

Technology Services
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June 5, 2013

Re: Student Email and Internet Acceptable Use Policy (Policy 6400)

Dear Parents and Guardians:

Following is information regarding student email and a student summary of the district's Internet Acceptable Use Policy (Policy 6400). We would encourage you to review this information with your student.

STUDENT EMAIL and MS OFFICE 365

Spokane Public Schools will be providing your students in grades 4 – 8 with a restricted email account that will only allow communication with teachers and other district personnel to send/receive information pertaining to school events/activities, class/assignment information, graduation planning, college preparation, etc. With parent/guardian approval, the District will be providing students in grades 8 -12 an unrestricted e-mail account that will have full access to communicate with any other Internet e-mail account and is essential to your student in college and career preparation activities and collaboration work with other students. The parent/guardian approval for unrestricted email will remain in effect for the student unless there is written communication revoking approval. Both the restricted and unrestricted email accounts are to be used by students solely and exclusively for purposes consistent with Spokane Public Schools' curricular and educational needs. Both email accounts come with access to MS Office 365 web-based applications and online tools.

The School District will not voluntarily share student e-mail addresses with any party outside of the school district. However, the School District may be compelled by public records laws or other laws to disclose district-provided student e-mail addresses and/or e-mail messages. Students have no right to privacy or expectations of privacy when using a District issued e-mail account because, among other reasons, student e-mail accounts are subject to inspection by the District at any time and shall be monitored by the District to assure compliance with district policy.

Email Assumption of Risk

Email accounts carry with them certain inherent risks, which may include but are not limited to: the inadvertent dissemination of personal information or other information that is desired to be private whether by the sender or as a result of an email being forwarded; receiving communication from unwanted, unauthorized and/or dangerous persons; access to the email account by unauthorized persons; accessing email account when such distractions could result in harm, such as while driving; and receiving threatening, harassing, sexually explicit, obscene or illegal emails.

SPS TECHNOLOGY, TELECOMMUNICATIONS, AND INTERNET ACCEPTABLE USE POLICY (Policy 6400)

The purpose of the Technology, Telecommunications, and Internet Acceptable Use Policy is to provide guidelines, rules and code of conduct for the use of technology and the internet in Spokane Public Schools. This policy refers to technology, telecommunications, and internet, including but not limited to, the use of computers, mobile devices, networks, and other district technology and to the sending/receiving electronic or digital information via e-mail, voice-mail, blogs, internet, and any other means. Please see a "Summary for Students" on the reverse side of this letter.

Sincerely,

Clay Gehring
Executive Director, Technology Services

SPS Technology, Telecommunications, and Internet Acceptable Use Policy (Policy 6400)

SUMMARY FOR STUDENTS



Spokane Public Schools
excellence for everyone

The purpose of the Technology, Telecommunications, and Internet Acceptable Use Policy is to provide guidelines, rules and code of conduct for the use of technology and the internet in Spokane Public Schools. This policy refers to technology, telecommunications, and internet, including but not limited to, the use of computers, mobile devices, networks, and other district technology and to the sending/receiving electronic or digital information via e-mail, voice-mail, blogs, internet, and any other means.

- Internet use is for the purpose of supporting the educational needs and teaching and learning requirements of the district's educational program and is furnished to students as a privilege, not a right or entitlement. The district will impose discipline on those who abuse this privilege.
- The district will provide students with internet safety educational opportunities about appropriate online behavior, including interacting with other individuals on social networking, cyberbullying awareness and response, and digital citizenship through classroom instruction as well as electronic and printed resources.
- Parents or guardians will have the opportunity to elect to prevent their children from having access to the internet.
- The district regularly monitors its computer systems and networks, including monitoring web sites visited by students, 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.
- Students should not have an expectation of privacy in anything they create, store, send or receive on district computers or networks. The district is also making every reasonable attempt to limit access to inappropriate material by using an internet filtering system and encouraging student personal responsibility and accountability.
- Students are ultimately responsible for his/her actions in accessing and using the internet.
- 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 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:
 - ✦ Transmitting or receiving any material in violation of any federal or state regulation.
 - ✦ Accessing any information that does not have educational value or interferes with the educational process.
 - ✦ Using district resources for illegal, inappropriate, or obscene or sexual purposes or in support of such activities.
 - ✦ Using district technology resources to bully, intimidate or harass others or discriminate against others in violation of Spokane Public Schools policies.
 - ✦ Intentionally disrupting network traffic, crashing the network or systems, or degrading or disrupting equipment or system performance.
 - ✦ Using computing and network resources to transmit or receive material for commercial or personal activities.
 - ✦ Stealing or attempting to steal data, equipment, network resources, intellectual property or any other technology related resources.
 - ✦ Using district technology resources, personal technology resources or the internet to cheat or plagiarize.
 - ✦ Using any personal technology, including but not limited to, PCs, laptops, cell phones, music/video/game players or other electronic devices, in conjunction with district technology that might be considered a violation of these rules.
 - ✦ Forging or using an e-mail account assigned to another user, posting unauthorized, anonymous or inappropriate messages.
 - ✦ Gaining or seeking to gain unauthorized access of district files or data or other's files or data, or vandalizing or altering the files or data of another user.
 - ✦ Gaining or seeking to gain unauthorized access to resources, services, or systems.
 - ✦ Sharing their own account or password information with another user or allowing another to use their account to access district technology.
 - ✦ Using the account of another user to access a district technology for which that individual does not have appropriate authorization.
 - ✦ Attaining unauthorized access to information or possessing or disclosing information in violation of federal or state regulation.
 - ✦ Committing software piracy, including but not limited to the downloading or installation or use of software applications, games, video, audio, graphical or textual content to which the district does not have a valid license or authorization. Downloading or uploading personal software or games shall not be permitted.
 - ✦ Hacking, cracking, vandalizing, purposefully degrading, destroying or tampering with any district technology, data, or information.
 - ✦ Attempting to defeat or bypass the district's internet filter to avoid being blocked from inappropriate content or to conceal internet activity.
 - ✦ Attempting to defeat, disable or bypass any security protocols, authentication services, firewalls, content filters, PC or server system security settings or parameters, network intrusion detections services or any other technology that manages and secures the network.

Full version of Policy 6400: Technology, Telecommunications, and Internet Acceptable Use Policy can be found at <http://webs.spokaneschools.org/polpro/>

Spokane Public Schools

District-Provided Student Email Account

Parent/Guardian Authorization



With parent/guardian approval we are offering students in grades 8 -12 an unrestricted e-mail account that will have full access to communicate with any other Internet e-mail account. This account will be important to your student in college and career preparation activities, collaboration work with other students and communication regarding school activities and events. If you choose to not authorize your student for district email it may be difficult for them to fully participate and benefit from some classroom and career/college readiness activities as more and more services require students to provide an email address for communication and registration. While the account is unrestricted, this email account is intended to be used by students solely and exclusively for purposes consistent with Spokane Public Schools' curricular and educational needs.

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Parent/Guardian Authorization

I have read and understand the above information and I authorize the Spokane Public Schools to provide an unrestricted e-mail account for my child. I understand that this authorization will remain in effect for my student unless I provide further communication withdrawing my approval. I acknowledge, understand, and accept the risks related to my student being issued a School District-provided unrestricted e-mail account.

Student Name (please print clearly)

Student ID# (please print clearly)

Parent/Guardian Name (please print clearly)

Parent/Guardian Signature

Date