

To integrate the GreenWood Charter School **Technology Security Policy** with the provisions of [H.B. 273 \(Classroom Technology Amendments\)](#), your revised policy must expand beyond infrastructure and cybersecurity to cover **classroom instructional technology, screen-time restrictions, student accommodations, and Artificial Intelligence (AI) governance**.

Below is a proposed policy draft updated for compliance with H.B. 273.

GREENWOOD CHARTER SCHOOL POLICY

Policy Number: [Insert Number]

Policy Section: 500 Series (Business & Operations) / 200 Series (Instruction)

Policy Title: Integrated Technology Security, Balanced Classroom Technology, and AI Governance Policy

Effective Date: July 1, 2026

1. Purpose

The purpose of this policy is to ensure the secure, safe, transparent, and developmentally appropriate use of district technology resources, network infrastructure, instructional technology, and artificial intelligence (AI) tools across GreenWood Charter School.

2. General Policy & Compliance

GreenWood Charter School shall fully conform with all federal and state privacy and data governance laws, including FERPA, GRAMA, COPPA, Utah Code § 53E-9 (Student Privacy and Data Protection), Utah Code § 53G-10-103 (Sensitive Instructional Materials), and **Utah Code § 53G-7-228 & § 53G-7-1402 (H.B. 273 Classroom Technology & AI Amendments)**.

3. Standards & Operational Procedures

3.1 Technical Security & Data Governance

- **IT Security Officer (ISO):** The school shall designate an ISO in writing to oversee district-wide IT security and adherence to this policy.
- **Access Control & Physical Security:** Workstations must not be left unattended while logged into sensitive systems. Server rooms must remain locked and restricted. Contractor access requires verified identification.

- **Network & Data Encryption:** WPA or higher encryption is mandatory for all wireless networks. Remote access requires multi-factor authentication (MFA) via VPN. Audit logs must be retained for at least 90 days.
- **Malicious Software & Updates:** Antivirus protection must be active with weekly definition updates. Critical security patches must be applied within 30 days.

3.2 Requirements for Instructional Technology

Before any instructional technology (devices, applications, or digital tools) is deployed in the classroom, GreenWood Charter School must ensure it:

- Has demonstrated educational value and supports specific learning outcomes.
- Is free of design features that distract from instruction or reduce focus.
- Is safe for physical, cognitive, and emotional development.
- Is integrated intentionally and never used as a substitute for direct instruction.

3.3 Grade-Level Screen-Time & Device Framework

Non-essential screen-time (time on a screened device without direct teacher instruction or guidance) is prohibited. The following rules apply by grade level:

Grade Level	Device Home-Use	Device Ratio	Classroom & Screen-Time Restrictions	Homework
Grades K–3	Prohibited	1:1 ratio prohibited	All screen-time prohibited except for state computer science standards or standardized testing. Emphasize hands-on/print learning.	No internet or device homework.

Grades 4–6	Prohibited	1:1 ratio prohibited	Technology must be balanced with teacher-led, print-based methods. Devices allowed only under direct teacher supervision for defined academic goals.	No internet or device homework.
Middle / Jr. High	Allowed only with signed parental written opt-in	Standard	Technology use must be balanced with traditional analog methods. Internet must be filtered.	Allowed per policy.
High School	Allowed unless parent opts out	Standard	Technology use must be balanced with traditional analog methods. Internet must be filtered.	Allowed per policy.

Exemptions: The grade-level framework restrictions above do not apply to courses where technology is integral to the subject matter, state core computer science courses, approved AI sandbox courses, or accommodations specified in a student's **IEP or 504 Plan**.

3.4 Artificial Intelligence (AI) Governance

- **Approved Tools & Educator Oversight:** Educators may only use school-approved student-facing AI tools. Educators must retain professional judgment and instructional responsibility.
- **Prohibition on Automated Grading:** Generative AI may **not** be used as the sole method to grade student work or make high-stakes determinations (academic progression, placement, or discipline).
- **Student AI Expectations:** Students may not use generative AI to complete academic work unless explicitly authorized by a teacher for a specific assignment.
- **Parental Notification:** Written notice must be provided to parents whenever generative AI is integrated into classroom instruction, assessments, or activities.

3.5 Accommodations for Technology-Related Learning Difficulties

GreenWood Charter School will maintain a resource plan to support students experiencing diagnosed or identifiable patterns of difficulty learning through digital technology:

- **Accommodations:** Printed materials, alternative assignment formats, extra time on digital tasks, and support from technology learning specialists.
- **Alternative Pathways:** Access to book-based curriculum, hands-on project-based learning, and verbal instruction.

4. Training, Audits, & Compliance Verification

- **Training:** Annual security, privacy, and balanced technology training is required for all employees. Students will receive age-appropriate instruction on cybersecurity, social media literacy, screen-time management, and ethical AI interactions.
- **Public Hearing & Reporting:** Prior to board approval, this policy must be presented at a public meeting with an opportunity for public comment. The final policy must be submitted to the State Board of Education.
- **State Funding Requirement:** Compliance with these terms is required to maintain eligibility for state digital literacy, computer science, and ed-tech funding.
- **Disciplinary Action:** Violations of this policy by staff may lead to disciplinary action up to termination.