

PROPOSED REVISION



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STUDENTS

Technology

Students using technology in the educational process is an everyday occurrence. It is a goal of Everett Public Schools to provide students access to information, technology, and to develop technological skills. Technology is an integral part of the curriculum, physical environment, and delivery of instruction. For the purposes of this policy, “technology” includes, but is not limited to, computers, hardware, software, the network, Internet access, scanners, copiers, facsimile machines, cameras, and personal electronic devices (PEDs)

Additionally, Everett Public Schools has a vested interest in and encourages the use of PEDs (e.g., smartphones, tablets, slates, notebooks, laptops, personal computers, cellular phones, and other similar electronic devices.) Refer to [Procedure 3246P](#) for information on appropriate use of PEDs. A PED can play a positive role in furthering our students' learning. The Everett Public Schools’ wireless network permits students with a district network account and PED to access the Internet. For purposes of this procedure, the “network” includes, but is not limited to, a set of devices connected via a wired or wireless network owned and operated by the district to give authorized users the ability to share, store, and access digital resources and content located on another connected computer, network device, or online service. All use of the network, **as well as any materials stored, transmitted, or published on the system, must be in conformity to state and federal law-including [Family Educational Rights and Privacy Act \(FERPA\)](#) and [Children’s Internet Protection Act \(CIPA\)](#), network provider policies and district policy.** **All use of the network** must support education and research and be consistent with the mission of the district.

From time to time, the district may determine whether specific uses of the network are consistent with the regulations stated in this procedure. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district.

For security and administrative purposes, the district reserves the right for authorized personnel to review system use and file content including, without limitation, the contents of district-provided personal and shared file storage, web browsing history on a district device and/or the district network, and district email. Email is archived in accordance with State retention guidelines.

Equitable Access

1. Schools throughout the district will have equitable access to technologies and provide educational opportunities to use those technologies.
2. Students with special needs, including those with identified disabilities, benefit greatly from the use of technology. In many cases, technology can remove barriers to learning.

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Appropriate Use

1. It is the expectation of the district that students effectively and appropriately use available technology.
2. Appropriate safeguards are established to ensure the security of district and student data.
3. All users of technology shall comply with current copyright laws.
4. Filtering services are in use on all computers with access to the Internet. The system is designed to block or filter access to Internet content the district deems inappropriate, including pornography and any depictions that are inappropriate, obscene, or are harmful to minors.
5. No user will attempt to breach or modify device hardware and software security measures. Students and staff will immediately notify the site technician if tampering with the device is suspected.
6. No user will attempt to modify the physical appearance or operating system of any technology equipment. This includes, but is not limited to, unauthorized software updates, and copying or installing non-district licensed software.

Student Care of Equipment

Students are responsible for the care and safekeeping of the district-provided laptop that is assigned to them. Students must follow the guidelines and recommendations included in the [Technology Handbook for Students and Parents](#) to ensure their technology is always in working order and is not damaged. Damage to the device must be reported immediately to school administration following the process outlined in the [Technology Handbook for Students and Parents](#).

General Use of Everett Public Schools Technology

1. Users must make diligent efforts to conserve system resources; e.g., system storage, network bandwidth, software licenses, etc.
2. Before users are given access to the system, the district will endeavor to provide appropriate training.

Personal Security

1. Users of technology shall maintain the confidentiality of personal information such as complete names, addresses and telephone numbers, and identifiable photos should remain confidential. Students should never reveal confidential information without permission from their teacher and parent(s)/guardian(s). No user may disclose, use or disseminate any personally identifiable information about others without authorization.
2. Students should never make appointments without parent/guardian permission to meet in person people whom students have contacted using technology.
3. Students should report to a school administrator, teacher, or security staff any dangerous or inappropriate information or messages on the Internet, in email, instant messages, blogs, online forums, social media sites, or other electronic media.

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Student Access to and Use of Technology

Students are expected to exercise good judgment and use network resources in an appropriate manner. All use of the network must support education and research and be consistent with the mission of the district. Use of electronic resources provided by the district is a privilege.

In order to maintain the privilege, students must learn and comply with all of the provisions included in this Student Technology Use Agreement. Violation of any of the conditions of use may be cause for revocation of the student's privilege of network access and/or disciplinary action in accordance with district policies and procedures. In addition, violations of this use agreement may result in referral to law enforcement.

1. Schools shall collect an acknowledgment signed by parent(s)/guardian(s) indicating that those parent(s)/guardian(s) have received and agreed to the conditions for student use of technology as specified in the [Technology Handbook for Students and Parents](#).
2. Student access to and use of technology, including Internet access, is granted on a continuing basis unless a parent/guardian chooses to revoke permission or access is revoked by the district. Parents/guardians may notify the school of their intent to withdraw permission for use of technology by notifying the school in writing.

