



Community Technology Usage Handbook

District Guidelines and Policies

2024-2025 School Year

All high school technology was made possible by the Michigan Department of Education's Charter School Expansion Grant, Northwest Educational Services, and the Grand Traverse Band of Ottawa and Chippewa Indians.

Table of Contents

Letter from Administration	3
The Greenspire School Acceptable Use Policy	4
Weekly Tech Checks- High School Only	11
Technology Theft or Loss	13
Chromebook Rental/Check-Out Procedure	13
Cell Phone and Personal Electronic Devices	14
Artificial Intelligence Usage Policy	15
iMac Laboratory Guidelines and Policies- High School Only	16
Headphone Usage Policy	17
Cameras, Calculators, Photography Equipment Rental	17

Student and Parent/Guardian Device Agreements-	18-19
REQUIRED FOR TECHNOLOGY USAGE	

Dear Greenspire District Students, Parents, Guardians, and Staff,

Welcome to The Greenspire School Technology Handbook! We are excited to provide you with essential guidelines for the care and maintenance of your school issued devices. By following these guidelines, you will ensure the longevity and optimal performance of your device throughout your academic journey.

At The Greenspire School, we believe in empowering our students with advanced technological tools to enhance their learning experience. To support this, we provide laptop devices to all our students.

However, it is crucial to understand that with great technology comes great responsibility.

This handbook serves as a comprehensive resource that outlines the necessary care guidelines to prevent any damages or malfunctions to your device. Failure to adhere to these guidelines may result in repair charges, with a fee of \$50.00 for the first repair and \$100.00 for subsequent repairs. In addition, this handbook provides information and guidelines on other school issued technology tools, as well as cell phone and handheld device policies.

We encourage you to read this handbook carefully, familiarize yourself with the guidelines, and incorporate them into your daily routine. Remember, your laptop is not just a device; it is a valuable tool that empowers you to explore, create, and excel in your academic pursuits. Let's work together to ensure its longevity and maximize its potential throughout your time within The Greenspire School District.

Thank you for your commitment to responsible technology usage, and we wish you an inspiring and successful journey ahead!

Sincerely,

Michael Schramm

Superintendent

The Greenspire School District

Technology/Acceptable Use Policy

Introduction

The Greenspire School is pleased to offer students a technologically blended environment that includes access to technology resources for creativity, communication, research, school resources, instructional material and other tasks and duties related to the academic program. The staff and students are required to follow the following guidelines. Failure to follow these policies and practices or misuse of technology will result in the students being subject to The Greenspire School Discipline Policy.

Responsibilities and Expectations

All use of computers, furnished or created data, software, Internet connections, network, and other technology resources (collectively referred to as “technology resources”) as granted to the employee, student, and/or student body are the property of the school and are intended for educational use. Network users shall not access or willingly allow another person to access any network resource without proper authorization.

Students are responsible for appropriate behavior when using the school's technology resources just as they are in a classroom or on the campus. Communications on the network are often public in nature. School rules for behavior and communications apply to such use, including the Student Code of Conduct. It is expected that users will comply with school policies and procedures regarding technology. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources.

General Rules of the Network

1. **Privacy:** The school has the right to inspect any school technology devices used at school. Students have no expectation of privacy with school-owned property such as laptops. The school reserves the right to monitor Internet traffic and to retrieve and read any data composed, sent, received, and/or stored using the school's technology resources, including but not limited to, the school's network and/or Internet connections. Network administrators may review communications using the school's technology resources to maintain system integrity and to ensure that students are using the system responsibly. Students, families, and other users do not enjoy any expectation of privacy with regard to the use of the school's technology resources (including transmissions originating within or around school property or the technology service area).

