Sample Online Use Policy

Provided by Griggs International Academy 10/22/26

ONLINE USE POLICY

In order to create a warm, safe environment for our students to learn appropriate internet usage while keeping in mind the risks, Griggs has adopted Digital Media Guidelines. We define Digital Media as any online tools and services that allow any internet user to create and publish content, such as social media and generative AI (YouTube, Instagram, TikTok, ChatGPT, Gemini, etc.).

To ensure understanding of standards of behavior and usage from a Christian worldview, *Griggs students and parents agree to abide by the following guidelines*:

• Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information. Post images and thoughts with care. Remember your digital footprint is a permanently accessible record of your digital life.

• Be confidential, protecting private and personal information. To ensure your safety, be careful about the type and amount of personal information you provide. Do not publish, post or release information that is considered confidential or private. Use caution if asked to share your birth date, address and cell phone number on any website.

• Be respectful of the image of others. Do not reproduce their voice or image using generative AI unless you have their stated consent to do so. Consent needs to be given each time.

• Never agree to meet face-to-face with someone you meet online without your parent/guardian's approval.

• Do not post details (exact times and exact locations) of travel itineraries. Post about the day's activities after the fact and avoid saying what you "will be" doing the next day.

• Character is shown through writing. Sending harassing, obscene and/or other threatening email messages to another user is prohibited. Be courteous, respectful and considerate of others.

• Share and interact with media in ways that will enhance your reputation, the reputation of others and the reputation of the school, rather than damage them.

• Be a good listener and be responsive to others when conversing online. Provide answers, thank people for their comments and sign all emails.

• A significant part of the interaction online, (TikTok, Instagram, Twitter and other social networks) involves passing on interesting content or sharing links to helpful resources; however, never blindly repost a link without first reviewing the content.

• If you make a mistake, correct it immediately, and make it clear what you've done to correct the mistake.

• Apologize for any mistakes if the situation warrants it. If it's a major mistake (e.g., exposing private or confidential information), please let your principal/teacher and parent/guardian know immediately so the school can take proper steps to help minimize possible negative impact.

• Sending unsolicited junk mail, "for profit" messages or chain letters is not permitted.

• Refrain from attempting to harm or destroy the data of another user, including uploading or creating computer viruses.

• Do not allow others access to your courses.

• During group meetings, be attentive and participative while staying sensitive to other opinions and viewpoints.

Any violation may result in dismissal from an online course and/or other disciplinary actions.

Cyberbullying Policy

Cyberbullying is not tolerated. It includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of any technological tool, such as sending or posting Inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings which have the effect of:

• Physically, emotionally or mentally harming a student

• Placing a student in reasonable fear of physical, emotional or mental harm

• Placing a student in reasonable fear of damage to or loss of personal property **or**

• Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities

• Keep in mind that online “conversations” are never private even with AI tools.

All forms of bullying are unacceptable. Offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

Parent/Guardian Responsibility

• Review the Online Services Agreement with your student and ensure it is signed before they begin the course introduction. A new agreement must be completed each semester. The agreement applies to all use of GriggsOnline, including coursework and communication.

• Actively monitor your student's behavior and interactions to help them follow the Online Services Agreement and Cyberbullying Policy.

Address any violations promptly with appropriate consequences, and report any cyberbullying concerns to the Griggs principal.