be honest. If you use AI to help with your work, **say so** (example: "This paragraph was edited with help from ChatGPT.")
- Double-check AI results - AI tools can be wrong sometimes.