2. **Storage Capacity:** Users are expected to respect disk space and to delete files or other materials that take up excessive storage space and that are no longer being accessed.
3. **Printing Resources:** Users are expected to use good judgment when printing on the school's network printers. Paper, toner, and color ink can be costly, and excessive use of these resources is wasteful. Please proofread documents carefully before printing. Only print the necessary part(s) of documents. As with the use of all technology resources, printing of inappropriate materials or language is prohibited.
4. **Software:** Users shall not download or install any software onto school-provided student computers unless directed to do so by a teacher. This includes but is not limited to media files (music, movies, etc.), commercial software requiring a license, games, pirated software, or software intended to circumvent network protections (e.g. Internet filtering).
5. **Illegal Copying:** Users shall not copy other people's work or attempt to intrude into other people's files. All copyright laws must be respected. A copy of the copyright laws pertaining to digital property can be obtained from the Technology Department and any questions pertaining to copyright laws may be directed to administration. These laws also apply to music and movie files.
6. **Inappropriate Materials or Language:** Accessing, viewing, creating, printing, sending, sharing, or otherwise using impolite, pornographic, and/or profane language or materials is not permitted when using the school's technology resources. Accessing materials not in line with the rules of school behavior is prohibited. Users should never access, send, or view materials they would not want instructors or parents to see. If students encounter any inappropriate material by accident, he/she should report it to his/her instructor immediately. Depending on the nature of the content or offense, Greenspire School staff may contact law enforcement as appropriate.
7. **Virus Protection:** All data from outside sources is scanned for viruses before use on any technology device within the school's network. Downloading/saving of non-work-related attachments or files on any technology device within the school's network is not allowed unless proper authorization is obtained from an instructor in advance.
8. **Inappropriate Technology:** Only school-purchased or specifically approved hardware, software, or other technology and technology devices may be used in the school building and on the network. Non-school standard equipment exposes significant licensing, security, and virus risks. Any technology that has not been purchased and/or approved by the school is prohibited. Connecting cell phones to the network via WiFi is prohibited unless directed by an instructor for educational purposes.
9. **Cyber-bullying:** The school prohibits acts of cyber-bullying, which is a subset of bullying and involves the use of information and communication technologies. It is an individual's or a group's electronic communication intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following: 1) Substantially interfering with educational opportunities, benefits, or programs of one or more students; 2) Adversely affecting the ability of a student to participate in or benefit from the school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; 3) Having an actual and substantial detrimental effect on a student's physical or mental health; 4) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.. Types of use include but are not limited to blogs; cell phone and pager text messages; defamatory personal Web sites and

polling Websites; e-mails; instant messages; and on-line social directories and communities. Cyber-bullying is prohibited on school time and school premises or off school time and school premises if such acts cause a substantial disruption to the school environment.

Protection of Data

1. Students are responsible for the integrity of their data.
2. The school is not responsible for any damage to users' data. This includes a loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the school's computer network, outside networks, and/or user errors or omissions.
3. Use of any information obtained via the Internet is at users' own risks. The school is not responsible for the accuracy or quality of information obtained through the Internet or the school's computer network.
4. Vandalism – defined as any attempt to alter, harm, modify, and/or to destroy any files and/or school hardware or software, either deliberately or through negligence – may result in disciplinary action including (but not limited to) loss of computer and/or network privileges, probationary use of computer and/or network, financial restitution, or student suspension.
5. Failure to abide by this policy, and other school policies and procedures regarding technology, may result in disciplinary action including (but not limited to) loss of computer and/or network privileges, probationary use of computer and/or network, financial restitution, or student suspension.

Installing Software

Network users are NOT authorized to install any software on any technology devices within the school's network. Software installed by anyone other than the network administrator will not be supported by school technicians and will be removed from the computer(s) on which it is installed. This is necessary to maintain network integrity and to follow all applicable software licensing agreements.

Daily Laptop Use and Care

All eligible students will be provided a device during school hours and Chromebooks are available for after school or temporary needs.

The Greenspire School students are responsible for their devices during school hours. This device is the property of The Greenspire School District and therefore students must abide by the following procedures and guidelines in order to use this device for learning purposes. TGS reserves the right to view all student activity on school-issued devices.

