NORTH JUDSON-SAN PIERRE SCHOOLS CORPORATION
Acceptable Use Policy
2026-2027

Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege.

Users accessing the Internet through the Corporation's device/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate Internet use.

Devices given to you are temporary and owned by the North Judson-San Pierre School Corporation. Since these devices are on loan for professional purposes and can be used at school and home, the Corporation cannot protect personal information broadcast through the web from security breaches. Therefore, it is advised that Corporation-owned device(s) not be used for personal reasons, such as tax preparation, paying bills, shopping online, storing personal pictures and personally-owned music, etc. Although occasional personal email messages are understandable, your school email should not be your primary source of personal email. Understand that "personal email messages" through your school email address are subject to archival and retrieval and are not considered personal.

If requested by the Technology Department, the device(s) must remain at the school for the requested duration. Users are responsible for ensuring their files are being backed up. Users are responsible for the protection of confidential files on the device(s). If the device(s) is lost or stolen, any files stored on the local device(s) may be compromised and are not the fault of the Corporation.

Users are responsible for the replacement cost of the device(s) if stolen, lost, or damaged. Any lost or stolen device(s) should be immediately reported to the Technology Department.

Users must agree to abide by the corporation's Acceptable Use Policy. In addition to the points listed above, users must abide by the corporation's Staff or Student Network and Internet Acceptable Use, Administrative Guideline 7540.03 or 7540.04, which can be found on the corporation's website.

The Corporation reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Corporation's device(s)/networks. Anything relating to or in support of illegal activities will be reported to the appropriate authorities.

Artificial Intelligence (AI) Usage Policy

Artificial Intelligence (AI), in all of its various forms, is an emerging technology and has the potential to revolutionize the way teachers teach and the way students learn. North Judson-San Pierre School Corporation is committed to using AI ethically and in alignment with our vision and mission to meet the needs of our students. It is our responsibility to educate and train students to use AI ethically and educationally.

AI rules are defined as an app and service in policy and outlined below.

AI Tools & Systems

- **AI Output Review:** Always review and critically assess outputs from AI tools before submission or dissemination, including in the classroom. Staff and students should never rely solely on AI-generated content without fact-checking and evaluating the results.
- **Bias and Misinformation:** Be aware that AI-generated content may possess biases, false information, or other inaccuracies. AI systems do not have the ability to think or verify accuracy. Always verify AI-produced results using trusted sources before considering them in academic work.
- **Safety & Respect:** Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content.
- **Transparency:** Any use of AI to aid assignments, projects, or research must be declared.
- **Usage:** Misuse or malicious use of AI technologies will lead to disciplinary action.

AI Data & Privacy

- **Data Collection:** Parents, guardians, and students will be informed of specific data collection initiatives, and where applicable, consent will be sought. All AI-driven data collection will adhere to local data protection regulations and best practices.
- **Third-Party AI Tools:** The school's approved list of AI tools should always be consulted. Unauthorized AI tools might not adhere to data privacy standards and laws.
- **Personal Information:** Staff and students should never input personal, sensitive, or confidential data into any AI system without prior authorization, including any data related to student education records.

AI Assistance with Classwork & Academic Integrity

- **Assessments:** AI tools may be used as a tutor or studying assistant to prepare for assessments, such as exams or quizzes, but not in the context of completing exams or quizzes unless explicitly allowed.
- **Assignments:** Teachers are responsible for clarifying appropriate or prohibited uses of AI tools. Teachers might allow the limited use of generative AI on entire assignments, parts of assignments, or as a brainstorming tool. They should articulate why they do or do not allow its use in other assignments or parts of assignments. Students are expected to follow the rules outlined by their teachers regarding the use of AI for assignments.
- **Bias & Critical Thinking:** Teachers and students alike should critically evaluate AI-generated content for potential biases or inaccuracies and understand the limitations of AI and the importance of cross-referencing with trusted sources.
- **Citations:** The use of AI-generated content is considered plagiarism unless appropriately cited. Any use must be referenced. Students should always check with the instructor before using AI for coursework. If students use AI tools for course assignments, academic work, or other forms of published writing, special attention should be given as to how to acknowledge and cite the output of those tools in the work.
- **Plagiarism:** Students are expected to follow the rules outlined by their teachers regarding the use of AI for assignments. AI tools may be used for brainstorming or preliminary research, unless prohibited by their teacher, but using AI to generate answers, stories, essays, or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. Ethical use is expected.
- **College Board & Dual Enrollment Courses:** College Board and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of Artificial Intelligence the students need to be aware of and abide by

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Please complete the following information:

Full Name (please print): _____

I have read and agree to abide by administrative guidelines 7540.03 and/or 7540.04 entitled Student or Employee Acceptable Use Policy (AUP). I understand that any violation of the terms and conditions set forth in the Policy is unacceptable and may constitute a criminal offense. As a user of the Corporation's device(s)/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

User Signature: _____

Date: _____

The Superintendent/Technology Director is responsible for determining what is or is not unauthorized or inappropriate use. The Superintendent/Technology Director may deny, revoke, or suspend access to the Network/Internet to individuals who violate the Acceptable Use Policy and related Guidelines and take such other disciplinary action as is appropriate according to the applicable collective bargaining agreement and/or Board Policy. Board Policy always takes precedence.

Approved: _____