Responsible Use of Technology

Definitions

Technology: Any digital tool or mechanical system designed to enhance tasks, communication, or learning experiences.

Universal Design for Learning (UDL): A framework for flexible learning environments where all students can access, engage with, and express their knowledge and skills in diverse and varied ways.

Artificial Intelligence (AI): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.[1]

Generative AI: The class of AI models that emulate the structure and characteristics of input data to generate derived synthetic content.[2]

Technology-Generated Material: Texts, images, audio files, videos, and other material produced by artificial intelligence or other technologies.

Deepfake: Highly realistic and manipulated media created using advanced technology such as artificial intelligence and machine learning.

Cheapfake: Manipulated media created using simple editing tools, with or without technology.

Purpose

The District enforces the administrative rules listed below so students and staff may be empowered to use technology in an innovative, informed, and equitable manner to support Board Policy ACB - Every Student Belongs.

Student Responsibilities

1.   Student Technology Expectations:

    a.   Use technology honestly, respectfully, and responsibly.
    b.   Follow instructor guidance and classroom technology use agreements.
    c.   Actively avoid using technology in a detrimental or dishonest manner.
    d.   Follow the guidance listed in the District Student Rights and Responsibilities Handbook.

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[1] Exec. Order 14110.2023
[2] Exec. Order 14110.2023

Shared Student, Staff, and Administrator Responsibilities

1.   Manage Data Responsibly

      a.   Keep full names, passwords, addresses, personal information, identification numbers, video and images of staff and students private.

      b.   Review and adjust privacy settings.

      c.   Report harmful and suspicious online activity such as unauthorized mimicry (deepfakes, etc.), cyberbullying, and phishing (false emails, etc.).

2.   Conscious When Creating Content

      a.   Avoid creating or generating inaccurate or inappropriate content in material.

3.   Review Material for Accuracy and Bias

      a.   Review material for accuracy and bias before sharing it or using it in research.

4.   Honor Agreements

      a.   Comply with product-specific usage agreements for all technologies used on campus on district-provided devices off campus.

5.   Avoid Mimicry:

      a.   Avoid creating material mimicking the likeness, voice, or copyrightable material of students, staff and others, such as deepfakes and cheapfakes, unless it is created ethically and transparently.

           (1)   Mimicry regarding minors is prohibited unless there is clear educational value and parent/guardian permission is obtained in writing in advance.

           (2)   Prior consent and post-generation approval shall be gathered in writing and kept on file if creating any type of material that could be considered mimicry.

           (3)   Harmful or inappropriate mimicry is always prohibited, regardless of consent, and will invoke discipline from a school administrator.

Shared Staff and Administrator Responsibilities

1.   Staff Technology Expectations

      a.   Use technology equitably, inclusively, appropriately, and innovatively following district policies.

2.   Classroom Technology Use Agreements:

      a.   Create clear, classroom-specific technology expectations, include them in the course syllabus and student guides, and communicate them to students.

3.   Select, Deselect and Mitigate Technology-Related Material

      a.   Select, and deselect, technology product content and technology-generated material following the criteria and processes listed in District Policy IIA-AR(1) - Instructional Materials.

    b.   Mitigate biased, inaccurate, or potentially harmful content if it appears in technology, or technology-generated material, utilized or referenced in the classroom.

4.   Planning for Student Technology Use

    a.   Consult with the District Technology Director about the District's approved Digital Resource Menu before allowing or requiring students to use specific technology.
    b.   Submit a written request to the District Technology Director for approval for student access to unlisted technology at school and on district-provided devices.
    c.   Submit a written request to the Director of Technology if it appears as though a website or other technology is blocked unnecessarily.

5.   Instructional Practices

    a.   Integrate technology into instruction to enhance learning and increase opportunities for students to engage with and practice responsible technology use.
    b.   Explicitly teach digital citizenship and media literacy skills at least twice per year, continuously reinforce digital citizenship concepts, and model best practices.
    c.   Remind students to protect their personal and sensitive information regularly.
    d.   Integrate differentiated instruction, collaboration, and productive discourse.
    e.   Include Universal Design for Learning (UDL) scaffolds and supports to provide multilingual, multimodal, and accessible learning.
    f.   Align lessons with district initiatives and International Society for Technology in Education (ISTE) standards.

6.   Student Accommodations

    a.   Honor student accommodations established by the student's Individualized Educational Plan (IEP) or 504 regarding using generative AI or other assistive technologies at all times.

School Administrator Responsibilities

1.   Oversee Building Technology Use

    a.   Direct, promote, and support learning opportunities and activities that integrate technology.
    b.   Review and revise classroom technology agreements and guidance documents.
    c.   Coordinate with the Director of Technology.

District Responsibilities

1.   Oversight of the District Technology Program

    a.   The Director of Technology will oversee, plan, and implement the initiatives listed in this document.
    b.   The Director of Technology will review and approve technology use requests to ensure compliance with the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), and other applicable regulations.
    c.   The Director of Technology will negotiate Data Privacy Agreements or require and direct the gathering of parent/guardian permission for students' use of technology.

2.   Access to Technology

    a.   Provide access to technology that enhances educational experiences and choice-ready, future-ready preparedness, including innovative tools such as generative AI.

    b.   Encourage and facilitate opportunities for students and staff to actively use technology so they may practice digital media and technological fluency.

    c.   Avoid unnecessarily blocking appropriate technology resources.

3.   Community Engagement

    a.   Seek stakeholder input, including students, staff, and community, on technology use through surveys, focus groups, etc.

    b.   Gather feedback and foster collaboration between schools, families, and community partners.

4.   Professional Development

    a.   Provide at least one technology-related professional development session per year for staff to guide and promote responsible, ethical, collaborative, and innovative technology use.

5.   Monitoring Student Use

    a.   Implement appropriate measures to monitor student use of technology resources, including district-provided devices and networks, to ensure compliance with this policy and applicable laws.