Students must:

- Pick up and return devices to your assigned charging station and slot.

- Charge device each night by plugging it in.
- Understand that this device and network will be consistently monitored by the school.
- GHS- Use a “ puffy case” when traveling or when the device is not in use.
- Bring the laptop to my teacher immediately for inspection if there is a concern.
- Use Google Drive to save assignments and documents.
- Not allow other students to borrow my device.
- Not carry the device by its display, only by its base. Carry devices with both hands.
- Not place my laptop under other objects like books or other laptops.
- Not place my laptop on the floor, especially when unattended.
- Not deface my school-issued laptop with stickers, markers, white-out, etc.

GHS Students will be charged a \$50.00 or \$100.00 fee in order to repair a broken device. The fee is based on the frequency of repairs needed.

1st repair- \$50.00

2nd and all following repairs within 2 year cycle- \$100.00

In the interim, the GHS student may check out a Chromebook from the office. If a student device goes missing, it will be replaced once the student pays \$1,000.00 to replace the device. In the meantime, the student will then be responsible for finding their own replacement device or using a school-issued Chromebook. If the device is found after payment, a full device refund will be issued to the family OR the family may opt to take the recently purchased device as their personal property after a full reset and wipe of the device.

ALL Greenspire District Students are prohibited from using a school issued device for the following activities:

- Games (unless approved by a teacher for learning purposes)
- Viewing or Downloading Unsafe, Inappropriate, or Suspicious Content/Software
- Attempting to bypass a firewall
- Cyberbullying
- Illegal activity (*example: hacking*)
- Social Media
- Printing on a school printer without permission
- Sending out scam emails to the student body or staff
- Yanking on the charger cord to unplug device
- Sending out emails on behalf of the district or school
- Leaving device on the floor where it can be stepped on

Students who violate this daily usage policy will be placed on a device suspension of varying durations depending on individual student frequency of violations.

Security

General Computer Use

The school's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of the school, the Student Code of Conduct and Technology Acceptable Use Policy. Students must acknowledge their understanding of an agreement to abide by these policies. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or suspension or revocation of network privileges, in addition to other disciplinary consequences.

School administration and teaching staff have the right to inspect any school technology device, application, or peripheral device associated with any or all technology devices. This includes but is not limited to monitoring student use of the school's network and Internet connection. This applies to a student's use of the school's network and Internet connection with a school owned and school-issued technology device, or with the student's own laptop or technology device registered with the school for use at school, as required in this policy. Students and parents/guardians acknowledge and agree that by registering their own laptop or technology device with the school for use at school, they provide consent to the search of their laptop or technology device registered with the school and any related hardware, including, but not limited to, any data stored on such device or accessible from such device. Searches conducted by school administration and teaching staff shall be in accordance with all applicable laws.

Students are prohibited from using their own technology devices to access the school's network or Internet connection without first registering that device with the school as required by this policy. Such prohibited use of a student's own technology device is punishable as a violation of this policy, and may result in revocation of technology privileges or other disciplinary action.

Storage of Files

Laptops should not be used to store assignments; student should store all files on a thumb drive device or Google Drive. For regular maintenance, the school staff may wipe clean the drive of any school issued computer at any time. Therefore, students should develop the habit of backing up important school-related files both on a thumb drive or Google Drive. Malfunction or loss of data from a student owned computing device will not excuse the student from timely submission of work or assignments.

E-Mail and Instant Messaging

Email and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.

Use of the computer for anything other than a teacher-directed or approved activity is prohibited during instructional time. Students are prohibited from non-school related communication using email, instant message, Facebook, and all other social media aspects on the computer. Students found to engage in this behavior will be penalized, and may lose computer or network privileges in addition to other consequences. Personal activities, including accessing personal Internet accounts (Facebook, email, YouTube, iTunes, etc.), are prohibited when using the school's technology resources.

