The Magellan Charter School
Acceptable Use Policy for Access to Magellan's Electronic Resources

The Magellan Charter School is pleased to offer you an opportunity to access the MCS network and Internet resources while at home and school. Access is provided for you to conduct research, complete assignments, and communicate with others. To use these resources, you must sign the Technology Agreement Google Form and obtain parental permission.

We expect you to use these electronic resources for **educational purposes only**, as approved by your teachers. This means, for example, that you may not play computer games on MCS computers at any time unless they have been introduced by your teachers as a part of instruction. Additionally, students should not use social media, video or chat sites unless assigned by a teacher. Access is a privilege, not a right. As a technology user, you are expected to act in a considerate and responsible manner. Misuse of the network resources or Internet will result in consequences for inappropriate behavior, and access may be restricted.

As a student, you should read the following rules of digital citizenship and then acknowledge with your parent or guardian in Infinite Campus during annual registration to show that you understand your responsibilities.

While using the Magellan network and Internet resources from home and school,

- I will communicate politely. I will treat others with respect. I will not tease or be unkind to others.
- I will not send, display or use bad language, expressions of racism, or explicit and offensive materials
- I will protect the privacy and safety of myself and others by not sharing private or personal information on the Internet. I understand that information that I place on the Internet is a part of my digital identity.
- I will keep my password private, and will not attempt to use another person's password.
- I will use the network/Internet and other electronic resources for school-related, educational activities only as assigned by my teachers.
- I will not tamper with or change a computer file or website that isn't mine.
- I will not access websites, files, or other content that I am not supposed to access, or engage in activities that are against school rules or the law.
- I will not copy or download files without permission from my teachers.
- I will not change the computer's desktop or settings without permission from my teachers.
- I will recognize and respect the intellectual property of others. I will not plagiarize or use copyrighted materials from the Internet without permission of the author. I will cite the source where appropriate.
- I will use equipment responsibly. I will not attempt to damage or vandalize computer hardware, electronic systems, software, or networks.
- I will not make any attempt to harm or destroy data of another user, including the uploading, downloading, or creation of computer viruses.

Students at MCS must adhere to the following Guidelines for the use of Artificial Intelligence at school:

Student AI Acceptable Use Policy Guidelines

- Student Ownership & Originality: All submitted work must reflect the student's own thinking, unique ideas, and original effort. Generative AI tools may be used to enhance learning, but they must not replace standard student learning or execute the core work of an assignment.
- Authorized Usage & Supervision: Students must obtain explicit teacher permission before using any generative AI tool for school assignments. Only AI platforms specifically approved by the school and classroom teacher are permitted.
- Data Privacy & Safety: Students are strictly prohibited from entering personally identifiable information—including full names, home addresses, phone numbers, or passwords—into any AI platform. Students must recognize AI tools as non-human software systems and immediately report any concerning or inappropriate outputs to a staff member.
- Academic Integrity & Transparency: Students must disclose and properly cite all AI-generated content or assistance utilized in assignments and final projects. Maintaining truthfulness and personal responsibility in academic work is required at all times.
- Approved Use Cases & Critical Evaluation: AI is recognized as a supplementary tool for brainstorming, research assistance, draft editing, and study coaching. Students are required to independently verify all AI outputs for accuracy, bias, and factual errors, as AI systems are prone to mistakes.

These guidelines will be taught and continuously reviewed and reinforced by all Magellan staff members. Please use this link to access a student friendly version of these guidelines, which will be posted in all classrooms.

Consequences for Unacceptable Use of the Electronic Resources at MCS are at the discretion of the teachers and administrators and will align with the school's Student Code of Conduct.

If technology equipment is not used responsibly and if damages occur, parents will be accountable for costs related to parts and up to device replacement. You will be notified via an email from our Network Administrator. The charge will be added to your Infinite Campus account for easy payment.

Your acknowledgement to the Acceptable Use Policy for Access to Magellan's Electronic Resources in Infinite Campus indicates that you understand and agree to follow the rules included in the Acceptable Use Policy.