Park Middle School
Acceptable Use Policy
(reviewed July, 2025)

The purpose of this Acceptable Use Policy is to inform students and parents of the Park Middle School's expectations for students' use of the School's Internet and school accounts, such as student Google accounts, and equipment, as well as our expectations for digital citizenship. Access to the Internet and the School's services carries with it important responsibilities. Many of these are similar to those expected of students in other areas of school life. **Communication on the Internet and use of the School's network and services should be treated as public and therefore students must act appropriately as they would in any public setting**. In addition, as a public forum, the Internet has the potential to provide access to both helpful and harmful information. We believe that the benefits of Internet access and its opportunities for research and collaboration outweigh its disadvantages. It is the responsibility of both the School and the parents to help students learn how to distinguish between helpful and harmful or offensive information. However, parents need to be aware that although Internet access will usually be supervised while in the school building, we cannot guarantee that students will be protected from exposure to potentially inaccurate, harmful or offensive information. We urge all parents and students to maintain an ongoing discussion about using the Internet safely and appropriately.

Any questions about this document may be directed to Samira Saliba Phillips, Technology Coordinator for the Middle School.

Internet, School Accounts and Network Access Are Community Resources. The Park School is providing Internet, school Google accounts and network access to students for educational purposes which include research, exchange of information with others, publication or sharing of student work, etc. Having this access is a privilege, not a right, and students will be expected to behave responsibly and thoughtfully at all times in order to keep this privilege. Our Internet connection, school accounts and our network are community resources that must be protected by all who use them. The needs of each individual student using these resources cannot take precedence over the needs of the School community as a whole. Everyone using the Park School's connection is doing so through a specific account or address that can be identified by others on the Internet. This means that if anyone uses our Internet connection in a harmful or offensive way, other people on the Internet may block our account from accessing their information, and that means everyone at Park will lose that access. Likewise, it is essential for the School's equipment and network to be up and running in good condition at all times. Students are expected to act responsibly when using the School's computers and other network equipment.

Stay Safe. Students are urged not to share any personal information (phone number, address, age, etc.) with anyone on the Internet or via email, text messaging or social network, nor to use the Internet, school-based student Google accounts or other school-related sites, and school email to arrange meetings or contacts without first consulting a parent or teacher to determine how to do so safely. Unfortunately, the Internet has its share of people who are not concerned about your well-being and who can easily deceive you at best, and cause harm to you at worst. If you encounter someone on the Internet who makes you feel threatened or uncomfortable, let a teacher or your parents know immediately.

Don't Believe Everything You See. Remember that anyone can put up just about anything they want to on the Internet—just because you see it there doesn't mean it is accurate, useful or harmless. Your teachers and parents can help you determine which sources are reliable.

Artificial Intelligence Traffic Light
- **Red Light:** Students may NOT use AI in any way for an assignment.
- **Yellow Light:** Students may use AI, but only with the teacher's permission and with the teacher present.
- **Green Light:** Students are encouraged to freely use AI on assignments with teacher permission.

All assignments are, by default, "red light." When appropriate, teachers will give students the "yellow light" to work *alongside the teacher* on an assignment. Teachers will rarely, if ever, allow a "green light."
Before assigning homework or projects, teachers will always review the above "traffic light" guidelines with students.
Using AI in any shape or form without prior consent from a teacher will be considered a violation of our academic integrity policy. Such situations will be referred to the principal and dean for investigation and potential disciplinary action.

Cyberbullying. Students are not permitted to use Park's network or equipment to harass or bully other people, or to vandalize the electronic property of other people (for example, altering, destroying or moving another person's work saved on Google Drive or another storage device). In addition, reports of online/electronic harassment or bullying by Park students directed at other members of the Park School community or people outside of the Park School community, **regardless of where it occurs**, will be taken seriously and investigated, and disciplinary or counseling actions may be taken after considering factors such as the age of the student, the severity of the behavior, and previous patterns of behavior. Online

harassment includes, but is not limited to, derogatory, vulgar, abusive, threatening, or obscene messages or images, regarding a person's race, gender, sexual orientation, religion, national origin (including accent), ethnic heritage, age, disability, or other protected characteristic, sent via any form of electronic communication, including but not limited to, cell phones, email, texts, chats, or direct messages, Facebook, Instagram and and any other social networking sites. Such harassment, even if it occurs off-campus or on students' personal devices, interferes with maintenance of a safe and positive learning environment at school and will not be tolerated.