Access to Greenspire High School email is a privilege that may be wholly or partially restricted without prior notices and without consent of the user:

- If required by applicable law or policy
- If a reasonable suspicion exists that there has been or may be violations of law, regulation or policy
- If required to protect the integrity or operation of the email system or competing resources or when the resources are required for more critical tasks as determined by an appropriate management authority

Access to the email system may require approval of the appropriate Greenspire High School supervisory or management authority.

The Greenspire High School may permit the inspection, monitoring, or disclosure of email, computer files, and network transmissions when:

- Required or permitted by law including public records law, or by subpoena or court order
- The Greenspire School or its designated agent reasonably believes that a violation of law or policy has occurred
- Necessary to monitor and preserve the functioning and integrity of the email system or related computer systems or facilities

All computer users agree to cooperate and comply with The Greenspire School requests for access to and copies of email messages or data when access or disclosure is authorized by this policy or required or allowed by law or other applicable policies.

The confidentiality of emails and other network transmissions cannot be assured. Therefore all users should exercise caution when sending personal, financial, confidential, or sensitive information by email or over the network.

Audio/Video

Technology devices may not be used to make audio/video recordings without the consent of all those who are being recorded. Sound must be turned off at all times, except when being used as a part of a class. Inappropriate use of school devices for listening to music needlessly slows the school's network and affords the opportunity for distributing/downloading illegal or unauthorized files. For this reason, school computers may not be used as media players. Downloading audio/video files using the school's computers, Internet connection, and/or network is forbidden unless authorized specifically by a teacher in advance. Students with unauthorized and/or illegal audio/video files on their device will face disciplinary consequences ranging from loss of privileges to suspension and/or expulsion from school.

Games

Students are prohibited from using school technology resources to play games at any time during school hours or during tutoring sessions, unless provided with specific permission of the teacher or administrator in advance.

Network Access

Students may not access information on any of the school's non-public servers without advance permission from the administration, nor may they use any other student's computer without permission from that student. Also, no student may change school information or portray himself or herself as another person over the Internet. In addition, students may not monitor network activity or attempt to damage the network. This action is illegal, as well as unacceptable.

Off-Site Internet Access

When off school property, parents should understand that it is possible for students to have unrestricted and unfiltered access to the Internet. Students are expected to maintain a level of responsibility when using a school issued laptop at off-site locations. Students must avoid Internet sites which, if used while on school property, would violate the school policies and procedures regarding technology or the Student Code of Conduct. Students found to engage in prohibited use of the school-issued laptop shall return the laptop to the Technology Advisor and be recommended to the Head of School for further discipline.

School Software Information

School issued laptops will be installed with all software necessary for a student to perform school assignments. Downloading of non-school related software is prohibited. Students should develop the habit of regularly backing up all work.

Students electing to use their own computing devices must ensure that either the device is loaded with appropriate software or software that is compatible with that used by the school. All students must be the owners of appropriate licensing to use said software and agree to hold the school harmless from any damages resulting from copyright violations resulting from inappropriately installed software.

Downloading

The school has a limited amount of information that it can transfer at any one time. This means that downloading or streaming large files over the Internet should be avoided. Users should not deny or interfere with service to other users by resource hogging or intentional sabotage. Behavior that may cause excessive network traffic or computing load is not permitted.

Distributing Files

No computer programs (executable), copyrighted MP3s, copyrighted material, pornography, or copyrighted material may be distributed over the network.

This rule prohibits sending files through email, as well as setting up servers on a student's personal- or school-issued laptop or by any other physical or electronic means. Students may not download any programs to their school issued computer unless they are directed to do so by a teacher. The use of malware programs or other intentionally harmful programs is prohibited and will be dealt with appropriately.

Internet Use / Inappropriate Use

The Technology Acceptable Use Policy, Laptop Acceptable Use Policy, Student Code of Conduct, and the Policy and Procedures Handbook shall govern use of all school technology resources, including school-issued laptops, whether such use occurs on or outside of school property.

