



Bais Yaakov High School

Student Technology Use Guidelines and Contract

- Please note all computer labs remain locked by electronic keypad until a faculty member unlocks the door.
- No student should be present in the computer lab without a Bais Yaakov High School (BYHS) faculty member.
- No food or drink of any kind is allowed in any of the BYHS student computer labs.
- Every student is expected to treat all computer lab hardware and equipment with respect and responsibility.
- Every student within BYHS will be given a username and password, enabling her to log into the BYHS network. Credentials will only be given once the student submits a signed technology contract. **Students are instructed not to share their username and password with anyone else, regardless of any circumstance.** If username and password are shared, the responsibility remains on each user. Any activity not in compliance with Bais Yaakov guidelines may lead to being barred from using computers at school, as well as other disciplinary actions.
- **Always** log off from the BYHS network when finished working and before leaving the BYHS computer lab.
- Address any computer software, hardware, or mechanical questions and report any software or hardware malfunction directly to the teacher. Any error messages should be shown immediately to the teacher. Do not explore in an effort to resolve the issue independently.
- All schoolwork done during a computer class should be saved on the high school server and according to the teacher's direction.
- Any time a student uses the BYHS computer network, she should be aware that all equipment is school property. Any files throughout this network, as well as any work done on the computer, are **not** private and can be monitored or viewed at any time by the IT staff members, the BYHS Computer Department, or school administration. Activity on the network is tracked by username and monitored by the IT department. **This includes the individual student's folder.**
- A virus scan will initiate when any USB or any other external devices are plugged into a BYHS computer.
- No student will be allowed to check her email during the school day on school premises on any type of device.
- Students may not email schoolwork to themselves to be printed in school.
- Students may not enlist the assistance of any IT or Bais Yaakov staff member to check their email accounts and retrieve a file, even if it is for school purposes.

Guidelines for Best Use of Shared Folders

- Any shared folders are a temporary place for members of Bais Yaakov to place files for the purpose of educational collaboration. Files that remain on the shared folders for an extended period of time will be removed.
- No student should be placing personal files (such as documents, worksheets, pictures or video clips) on any of the shared folders or her student folder/mapped drive.
- Any and all shared folders will be consistently monitored and filtered accordingly by an IT staff member and/or Faculty Advisors.
- Any file which contains content that is not in line with the goals of Bais Yaakov will be removed from any of the BYHS shared folders or her student folder/mapped drive.
- Any student who places any file which contains inappropriate content will be subject to disciplinary action.

Bais Yaakov School-Wide AI Policy

Students are **not permitted to use AI tools** (including but not limited to ChatGPT, Grammarly, Quillbot, DALL·E, and other AI writing, coding, or image generation tools) for the following, but not limited to, research reports, book reports, term papers, **projects, essays, homework, or assessments**, unless explicitly authorized by a teacher for a specific assignment. Violations of this policy will be treated as academic misconduct and subject to the school's disciplinary procedures, which may include a zero on the assignment, a parent-teacher-administrator conference, and/or further disciplinary action for repeat offenses.

Bais Yaakov High School Printing Policy

Student printing can only be done with the instruction or approval of either a teacher or club advisor. Students are required to pay for all additional printing/copying needs. This includes homework, research papers, class notes, class presentations, handouts, etc. All student printing will be monitored by Mrs. Khaver.

This section to be handed in at school.

CONTRACT

I have read and agree to abide by the school technology guidelines regarding the use of the Bais Yaakov High School computer equipment and network. I fully understand that any inappropriate usage may result in my being barred from using school computers or other disciplinary action.

Student Printed Name

Student Signature

Grade

Parent Signature and Date

At Bais Yaakov High School, we are committed to providing our students with a strong academic foundation of general knowledge, critical thinking, and problem-solving skills. While artificial intelligence (AI) tools are becoming increasingly more common in higher education and professional environments, students must first develop the core competencies necessary to use these tools effectively and responsibly.

We believe that during the foundational and formative years, students should focus on mastering essential skills, such as writing, research, analysis, and creative thinking. These skills are critical for fostering independent thought and academic integrity. Once these abilities are well established, students will be better prepared to engage with AI ethically and productively in later academic and career settings.

Examples of Prohibited Use:

- Using AI to write or rephrase essays, short answers, or written reports.
- Using AI tools to complete math problems, coding assignments, or science labs.
- Using image-generating AI for visual art projects, posters, or presentations.
- Using AI grammar checkers or paraphrasing tools to revise work without teacher permission.

This policy will be reviewed annually to monitor and adapt to changes in technology, educational best practices, and student needs. Our long-term goal is to prepare our Bais Yaakov students to use AI tools ethically and effectively—but only after they have built the strong academic foundation required to do so responsibly.