

## Blyth Academy – Technology and Device Use Policy

### Purpose

Blyth Academy recognizes the integral role that technology plays in supporting 21st-century learning. This policy provides clear expectations for the appropriate use of technology, personal devices, and artificial intelligence (AI) tools within the school community. The goal is to ensure that all technology use promotes safety, responsibility, and academic integrity.

### Policy Statement

Technology is a powerful tool for teaching and learning when used appropriately. Blyth Academy provides access to digital resources and expects students to demonstrate ethical and responsible use of technology at all times. Access to the school network, devices, and online platforms is a privilege that can be revoked if misused.

### Bring Your Own Device (BYOD) Program

Students in Grades 7–12 are encouraged to bring a laptop or tablet to school to support learning. Devices must be used solely for educational purposes. Students are responsible for the security, maintenance, and charging of their devices. Access to the school network will be limited to one approved device per student, and mobile phones will not be connected to the network.

### Use of Personal Electronic Devices

Students must:

- Use personal devices only when permitted by the teacher.
- Keep devices on silent mode during lessons unless otherwise instructed.
- Use devices exclusively for academic purposes.
- Avoid using devices for messaging, gaming, or accessing inappropriate material.
- Refrain from photographing, recording, or sharing content without explicit permission.

### Cell Phone Procedures

To minimize distractions and ensure responsible use, the following procedures apply:

**First Infraction:** The student's cell phone will be confiscated and held securely by the HS Lead. It may be collected by the student at the end of the school day. The incident will be recorded in PowerSchool.

**Second Infraction:** The phone will again be confiscated and must be picked up by a parent or guardian. The incident will be recorded in PowerSchool. A detention will be served.

**Third and Subsequent Infractions:** The phone will be in a locked safe in the Head of School's office until year end. Only a parent will be allowed to retrieve it. This will also be documented in PowerSchool.

### Technology Use Procedures

Students are expected to:

- Use school technology for school-related purposes only.
- Handle all school equipment responsibly.
- Report any technical issues or damages immediately.
- Follow all staff instructions regarding technology use.

Students must not:

- Alter computer settings or install unauthorized software.
- Access or modify another person's files or accounts.
- Display or distribute offensive or inappropriate material.
- Use obscene, threatening, or harassing language online.
- Attempt to bypass school network security.
- Download games or unapproved applications.
- Record audio, photos, or video without consent.

### Guidelines for Artificial Intelligence (AI) Use

Blyth Academy recognizes that AI technologies (such as ChatGPT, Copilot, or similar tools) can enhance learning when used ethically and responsibly. To support innovation while maintaining academic integrity, students and staff must follow these guidelines:

- AI tools may be used for research support, idea generation, or grammar assistance only when approved by the teacher.
- Any use of AI-generated content must be properly cited.
- Students may not use AI to complete assignments, assessments, or projects dishonestly (e.g., submitting AI-written work as their own).
- AI must never be used to create, share, or promote inappropriate, false, or harmful material.
- Teachers are encouraged to model responsible AI use and guide students on ethical digital literacy.

### Consequences for Misuse

Any misuse of technology or violation of this policy will result in disciplinary action consistent with the Behaviour Policy and Progressive Discipline Framework. Consequences

may include loss of technology privileges, detention, suspension, or further administrative action depending on the severity of the infraction.



### Summary

Blyth Academy promotes a culture of digital responsibility, innovation, and respect. All members of the school community are expected to use technology and AI in ways that enhance learning, protect privacy, and uphold the values of integrity, empathy, and academic excellence.