The Internet is to be used for scholarly research and as a means of obtaining needed information. The Internet offers access to inappropriate sites such as those that are pornographic, militant/extremist, racist, and gambling-related. Students may not access any information of this kind. Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. Depending on the nature of the content or offense, Greenspire Staff may contact law enforcement as appropriate. If a student does accidentally access this type of information, he or she should immediately notify a teacher.

Documentation

The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact your teacher or a school administrator.

Disclosing Information

Students should be very cautious about disclosing any personal information over the Internet. Students may not disclose another student's or faculty member's personal information without his or her expressed consent. In addition, personal information of students, alumni, faculty, and staff may not be published without explicit consent, or as provided in the school's Notification of Rights Under FERPA.

Internet Forums and Chat Rooms

Students who access Internet forums or chat rooms must act responsibly and show respect for the rights and feelings of others. Such access must be for an educational purpose, and approved by a teacher or administrator in advance. Gossip, insults, and libelous, demeaning, or derogatory pictures or comments about others, especially students, faculty, staff, and the school, are strictly prohibited. Threatening or harassing statements or pictures are also prohibited.

Other People's Devices

No student may use another person's device without that person's consent. This prohibition especially includes sending out messages or pretending to be that person on the network.

Information Posted to Computers or Web Pages

Greenspire High School web pages may be used only for Greenspire High School business and only authorized individuals may modify or post material to these pages. No other pages may suggest that they are GHS web pages. If confusion is possible, pages should contain a disclaimer and links to the Greenspire High School sites. The site may not be used for commercial purposes. By posting materials and using Greenspire High School computing facilities or devices, the user represents that he/she has created the materials or that he/she has the right to post or use the materials. The storage, posting, or transmission of material must not violate the rights of any third person in the material, including copyright, trademark, patent, trade secrets, and any rights of publicity or privacy or any person. The materials posted must not be defamatory, libelous, slanderous, or obscene.

GHS web pages and use of those sites are at the sole discretion of the Greenspire High School. The Greenspire High School does not guarantee that the user will have continued or uninterrupted access. The site may be removed or discontinued at any time at the discretion of the Greenspire High School in accordance with policy or as needed to maintain the continued operation or integrity of the Greenspire High School facilities.

The Greenspire High School makes reasonable efforts to protect the integrity of the network and related services, but cannot guarantee backup, disaster recovery, or user access to information posted on personal computers or web pages.

GHS ONLY- Weekly Tech Check Procedure

GHS Students are required to participate in a weekly “Tech Check” in order to ensure that our students are taking proper care of their Greenspire High School device and/or Chromebook devices.

There are 6 areas we inspect during a tech check:

1. Device is not lost or missing.
2. Puffy Case- in good condition
3. Computer Cover - in good condition
4. Keyboard- all keys are in good condition
5. Screen and body of computer- no cracks, dents, or damage present- in good condition
6. No stickers, whiteout, etc. directly on computer- in good condition

When a student passes their weekly Tech Check, they are free to continue using their school issued technology. If a student does not pass the Tech Check, the following technology modifications occur:

1. Technology Conference with student- how did damage occur? How will we repair the damage? Was anyone else involved?
2. ***If the damage results in sending the device into Apple Care for the first time, the student will be charged half of the price to fix the damage- \$50.00.*** The device will be sent to AppleCare once the repair fee is paid. The student will be given a school-use-only Chromebook until the Macbook Air is returned from AppleCare. ***If a Macbook Air device must be sent to AppleCare more than once in two school years, the repair fee increases to \$100.00 each time.*** GHS will not send the device to AppleCare until the fee is paid to the main office. Once the fee is paid, it will take a minimum of 2 weeks for AppleCare to repair the device and send it back to Greenspire High School.

3. If the result is a school-based repair, the student will report to the office for assistance to obtain the necessary technology care and/or replacement cases/covers. There is no charge for this service.

