

# Electronic Resources and Internet Safety Acceptable Use Policy



Technology and electronic resources are used throughout our work and are a critical tool to helping us be productive and will continue to affect how we communicate, how we find information and generally change our work environment. This policy is written to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different from face-to-face interactions. As advances in technology occur, we are aware and vigilant about how we use technology and electronic resources to keep ourselves, our students and District systems safe and secure. Just as we learn to be citizens in a face-to-face world, we also need to practice being digital citizens recognizing social norms and behaviors which are acceptable when using electronic resources. A complete copy of this Policy 2202 is found on the District Website.

## I. Electronic Resources

For the purpose of this Acceptable Use Policy, electronic resources are defined as the District network (wired, wireless, cellular), the Internet, servers, data files/databases, email, telephones/cellular phone, voicemail including the hardware and software used to access these electronic resources. Employees using their personal computers, mobile devices, tablets or other electronic device(s) for any district-related purpose and/or using district programs, internet access, files, e-mail, or documents shall also be subject to all requirements of this policy.

## II. Spokane Public Schools Network and the Public Internet

The Internet is a global network made up of many contributing networks that support the open exchange of information among many different kinds of institutions all over the world. The Spokane Public Schools Network is one of the networks that is attached to and is part of the Internet. The purpose of the Spokane Public Schools Network and all of its technologies is to support the curricular needs and teaching and learning requirements of the district's educational program and to support the business and administrative needs of the school district's operations. Use of the Spokane Public Schools Network and all of its technologies is a necessary element of the district's educational mission and business and administrative needs, and is furnished to staff and students as a privilege, not a right or entitlement. The district seeks to protect legitimate users of such technology by establishing guidelines for such use and imposing discipline on those who abuse the privilege.

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of the district.

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to and periodically does monitor, inspect, copy, review and store without prior notice information about the content and usage thereof.

## III. Computer, Technology and Network Monitoring

The district has the right, but not the duty, to monitor any and all aspects of its computer systems and networks, including, but not limited to monitoring web sites visited by staff and students, monitoring social media, chat groups and news-groups, reviewing material downloaded from or uploaded to the Internet by users, reviewing E-mail and instant messages sent and received by users, monitoring the content and use of Blogs and Wikis, and reviewing any files or information stored on district computers or network servers or storage devices. Staff and students should not have an expectation of privacy in anything they create, store, send or receive on district computers or networks. The district will make every reasonable attempt to limit access to inappropriate material by using an Internet filtering system, providing teacher training, and encouraging personal responsibility and accountability. Neither the district's attempts to limit access to inappropriate materials nor the guidelines set forth in this policy attempt to articulate all required or proscribed behavior by network users. The user is ultimately responsible for his/her actions in accessing and using network services appropriately and responsibly. Successful operation of the Spokane Public Schools Educational Network and all of its technologies requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network.

## IV. Appropriate Use of Computers, Technology and Network Resources

Student and staff use of district technology, computing and network resources must be in accordance with the educational and operational needs and objectives of Spokane Public Schools. This includes, but is not limited to, the following:

- a) Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research consistent with the District's mission;
- b) Participation in non-filtered blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages that support education and research consistent with the District's mission;
- c) With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- d) Student use of a District provided "restricted e-mail account" by approved students. A restricted e-mail account permits the student to communicate solely with other Spokane School District e-mail accounts and limited other approved domains. The District may provide certain older students an "unrestricted e-mail account" that permits the student to communicate with others beyond just those with a Spokane School District e-mail account. Unrestricted e-mail accounts, however, shall only be provided to a student if authorized by the student's parent/guardian.
- e) Staff use of District computers, mobile devices and the network for incidental personal use in accordance with all district policies and procedures; or
- f) Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the district network after receiving authorization from School and/or District administration.
- g) Connection and use of any personal electronic device is subject to all procedures in this document.
- h) Staff should be cautious when revealing personal information web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium.
- i) Staff should be cautious when revealing personal information about another individual on any electronic medium without first obtaining permission.
- j) If staff encounter dangerous or inappropriate information, messages or pictures they should notify the appropriate school authority.
- k) Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district.