Internet Safety Instruction

Lessons on online safety issues and cyberbullying awareness/response will be provided and updated regularly. All students will receive a short, age-differentiated lesson on the meaning of the contents of the Acceptable Use Agreement before being asked to sign the agreement. The purpose of obtaining student signatures is to indicate (1) their understanding of and (2) agreement to the provisions therein.

Students will be educated about appropriate online behavior, including interacting with individuals on social media sites and in online forums, and cyberbullying awareness and response **according to Policy 2124, Digital Citizenship and Media Literacy.**

1. The Everett Public Schools' wireless network will provide filtered Internet access. Everett Public Schools is not responsible for or liable for student access to any other network accessed while the device is operated on district property or at any school-sponsored activity or event off school property (including Internet service provided by any commercial service provider.)
2. A PED shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity.
3. Devices shall not be used to violate the confidentiality or privacy rights of another individual, including but not limited to, taking photographs or audio or video recordings of others without their permission or sharing, posting, or publishing photographs, videos or recordings of others without their permission.

4. Information about online safety issues will be made available to families.

Staff will be educated regarding cybersecurity, including regular cybersecurity training as well as ongoing phishing simulations.

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Personal Information and Inappropriate Content

- A. Students should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail, or as content on any other electronic medium;
- B. Students should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. No student pictures or names can be published on any public class, school, or district website unless the appropriate permission has been obtained according to district policy;
- D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority; **and**
- E. **No user may use, disclose, or disseminate personally identifiable information of a minor without explicit parent/guardian permission;**
- F. **Staff must follow district data-handling procedures, including [Policy 3600 – Student Records](#), when handling any student’s personally identifiable information; and**
- ~~GE.~~ Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the **Children’s Internet Protection Act (CIPA)**. Other objectionable material could be filtered. The determination of what constitutes “other objectionable” material is a local decision.

- A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district’s Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- C. Email inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district email boxes;
- D. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;
- E. 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; **and**

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F. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively;

G. The district may monitor student use of the district network, including when accessed on students' personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets;

H. The district may block or delete any malicious content detected, and

I. The district will provide a procedure for staff members to request access to internet websites blocked by the district's filtering software. The procedure will indicate a timeframe for a designated school official to respond to the request. The requirements of CIPA will be considered in evaluation of the request. The district will provide an appeal process for requests that are denied.

Acceptable Use Guidelines

When a student is using district technology or when a student is using a PED while on district property or at a school-sponsored activity or event off school property, access to and use of technology is authorized, provided the student adheres to the following Student Technology Use Agreement at all times.

Student Technology Use Agreement

1. All use of technology must be in support of education, classroom learning and Everett Public Schools' operations and must be consistent with the mission of Everett Public Schools. The district reserves the right to prioritize use and access to the system.
2. Any use of technology must conform to state and federal law, technology use policies, and Everett Public Schools' policies, procedures, and directives. It should be recognized and understood that a PED may not be compatible with district systems. District support staff will provide technical support on a best effort basis. Access to Everett Public Schools' network with a PED is not guaranteed.
3. Using the district network for personal or private gain or benefit, commercial solicitation, or compensation of any kind is prohibited.
4. Using the district network for political purposes in violation of federal, state, or local laws is prohibited. Technology constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
5. There is no expectation of privacy for any user of the district's technology, including but not limited to Internet use and email. Materials created, stored, sent, or received on district technology are subject to review by the district and may be subject to a public records request under the state Public Records Act.
6. Subscriptions to mailing lists, bulletin boards, online forums, commercial online services, and other information services must be directly related to classroom curriculum.
7. Diligent effort must be made to conserve technology resources.

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8. Technology shall not be used to disrupt the operation and use of technology by others; technology system components, including hardware or software, shall not be destroyed, modified, removed, or abused in any way.
9. Use of technology to harass others or gain unauthorized access to any service or information and/or damage the components of a service or information is prohibited.
10. Users are responsible for the appropriateness of the material they transmit or publish using technology. Hate mail, harassment, intimidation, bullying, discriminatory remarks or other antisocial or uncivil behaviors are prohibited. This may also include the manufacture, distribution, or possession of inappropriate digital images.
11. Use of any technology on district property or at any school-sponsored activity or event off school property, including PEDs, to access, store or distribute inappropriate, obscene or pornographic material is prohibited.
12. Use of cameras, including those in cell phones or other PEDs, is prohibited in restrooms, locker rooms, or any other location where there is a reasonable expectation of personal privacy.
13. Connecting or attaching any computer or networking equipment or components to the Everett Public Schools' network via network ports and/or communications closets, by anyone other than a network technician or other individuals expressly authorized by the district's chief information officer or designee is prohibited. Unauthorized computer or networking equipment or components will be removed without notice. Connection of any personal electronic device is subject to all procedures in this document and district policy.