GHS ONLY - Hallway Technology Care

1. All students must carry their Macbook Air devices in a school provided or home provided puffy case.
2. If students are seen in the halls without a puffy case around their device or cannot provide one when asked, staff will request to obtain/inspect their device and the student will be placed on a Chromebook for the rest of the school day. If this offense is repeated, the student will be placed on a Macbook Suspension for 1 week or more, depending on the severity of the student's repeat offenses.

GHS ONLY- After School Technology Usage

1. Students are required to return their Macbook Air devices to their assigned cart AND assigned slot in order for staff to take nightly inventory of the technology. If a device is missing, our Technology Administrator will follow up with the student and/or parent the following day.
2. Teachers are required to perform a daily charging cart inventory inspection in order to maintain the security of our school-issued technology. Students and families will be contacted the following school day if a student's device is missing from the charging cart.
3. If a student forgets to charge their device before leaving for the day, it is not the school's responsibility to provide loose charging cords and blocks. Generally, we have a few for check-out, but this is on a first come, first serve basis until supplies run out.

Missing Technology

1. If a student's device is lost or goes missing, the student will be charged \$1,000.00 (GHS) \$250.00 (TGS) in order to replace the device. If the student cannot afford this fee, the school will attempt to replace the device for the following school year, if the budget allows.
2. Theft- Theft of any kind, including technology, will result in disciplinary action and subject to our Tier system. Even if a student hides another student's device in jest, it will be considered theft and dealt with as such.

GHS ONLY- Chromebook Rental Procedure

GHS students shall agree to the **Chromebook Rental/Check Out Procedures within their Macbook and Chromebook Technology Agreement.**

Students will...

1. Ask to check out a GHS Chromebook for the school day OR overnight usage.
2. **NOT** take a Chromebook from the office without office staff permission.
3. **Take note of the Chromebook number, grab a charging cord if needed, and tell a GHS office staff member what items are being checked out *and* the duration of time.**
4. Return Chromebook to the charging cart in the MAIN OFFICE and tell a staff member that the device has been returned. (We keep a record of this.)
5. Report any damage, if known, when returning Chromebook to the office.

For overnight rental: My Chromebook device must be returned within 24 hours* of check-out. The Student must understand that it must be returned within 7 days of it being reported missing. If not, the student will be charged a \$250.00 fee in order for GHS to purchase a replacement device for widespread student use. Weekend usage= return on Monday of following week.

For school day rental: Chromebook device must be returned by 3:50pm each school day.

TGS Cell Phone Policy

Cell Phone Policy- MS/HS

This policy is intended to ensure that Personal Electronic Devices:

1. Do not interfere with student learning.
2. Do not interfere with students' mental health, self-confidence, sense of calm, and overall well being.
3. Do not inhibit students from regularly socially interacting and feeling comfortable with their GHS community members.
4. Do not distract a student from being mentally present and in the moment.
5. Are not used as a tool to spread misinformation about anyone in the GHS community or otherwise.

For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, Apple watches, smartphones, camera phones, camera devices, video and audio recording devices, digital recording devices, MP3 players, iPads, tablets,

any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as Bluetooth devices.

There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone. All classrooms are equipped with a landline phone. Any student may also request to visit the Main Office to be given permission to use their personal electronic device. If students need a private space to make a phone call, a space is provided.

Personal electronic devices must be STOWED AWAY from a student's body during the entire school day. Students may stow away devices in lockers or backpacks. If a teacher can see that a student has a cell phone stored on their body or left out, it will be confiscated. Cell phones may not be used for personal music selections; students may access personal music selections through their school issued devices.*

*This policy does not apply to school-issued Wacoms, DSLR Cameras, iMacs, Macbook Airs, or Chromebooks.

