

Internet Acceptable Use Policy

The smooth operation of a computer network relies on the proper conduct of the users who must agree to certain guidelines. These guidelines are provided in the following paragraphs so that individuals are aware of the responsibilities they are about to acquire. In general, these rules and honor codes of MAX Academy will apply to the use of electronic resources in the same way that they apply to other resources of the school. If a user violates any of these provisions, his or her privileges may be terminated and future access denied. Violations may also result in other disciplinary action.

- **Statement of Educational Objectives**

The purpose of MAX Academy Internet access is to facilitate communications in support of research, education and professional development. All use of the Internet must be in support of and consistent with the educational objectives of the school.

- **Privileges vs. Rights**

Access to the Internet is a privilege, not a right. Access entails responsibility; each user of the network must understand that he or she takes full responsibility for his or her actions. Inappropriate use may result in cancellation of this privilege and other disciplinary action.

All users should keep in mind that as they use the Internet, they are entering a global community and any actions taken by them will reflect upon the school as a whole. As such, all users must behave in an ethical, moral and legal manner.

- **Etiquette and Privacy**

Users must abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Users must respect the privacy of others. Users will not intentionally obtain copies of or modify files, passwords, or data that belongs to anyone else. No one should represent him/herself as someone else by using another's account. No student should reveal personal information about him/herself (such as last name, address or phone number) without prior consent of the supervising staff member. No one should reveal personal information about others without their permission and the consent of the supervising staff member.
2. All users must respect the legal protection provided by copyright license to programs, books, articles and data.
3. Users must respect the integrity of computing systems; for example, no one should develop programs that harass other users, or attempt to infiltrate a computer or computing system. Infractions include, but are not limited to: viruses, forging e-mail, hacking and attempting to use administrative commands.
4. No advertising for non-school-related activities, advocacies of causes or campaigns for political office are allowed through the network.

5. Wastefully using finite resources in “chats” and interactive games are not acceptable uses of the internet, unless directed by a member of the school staff.
6. Users must respect the rights of other individuals and not use language that is abusive, profane or sexually offensive.
7. The sending of “chain letters” or mass-mailings is considered a misuse of the system and may result in the loss of the user’s privilege.
8. A student must obtain permission of a supervising staff member before downloading any files.
9. Users must not access, upload, download, or distribute obscene material that may be offensive to students, teachers or parents because of the sexual, racial, ethnic, or minority disparagement, the avocation of violence or illicit/illegal content.

- **Artificial Intelligence (AI)**

For purposes of this policy, the following definitions apply:

1. **Artificial Intelligence (AI)** means technology that enables computer systems to perform tasks that typically require human intelligence, including learning, reasoning, problem-solving, understanding language, recognizing patterns, and generating or analyzing information.
2. **Generative Artificial Intelligence (Generative AI)** means AI technology capable of generating new content, including text, images, audio, video, computer code, or other media, in response to prompts or other inputs.
3. **AI Tool or AI System** means any software, application, website, platform, or other technology that uses artificial intelligence to generate, analyze, organize, predict, recommend, or otherwise process information or content.
4. **Human Oversight** means the review, supervision, and professional judgment exercised by an authorized staff member when AI is used for an educational or MAX Academy purpose.

Student Use of Artificial Intelligence

The use of Artificial Intelligence (AI), including Generative AI, through MAX Academy devices, networks, accounts, or other electronic resources is permitted to students **only when specifically authorized or directed by a member of the school staff for an approved educational purpose.**

1. Students shall not independently access or use AI tools or systems through school technology resources unless specifically authorized or directed by a member of the school staff.
2. When AI use is authorized, students must follow all instructions provided by the supervising staff member regarding the purpose, manner, and extent of AI use.
3. Students shall only use AI tools or systems approved or otherwise permitted by MAX Academy.
4. Students shall not enter, upload, or submit confidential, personally identifiable, or sensitive information into an AI tool or system.
5. Students shall review AI-generated information and content for accuracy, appropriateness, bias, and reliability before relying upon or submitting such information or content.
6. Students shall comply with teacher directions and academic-integrity requirements regarding the use, disclosure, or acknowledgment of AI assistance in assignments, assessments, or other schoolwork.
7. AI-generated information and content shall never replace or be submitted as the student’s original work and shall require appropriate human oversight.