Copyright

Federal copyright law prohibits the reproduction, distribution, adaptation, public display, and public performance of copyrighted materials without the **specific written** permission of the copyright owner, unless such copying or use constitutes a "fair use" or is otherwise exempt under applicable law. Guidance on fair use and applicable exemptions is provided in [Procedure 2312P](#), Copyright Compliance.

Ownership of Work

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created unless such work is created while the student is acting as an employee of the district or unless such work has been paid for under a written agreement with the district. If created while an employee of the district or under an agreement with the district, the work will be considered the property of the district. Staff members must obtain a student's permission prior to distributing a student's work to parties outside of a school or the district. Sources outside the classroom or school must be cited appropriately.

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Network Security

1. Passwords are the first level of security for a user account.

- 24.** System logins ~~or~~ **and** accounts are to be used only by the authorized owner of the account for authorized purposes.
- 32.** Users may not share their system, computer or software passwords with others or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their account **and will lock the screen or log off if leaving the computer.**
3. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, misrepresent other users or attempt to gain unauthorized access to any data or entity on specific computers or the network.
4. Communications may not be encrypted so as to avoid district security review.
5. Users will maintain security practices as determined by the district or as necessary to maintain security.

Privacy

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with FERPA.

No Expectation of Privacy

It is the policy of Everett Public Schools that district technology be used only for district-related educational purposes. Students will have no expectation of privacy when utilizing district technology. When responding to a public records request under the Washington Public Records Act, the district will access all district technology to provide a complete response.

The district reserves the right to **monitor,** inspect, **without notice,** **copy,** ~~to~~ review, ~~monitor,~~ and ~~log store,~~ as appropriate, **without prior notice,** all activity using district technology, **including but not limited to:**

A. The district network, regardless of how accessed;

B. User files and disk space utilization;

C. User applications and bandwidth utilization;

D. User document files, folders, and electronic communications;

E. Email;

F. Internet access; and

G. Any and all information transmitted or received in connection with network and email use.

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Hardware, Educational Applications, and Programs

Hardware, and all applications, including software, and operating systems must be approved for use prior to purchase and installation according to current technology purchase procedures. Additionally, hardware and all applications, software, and operating systems must be:

- A. Currently supported by the manufacturer.
- B. Periodically reviewed to ensure they are still in use, supported by the manufacturer, and patched for vulnerabilities.

The district will remove any hardware, application, software, or operating system that does not meet these criteria.

Archive and Backup

Backup is made of all district email correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

Artificial Intelligence

Artificial Intelligence is a rapidly advancing set of technologies for capturing data to detect patterns and automate decisions. Artificial Intelligence (AI) has become an increasingly important part of our lives, and it is essential for students to understand when and how to use it effectively and ethically. AI tools can enhance classroom learning, and their implementation should be guided with proper training, ethical considerations, and responsible oversight.

When utilizing generative AI tools to create or support the creation of texts or creative works, students are expected to adhere to these guidelines, (WSSDAs) the Student AI Code of Conduct, and any additional guidance provided by their classroom teacher.

A. Purpose

The district will seek to maintain staff and student access to generative AI tools for the following purposes:

- Ensuring all students have equitable access to leverage these technologies, regardless of what learning technology devices may be available to them.
- Providing all students with an opportunity to engage in current technologies in a learning environment, to better prepare them for the world they will live and work in.
- Extending the benefits of these tools to the workplace, where appropriate, to leverage efficiencies and productivity.

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B. Appropriate Use

Student and staff use of generative AI technologies should be used to support and extend student learning and workplace productivity. Student and staff use of AI will be in accordance with the expectations outlined in [Policy 3245](#) and this procedure, (WSSDAs) and the AI Code of Conduct.

C. Inappropriate Use

In addition to those uses that violate this procedure the following are prohibited uses of AI:

- **Any use of AI that does not align with expectations outlined by a classroom instructor or building administrator. It is ultimately the teacher's responsibility to determine the appropriate level of use of AI in each classroom, and for each assignment or project.**
- **Use of AI to complete an assignment in a way that represents the assignment as one's own work.**
- **Use of AI to purposefully create misinformation or to misrepresent others for the purpose of harming or bullying groups or individuals.**
- **Use of AI with confidential student or staff personal information.**

District Responsibilities

Everett Public Schools shall:

1. Review, monitor, and log, as appropriate, all technology activity for responsible and acceptable use consistent with the terms of the policies and procedures.
2. Make determinations on whether specific uses of technology are consistent with its Student Technology Use Agreement.
3. Remove a user's access to technology, with or without notice, at any time the district suspects that the user is engaged in unauthorized activity or violations of this procedure. In addition, further disciplinary or corrective action(s) may be imposed for such activity or violations in accordance with district policies and procedures.
4. Cooperate fully with law enforcement investigations concerning, or relating to, any suspected or alleged inappropriate technology activities.
5. Under prescribed circumstances, non-student or non-staff use of technology may be permitted provided such individuals demonstrate that their use furthers the purpose and goals of the district and is authorized by a district administrator.