Students may possess or use personal electronic devices on school property or at school-sponsored events according to the following guidelines:

- Before Early Hour Begins (Before 8:00 AM)
- After school (After 3:45 PM)
- School Dances

If a student is found to be in violation of the Cell Phone Policy, the personal electronic device (cell phone, etc.) will be confiscated by school personnel. Student phones are placed into a phone locker in the main office and returned to the student at the end of the school day: MS-3:30, HS- 3:45. If student phones are taken frequently, administration will involve parents to solve the problem together.

Academic Integrity and Artificial Intelligence (AI)

Academic Integrity, in the context of AI use, means using AI tools ethically, responsibly, and as intended – to support your learning, **not to bypass it**. It implies producing work that is primarily your own, and appropriately acknowledging assistance received from AI.

Policy for AI Use

1. **Supplemental Aid:** 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. **Reference and Citation:** If significant insights or phrases are borrowed from AI, these should be properly cited, much as you would cite a human source.

3. **Clarification, Not Substitution:** Use AI for clarifying doubts or seeking explanations, not as a shortcut to avoid reading, analysis, and comprehension.

4. **Learning, Not Completing:** Use AI as a tool for learning, not just for task completion. Your primary goal should be understanding and skill development, not simply finishing an assignment.

5. **Tutoring, Not Completing:** Use AI to ask questions as you would your English teacher. Just as your English teacher would not provide “what are the answers,” neither should AI.

Violations of Policy

1. **Unattributed Use:** Copying significant portions of AI-generated content without appropriate citation.

2. **Over-reliance:** Leaning on AI to do most of the work, particularly the critical thinking or creative aspects of assignments.

3. **Substitution:** Using AI to bypass necessary steps in assignments, such as reading or analysis.

The main purpose of education is to learn and grow, and while AI can be a helpful tool in that process, it cannot replace your active engagement and efforts. Use AI responsibly, respecting the principles of academic integrity. **When AI is misused, students will follow the Greenspire Consequences of Academic Dishonesty as provided in the Greenspire Community Policy Handbook.**

GHS ONLY- iMac Laboratory Usage

The iMac Laboratory is a tool for GHS students to use as needed. Teachers will sign out of the lab when needed. Students may work in the laboratory with teacher permission and only when a teacher or staff member is present in the lab. The same technology user agreement rules apply when a student is utilizing the iMac lab.

Please follow these general guidelines for a positive user experience when in the lab:

Do not go on unapproved sites.

Turn computer monitors off when asked by your teacher.

No food or drinks allowed in the lab at any time.

Only use your assigned computer and workstation.

No food or drinks near the keyboard.

Do not change the settings on the computer.

Ask permission to download.

Save your work to your Google Drive.

Report Cyberbullying.

Treat the equipment with care.

Keep your passwords secret.

Wash your hands before entering the computer lab.

Eyes on the speaker, not the computer.

Ask permission to print documents.

Headphone Usage

Proper headphone usage is allowed at TGS. Students may use their own headphones or request a pair from the Main Office. Students are required to take headphones out of their ears during teacher instruction, collaborative learning time, passing time, and anytime a teacher requests. Students must keep the volume low to hear any safety/community announcements over the PA system or from the classroom teacher. **Headphones may not be connected to cell phones during school hours; students may only connect to their school issued device.** Students who violate these usage rules will be subject to disciplinary action. IEP/504 Accommodations may supersede this policy in individual situations.

GHS Cameras, Photography Equipment, Calculators

Students may sign out technology for overnight usage if they are in good behavioral standing and have proven to treat GHS technology with care. Permission for overnight usage is at staff discretion. In order to sign out DSLR cameras, calculators, or any other GHS device, please see your Digital Arts or Math teacher for permission. All devices must be returned the following day or the Monday following the weekend sign-out. If any items are lost or damaged, the student will receive a fee in order to repair the damage caused or to replace the device.