## V. Inappropriate Use of Computers, Technology and Network Resources

Unethical and unacceptable behaviors, inappropriate use of district computers, systems, networks and technology resources, and any violation of this Acceptable Use Policy shall be cause for taking disciplinary measures against staff in accordance with district policy, collective bargaining provisions on progressive discipline, and against students consistent with Policy 3200, Student Rights and Responsibilities. Unethical and unacceptable behaviors and inappropriate use of district computers, systems, networks and technology resources includes, but is not limited to:

- a) Using District systems for personal gain, commercial solicitation and compensation of any kind;
- b) Actions that result in liability or unexpected cost incurred by the district;
- c) Actions that violate federal, state, local or District laws, regulations or policies;
- d) Accessing any information that is not consistent with the District's mission or that which interferes with the educational process;

- e) Downloading, installing and use of non-instructional games, streaming audio files, streaming video files, or other similar type of applications (including shareware or freeware) without permission or approval from the Director of Technology Services;
- f) As per Policy/Procedure 4400, support for or opposition to ballot measures, candidates and any other prohibited political activity;
- g) Committing software piracy by copying, downloading, or installing software or data to which the District does not have a valid license or authorization
- h) Initiating or attempting to initiate downloads or uploads to/from any unauthorized file sharing services or sites;
- i) Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools, phishing exploits or other forms of malicious harm;
- j) Stealing or attempting to steal data, equipment or other technology related resources including using technology resources to cheat or attempt to cheat, or to plagiarize or attempt to plagiarize;
- k) Gaining or seeking to gain unauthorized access to computers, networks, systems or data;
- l) Sharing your own account or password information with another user or allowing another to use your account to access a district system or application for which that individuals does not have appropriate authorization or a legal need to know;
- m) Intentionally disrupting or degrading performance of network traffic or District systems;
- n) Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- o) Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- p) Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
- q) Bypassing or attempting to bypass the Districts Internet filter, firewall, authentication services, security settings, network intrusion devices or other technology that manages or secures the District network or;
- r) Attaching unauthorized devices to the district network including devices that create unauthorized wireless access. Any such device will be confiscated and additional disciplinary action may be taken.

**VI. Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. Refer to Policy/Procedure 2025 Copyright Compliance for additional information.

*The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.*

**Acceptable Use Policy Consent and Waiver  
Application for Access**

***I have thoroughly read and understand the Spokane Public Schools' Technology, Telecommunication and Internet Acceptable Use Policy. I agree to comply with these guidelines and the established code of conduct developed by Spokane Public Schools. I understand that a violation of the above policy may result in consequences including revocation of network use privileges, school disciplinary action, and/or civil or criminal liability.***

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Work Location: \_\_\_\_\_

**VII. Disclaimer**

*Spokane Public Schools makes no warranties of any kind, whether express or implied, for the computing and network services it provides and is not responsible for material viewed or downloaded from the Internet by users. Use of any information obtained via the Internet is at the user's own risk. Users must be aware that there are many services available via the Internet that might be offensive to certain groups of users. Spokane Public Schools has filters and security in place to block staff and student access to inappropriate and/or offensive material available via the Internet but these filters are not a guarantee that all inappropriate material is blocked. Spokane Public Schools cannot eliminate access to all such services, nor could the district begin to identify all of them. Individual users are responsible for their own actions in navigating the Internet using Spokane Public Schools' technology resources. The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.*

*Spokane Public Schools reserves the right to change or modify its "Electronic Resources and Internet Safety" at any time.*

**VIII. Consent and Waiver**

- a. Parents or guardians will have the opportunity to elect to prevent their children from having access to the Internet.
- b. Employees are required to complete and sign an Acceptable Use Consent and Waiver form before they access the district's network services.