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Disciplinary Action (If WSSDA's additional documents are adopted)

All users of the district's electronic resources are required to comply with the district's policy and procedures and agree to abide by the provisions set forth in the district's Student Technology Use Agreement, as well as associated documents such as the AI Code of Conduct. Violation of any of the conditions of use explained in any of these documents could be cause for suspension or revocation of network, computer access, or other electronic resources privileges. Additionally, violations of these documents could result in disciplinary action, including suspension from school, termination of employment, and/or civil or criminal actions, as warranted.

Accessibility of Electronic Resources

In compliance with federal and state law, all district-sponsored programs, activities, meetings, and services will be accessible to individuals with disabilities, including persons with hearing, vision, and/or speech disabilities. To ensure such, the content and functionality of websites associated with the district should be accessible. Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures.

District staff with authority to create or modify website content or functionality associated with the district will take reasonable measures to ensure that such content or functionality is accessible to individuals with disabilities. Any such staff member with questions about how to comply with this requirement should consult with insert title and position.

Liability

The district cannot guarantee the availability of technology resources and will not be responsible for any data that may be lost, damaged, or unavailable due to technical or other difficulties. The district cannot ensure that all electronic transmissions are secure and private and cannot guarantee the accuracy or quality of information obtained. The district will employ technology protection measures to comply with federal and state requirements to filter or block material the district deems inappropriate. However, no known process can control or censor all illegal, defamatory, or potentially offensive materials that may be available to the user on information systems accessible through the use of district resources.

Cross references:

[Board Policy 3245](#)
[Board Policy 3246](#)
[Procedure 5225P](#)

Technology
Personal Electronic Devices
Technology

Adopted: April 2005
Revised: June 2006
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Updated: January 2020
Updated: July 2021
PROPOSED: April 2024

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STUDENT TECHNOLOGY USE AGREEMENT

Student Information

Student Name

Student ID

Grade

Student Agreement

- I have read the Everett Public Schools Student Technology Use Agreement ([3245P](#)).
- I have read the Parent/Student Technology Handbook.
- I will bring my device to school each day with a full charge and ready to use.
- I will not leave my device unattended at any time while at school or in a public place.
- I will not remove the district barcode label or mark my device in any way with markers, stickers, scratches, engravings, etc.
- I will not attempt to remove, alter, or repair any hardware, install any unapproved software, remove any pre-installed district software, and/or modify my device's operating system in any way.
- If I have problems with my device, I will stop using it and ask my teacher or a technician for assistance.
- I understand that I may lose my technology equipment privileges as a result of inappropriate behavior and may be financially responsible for damage to or loss of any district issued device.
- I understand stolen or missing devices must be reported to school administration within 24 hours, or on the next school day.
- I will return the equipment when requested by the district and at the end of the school year.
- I understand that if the device is not returned a report will be filed with local law enforcement in order to activate the tracking feature to recover the device.
- I understand that I will be charged for any missing or damaged equipment including the tablet, keyboard, power supply and cable, student bag and digital inking pen(s).

Student Name (Printed)

Student Signature

Date

Parent Agreement

- I have read the Everett Public Schools Student Technology Use Agreement ([3245P](#))
- I have read the Parent/Student Technology Handbook.
- I will ensure my student brings his/her device to school each day with a full charge and ready to use.
- I understand that my student may lose his/her technology equipment privileges as a result of inappropriate behavior, damage, neglect, or loss.
- The district reserves the right to charge the user the full cost for repair or replacement of the device when damage or loss occurs due to negligence as determined by school administrators. ([RCW 28A.635.060](#))
- If the device is not returned or missing, you acknowledge your responsibility for the cost.
- I understand stolen or missing devices must be reported to school administration within 24 hours, or on the next school day.
- I understand my student must return the equipment when requested by the district and at the end of the school year.
- I understand that if the device is not returned a report will be filed with local law enforcement in order to activate the tracking feature to recover the device.
- I understand that I will be charged for any missing or damaged equipment including the tablet, keyboard, power supply and cable, student bag and digital inking pen(s).
- I accept responsibility to monitor and ensure appropriate use of the internet and websites when my student accesses the internet outside of the district's network.
- I understand my student may not attempt to remove, alter, or repair any hardware, install any software not approved by the district, remove any pre-installed district software, and/or modify the device's operating system in any way.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Adopted: June 2017

Revised: July 2018

Revised: July 2019