**The Greenspire School District
Parent/Guardian and Student Technology User Agreement
2023-2024 School Year**

As a Greenspire School District student, I understand that I am responsible for proper technology usage during school hours. This device is the property of The Greenspire School District and therefore I must abide by the following procedures and guidelines in order to use this device for learning purposes. **I have read and understand The Greenspire District Technology Handbook.**

Student Signature: _____ **Date:** _____

As a Greenspire School District parent/guardian, I understand that my student is responsible for proper technology usage during school hours. I will support the school by helping my student follow the technology guidelines and policies, as needed. **I have read and understand The Greenspire District Technology Handbook.**

Parent/Guardian Signature: _____ **Date:** _____

This form's completion is required before any school issued technology is provided to the student.

**The Greenspire High School ONLY
Parent/Guardian and Student Macbook and Chromebook Agreement
2023-2024 School Year**

I, GHS student, agree to the following daily procedures with regard to my school-issued Macbook Air: (Student should initial each area.)

- _____ I will return my device to my charging cart **and plug it in** before leaving for the day.
- _____ I will be careful when I plug and unplug my device each day. I will not yank the cord.
- _____ I will use Google Drive to save my assignments and documents.
- _____ I will have my device readily available during GHS Weekly Tech Checks.

- _____ I understand that I am being assigned to **one device**. It is my responsibility.
- _____ I understand that this device and network is monitored by the school administration.
- _____ I will put my device into its puffy case when it is not in use. **Hallway Travel= Puffy Case.**
- _____ If I drop my device, I will bring it to my teacher/staff immediately for inspection.
- _____ I will **not allow** other students to borrow my device. I'm responsible for it during school.
- _____ I will not carry my device by its display, only by its base. I will carry it with **two hands**.
- _____ I will not place my device under other objects or leave it on the floor.
- _____ I will not deface my school-issued device with stickers, markers, white-out, etc.

If my Macbook Air device becomes significantly damaged, I understand that I will be charged a \$50.00 fee in order for GHS to send this device for repair. If the device is damaged more than once within a 2-year time period, I will be charged \$100.00 for each additional repair.

In the interim, I will check out a Chromebook from the office until AppleCare sends my device back to the school. If my device goes missing, it will not be replaced until the following school year, if our budget allows. For the remainder of the current school year, the student will be responsible for finding a replacement device or paying \$1,000.00 to replace the device.

I, GHS student, agree to the following procedures with regard to **Chromebook Rental/Check Out.** (Student should initial each area.)

- _____ I will ask if I can check out a Chromebook for school day OR overnight usage.
- _____ I will **NOT** take a Chromebook from the office without office staff permission.
- _____ I will take note of the Chromebook number, grab a charging cord if needed, and tell a GHS office staff member what items I am checking out *and* the duration of time.
- _____ I will return my Chromebook to the charging cart to the MAIN OFFICE and tell a staff member that the device has been returned. (We keep a record of this.)
- _____ I will report any damage, if known, when I return my Chromebook to the office.
- _____ I will carry my Chromebook in a school provided puffy case to prevent damage.

For overnight rental: My Chromebook device must be returned within 24 hours* of check-out. I understand that if I do not return it within 14 days of it being reported missing, I will be charged a \$250.00 fee in order for GHS to purchase a replacement device for widespread student use. Weekend usage= return on Monday of following week.

For school day rental: My Chromebook device must be returned by 3:50pm each school day.

I understand that that I am prohibited from using my school issued Macbook or Chromebook for the following activities:

- Games (unless approved by a teacher for learning purposes)
- Viewing or Downloading Unsafe, Inappropriate, or Suspicious Content/Software
- Attempting to bypass a firewall
- Cyberbullying and Social Media
- Illegal activity (*example: hacking*)
- Sending out scam emails to the student body or staff
- Sending out emails on behalf of the district or school without permission

I understand the guidelines, potential repair fees, and rules for GHS Macbook Air and Chromebook usage; I understand that my (student's) usage is closely monitored in order to preserve device longevity and maximize its potential.

Student Signature: _____ **Date:** _____

Student Printed Name: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Parent Printed Name: _____ **Date:** _____