The following are not permitted while using Park School's Internet connection, the School's student accounts (including student Google accounts), computer network and equipment:

● Using the connection or account to access inappropriate, obscene, or offensive material without a legitimate school-related purpose. For example, access to a hate group's website as part of legitimate school research for a speech might be acceptable; you should discuss this with a teacher before accessing such sites.

● Sending or displaying offensive messages or pictures via email, Google applications, text messaging, social media or any other means. This includes saving offensive messages or pictures on school devices or on Park School student Google accounts.

● Using obscene language.

● Harassing, intimidating, making fun of, or insulting others, or spreading gossip.

● Deliberately tampering with computers, computer systems, or computer networks—this includes attempts to get around any security measures set up at Park or elsewhere on the Internet.

● Violating copyright laws. Students must check with a teacher about Internet copyright laws, including correct citing of Internet sources. Students may not copy and paste information from any source (including ChatGPT or other AI services) without citing the source AND speaking directly with their teacher beforehand. Otherwise it is considered plagiarism and could result in disciplinary action.

● Trespassing in another person or organization's folders, work or files. Tampering with someone's work on the network or in Google Drive is as bad as stealing or damaging someone else's backpack, notebook, locker, or personal belongings.

● Using another person's email account or other school-related account, whether or not you have their permission.

● Intentionally wasting limited resources (for example, playing games online, watching videos online for recreational purposes, downloading files which are not related to school uses, etc.).

● Using the School's Internet connection or school accounts for commercial purposes (buying, selling or trading, for example).

● Sharing personal information about others without their permission, including photos, videos, email addresses, etc.

● Downloading or installing any software, changing settings, erasing files that are not your own, etc., on any school computer or device. (Let Samira know immediately about any problems with a specific computer or device.)

● Saving personal or school-related work on the hard drives of school computers or devices without permission from Samira or another teacher.

● Sharing school-related passwords with other students or attempting to find out other students' passwords, or using other students' passwords. Students should notify Samira immediately if they think a password is no longer private.

● Impersonating (posing as) another person while using any form of electronic communication (chat, email, etc.).

● Actions described above that would affect others in the school community apply whether the student is using a school computer or a personal laptop or other device brought from home. Park School's Policy on Sexual and Other Harassment may apply to harassment or cyberbullying of other members of the Park community or members of another community that occurs on computers, cell phones, etc., regardless of whether it occurs at school.

Middle School computer lab use. When the computer lab is available, students are allowed to use it before school and during lunch, House and PLUS time to do school work. Students may also use the lab computers for quiet work on personal programming, writing or artwork that is not specifically school work but which is productive and does not result in a noisy or disruptive environment to others using the lab. Use of the MS computer lab at any time is at the discretion of the teacher based in the room (Samira Phillips) and there are times when the lab may be closed to students.

Student-owned laptops and other personal electronic devices. The same rules which apply to the use of school computers on the school's network apply as well to the use of student-owned equipment when brought to school and used on the school's network or on school property. It is our expectation that student-owned laptops, Chromebooks or tablets will be brought to school only for academic use and will not be used for recreation or entertainment purposes at any time during the school day. If a student disregards these rules while using a personal device, the student may be subject to disciplinary action. Other electronic devices, such as e-readers, cell phones, iPads/tablets, iPods or other mp3 players, Internet-connected watches, or game systems may not be carried or used during the school day except at the discretion of individual teachers for classroom purposes. Students who do not respect these rules may have their devices confiscated.