Spokane Public Schools:

Using Technology in Our Classrooms

Spokane Public Schools (SPS) provides a variety of technology resources for student use. These resources are to be used only for educational purposes. The district provides students with lessons on internet safety and digital citizenship. Families can elect to keep their student from having online access.

Students should not have an expectation of privacy when using district technology resources. Students are expected to follow the rules and conditions listed below, as well as those given by SPS teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times. Use of SPS technology tools and resources is a privilege which can be taken away in whole or in part by school district personnel.

Acceptable Use of Technology Tools, Including the Internet: Student Responsibilities

1. **I am responsible for my district accounts.** I understand passwords are private and should not be shared. I am responsible for all activities done through my accounts. I will not allow others to use my accounts or try to use accounts of others. I will be in violation of the law if I attempt to electronically capture another person's password.

2. **I am responsible for my language.** I will use appropriate language in all digital communications. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.

3. **I am responsible for how I treat other people.** I will use all means of communications responsibly. I will not send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in or out of school.

4. **I am responsible for my use of the Spokane Public Schools network.** I will use SPS technology resources responsibly. I will not search, retrieve, save, circulate or display hate-based, dangerous, threatening, offensive or sexually explicit material.

5. **I am responsible for my conduct on all online sites.** I understand what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.

6. **I am responsible for being honest while I am online.** I understand that masquerading or pretending to be someone else is forbidden. This includes, but is not limited to, sending email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

7. **I am responsible for protecting the security of the Spokane Public Schools network.** I will not attempt to bypass security settings or internet filters or interfere with the operation of the network by using VPNs or installing illegal software, including file sharing, shareware, or freeware, on school computers.

8. **I am responsible for protecting school property.** I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resource. I understand that personal devices using SPS networks are subject to all rules, policies, and procedures. This includes memory storage devices (i.e. USB drives).

9. **I am responsible for respecting other people's property online.** I will obey copyright laws. I will not plagiarize or use others' work without proper citation and permission. I will not illegally download materials protected by copyright, including but not limited to music and movies.

10. **I am responsible for following school rules whenever I publish anything online.** I will follow guidelines set forth by the district and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting, or video server). I understand that it is unsafe to post personal information about myself, such as: name, address, phone number or school. I will not post photos of other students with their names on any site such as, websites, social networks, blogs, wikis, and discussions forums, without the permission of the parent/guardian or student (age 18 and older).

11. **I am responsible for using Artificial Intelligence (AI) ethically.** I will speak with my teachers before using AI for schoolwork. I will cite AI sources appropriately to maintain academic integrity and I will not share personal information about myself or others in an AI tool.

12. **I am responsible for following school and classroom rules when I am in an online classroom.** I know others can see and/or hear me and my surroundings during live meetings and I will conduct myself appropriately. I will only attend live meetings I am invited to and only if a teacher is leading for connecting with my class and continuing my learning.

Learn more about it!
Click here to find more information about student privacy and online safety:
https://www.commonsense.org/education/toolkit/family-engagement-resources