



DIGITAL CITIZENSHIP POLICY

Good digital citizens respect laws regarding the use of digital media, processes, and technologies; strive to uphold the standards for safe, appropriate, and respectful behavior set by their digital communities; acknowledge and are guided by moral and ethical guidelines in their decision-making with regard to the use of technology and in their digital interactions with others; show care and concern for themselves and for others in their digital communities; act with respect and care for themselves, for others and for the equipment that they use in navigating their digital communities. These expectations apply equally to whatever device used (laptop, desktop, tablet, phone, etc.) or form of communication used (voice, e-mail, text, Instagram, Snapchat, TikTok, X, etc.).

Academy considers there to be two keys to digital citizenship: showing respect for oneself and showing respect for others.

RESPECT FOR ONESELF includes:

- Choosing online names that are suitable and respectful.
- Only inviting people you actually know in the real world to be your friends in the online world.
- Only visiting sites that are appropriate and respecting the rules that websites have about age.
- Setting your privacy settings so that only the people you know can see you and your personal information.
- Only putting information online that is appropriate and only posting pictures that are suitable.
- Promptly alerting a trusted adult, such as a teacher or parent, to anything that happens online that makes you feel uncomfortable, anxious, or worried.
- Ensuring that any online information that you use is properly cited and represents your original thinking.

RESPECT FOR OTHERS includes:

- Choosing not to send or forward hurtful or inappropriate messages to others.
- Choosing not to get involved in conversations that are demeaning, hurtful, or inappropriate.
- Choosing not to falsely represent yourself as someone you are not.
- Choosing not to make, post, or share audio, photo, or video recordings of others – whether students, parents, guests, teachers, or administrators – without their prior knowledge and expressed prior permission to do so.
- Bringing to the attention of a caring adult any communications you come across that are demeaning, hurtful, or inappropriate.

- Avoiding websites that are not suitable because they involve people communicating or behaving inappropriately or illegally. If you visit one by accident, close it and alert a trusted adult right away.
- Showing respect for others' privacy by joining their online spaces only when invited to do so, by interacting appropriately with their online spaces, and by using information and images found on their online spaces appropriately.
- Not using the technology, devices, or platforms of another student.

Digital Citizenship & Artificial Intelligence (AI) Use Expectations

As responsible digital citizens, we use Artificial Intelligence (AI) in ways that reflect our school values. We understand that AI is a powerful tool to support learning, creativity, and productivity—but it must be used thoughtfully and ethically. When using AI, we:

- **think critically about the information** it provides and verify facts from reliable sources.
- **use AI to enhance our own thinking, not replace it**—our voice, ideas, and effort matter.
- **give credit** where it's due by acknowledging when AI helps us brainstorm, write, or solve problems.
- **protect privacy** by never sharing personal, sensitive, or identifying information.
- **avoid misuse**, including using AI to cheat, spread false information, or create harmful content.

By signing this agreement, I acknowledge that I have carefully read this document and that I will be bound by these guidelines and expectations in all of my digital interactions and use of technology. I understand that the Academy does not tolerate demeaning, hurtful, inappropriate, or harassing behavior in any form, whether conducted in person or electronically, on campus or off-campus. Further, I understand that violations of this policy may result in disciplinary action up to and including the confiscation of devices, the loss of technology privileges, suspension, and/or separation from the school, depending on the severity of the violation.