Staff Use of Artificial Intelligence

Staff may use AI tools and systems for legitimate educational or school purposes when such use is consistent with MAX Academy policies, procedures, and applicable laws.

1. Staff shall only use AI tools or systems approved or otherwise permitted by MAX Academy when using school technology resources or school information.
2. Staff shall not enter, upload, or submit confidential, personally identifiable, protected, or sensitive information into an AI tool or system unless the tool and use has been specifically approved by MAX Academy along with a signed data agreement.
3. Staff shall exercise appropriate human oversight and professional judgment when using AI-generated information, recommendations, or content.
4. Staff shall review AI-generated content for accuracy, appropriateness, bias, and reliability before using or distributing the content for educational, administrative, or other MAX Academy purposes.
5. Staff shall not rely solely upon AI-generated information or recommendations when making decisions that could significantly affect a student's educational opportunities, placement, discipline, services, accommodations, or other significant educational interests.
6. Staff shall comply with all applicable copyright, intellectual property, student privacy, records-management, accessibility, nondiscrimination, and other legal and MAX Academy requirements when using AI.
7. Staff shall not use AI to create, distribute, or facilitate content or conduct that would otherwise violate this Acceptable Use Policy or other MAX Academy policies.
8. Staff shall follow any additional AI procedures, training requirements, approved-tool lists, or data-protection requirements established by the MAX Academy.

Prohibited AI Use

AI shall not be used by any user to:

1. Circumvent academic requirements or facilitate cheating, plagiarism, or other academic misconduct;
2. Generate, access, or distribute content that violates this Acceptable Use Policy or other MAX Academy policies;
3. Harass, threaten, intimidate, discriminate against, or otherwise harm another person;
4. Impersonate another individual or create deceptive or fraudulent content;
5. Bypass or attempt to circumvent MAX Academy security, content filtering, monitoring, or other technology safeguards;
6. Access, disclose, or transmit confidential, personally identifiable, or protected information without MAX Academy authorization and signed data agreements with the respective party; or
7. Otherwise engage in conduct that violates applicable law or MAX Academy policy.

AI-generated information, recommendations, and content should never replace the judgment or role of any staff or student and should only act as a supplement to the educational purposes of MAX Academy. Proper human oversight and judgment are required during the use of AI tools and systems, and any generated information should always be properly cited or acknowledged when applicable.

MAX Academy reserves the right to restrict, monitor, or remove access to AI tools and systems on MAX Academy devices, networks, and accounts. Unauthorized or inappropriate use of AI may result in restricted network access, loss of user privileges, disciplinary action, and/or other consequences in accordance with MAX Academy policies and procedures and applicable law.

- **Consequences**

Violating any of the guidelines and procedures listed above may result in:

1. Restricted network access.
2. Loss of user account or access for a period of time as determined by the Director based on the nature of the offense.
3. Disciplinary or legal action, including, but not limited to, suspension, expulsion, dismissal from school in accordance with the MAX Academy discipline policy or criminal prosecution under the appropriate state and federal law. MAX Academy will report all violations of legal requirements to the appropriate authorities.

- **Liabilities**

With due regard for the right of privacy of users and the confidentiality for their data, MAX Academy reserves the right to suspend or modify Internet access privileges, examine files, passwords, accounting information, printouts, tapes and other material to maintain the integrity and efficient operation of a computing system.

MAX Academy will not be responsible for the accuracy, nature or quality of any information transferred over the Internet. Use of any information obtained via the Internet is at the user's own risk. MAX Academy makes no guarantees of any kind, expressed or implied, with regard to other reliability of the data connection. Service is provided on an "as is available" basis.

MAX Academy will not be responsible for any costs, liabilities, or damages users may incur as a result of using the Internet, including, but not limited to, loss or corruption of data or damage to personal property used for MAX Academy provided Internet access.

MAX Academy will not be responsible for unauthorized financial obligations resulting from MAX Academy provided access to the Internet. Each user agrees to defend, indemnify and hold MAX Academy harmless from any charges, fees, costs or expenses resulting from a violation of this policy.

It is the responsibility of the students, parents and faculty to ensure that student Internet access is used for educational purposes. MAX Academy reserves the right to establish such rules and regulations as may be deemed necessary for Internet access and the right to change these rules at any time without notice.

Use of the internet or any electronic devices for cyber-bullying and/or sexting is strictly prohibited according to state laws. Any offense of cyber-bullying and/or sexting will be turned over to the proper legal authorities.