

Sonoita School District #25

Responsible Use Policy

You have a wonderful opportunity before you! You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. However, as with all tools, there are precautions to be taken. This Responsible Use Policy (RUP) will outline some of those, provide direction for the use of the resources, and you will affirm your commitment to this RUP. Remember, this Responsible Use Policy is simply a guide. Both good judgment and good decisions are your first step in using technology safely and appropriately.

At Sonoita Elementary School District, students are expected to follow the following rules regarding technology.

Be Respectful and Trustworthy

- Respect all technology equipment and take good care of it.
- Respect self, peers, teachers, and staff when using technology.
- Be polite, and use no vulgar, harassing, or bullying language or behaviors:
 - When using electronic communication
 - When posting online
- Respect the network.
 - Do not waste system resources or disrupt the others' use of the network, such as unnecessary printing, file storage, and high bandwidth activities (streaming movies/music)
 - Do not load or execute non-approved programs, websites, scripts, or content without express permission of the school tech staff and the supervising staff member (teacher, librarian, etc.).
- Respect other people's work. (Copyright and Plagiarism)
 - Copyright infringement and plagiarism are not acceptable. All sources used must be cited.
 - Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright.
 - Plagiarism is when you take someone else's work and present it as if it were your own.

Be Caring

- Care about yourself and peers when engaged with technology.
 - Do not engage in cyberbullying of any kind, including on social media sites, using messaging, or anytime you're working online, whether at home or at school.
 - Always conduct yourself in a responsible, ethical, and polite manner.
 - Care about the technology equipment.
 - Do not eat or drink when using technology.
 - Keep the equipment clean and sanitary.

Be Responsible

- You understand that technology, and access to devices and the network, is a privilege and not a right.
- You are responsible for your actions when using technology.
 - Remember to keep yourself safe, do not do the following:
 - Send or display offensive messages, pictures, or language.
 - Give personal information, such as complete name, phone number, address, or identifiable photo, without permission from teacher and parent/guardian.
 - Harass, insult, or cyber bully others.
 - Damage or modify computers, computer systems, or computer networks.

- Use others' login information.
 - Trespass in others' folders, work, or files.
- Do not cause intentional damage to hardware or software in any way.
- Be responsible when using the network.
- Only use your username and password.
 - Never login under another user's account.
 - Don't use another student's computer without their knowledge or as a joke.
- Protect your login information for all websites and services.
- Only go to appropriate sites. Never bypass or attempt to bypass filters, including the use of proxies or other methods of anonymous access. While at school, do not access the internet via a non-Sonoita network, such as with a cell phone data plan or separate router.
- Don't intentionally waste resources.
- You may not use school technology for personal reasons, such as games, shopping, keeping in touch with friends, making money, impersonating others, or other commercial reasons.
- Be responsible for your data and use of data.
 - You are the only one responsible or accountable for the quality of the information you find online.
 - The school and district are not responsible or liable for any data loss or inaccuracy.
 - You are responsible for backing up or storing your data.
- Be responsible for your online actions and be aware of your digital footprint.
- Keep your communications school-appropriate.
 - Don't engage in personal attacks or harassment.
 - Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Electronic communication doesn't show sarcasm or wit as well as you might think.
 - Respect privacy (yours and everyone else's). Do not repost a message without the permission of the person who sent it.
 - Don't share personal information.
- You are responsible for everything that happens to your assigned device.
- Respect device loaners as though they are the originally issued device.
 - Know that should a loaner suffer damage, the student who was loaned the device is responsible for the damages to the loaner device.
- You are responsible for any content on your device regardless of how it originated.
- Report any issues, including loss or theft, to the appropriate school and law enforcement authorities as soon as possible.
 - If a device is stolen, case numbers need to be provided to school administration and technology staff immediately.

Discipline

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your device, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and Sonoita Elementary School Board policies, but there may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or possible legal action.

Miscellaneous

As part of the educational process, students will have access to Sonoita Elementary School District vetted and approved tools, apps, programs, extension, and other Third Party Resources. Some of these resources will be delivered through Google and/or accounts utilizing their district-provided credentials.

The Sonoita Elementary School District does filter the Internet in an effort to block material that is not appropriate for students. Your district-provided device will tap into that same filtered Internet whether you are at school or at home. You will not be allowed to configure your laptop's internet access. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. Parents/Guardians accept full responsibility for supervising their child's use when not in a school setting.

Users should not expect that files and messages stored on or transmitted via Sonoita networks will always be private. These may be monitored to maintain system integrity and ensure compliance with policies. Remember that a district-provided device is not yours. It belongs to the school district.

Keep nothing on your device that is so private that you wouldn't share it with a teacher, the principal, the tech department, or your parents. Assume that your device can keep no secrets, because it can't. Any device will be treated like a backpack – it can be searched.

Please remember that use of Sonoita technologies is a privilege, not a right, and inappropriate use may result in a restriction or cancellation of those privileges.

Should the need arise, the Responsible Use Policy may be modified at any time by the Sonoita Elementary School District.

Sonoita Elementary School District Artificial Intelligence Guidelines

Purpose

This policy establishes regulations for the use of Artificial Intelligence (AI) technologies within the Sonoita Elementary School District. It outlines the scope, usage guidelines, and safeguards to ensure responsible AI integration in all areas of education, administration, and operations, while protecting privacy, ensuring ethical use, and supporting equitable learning environments.

Scope

This policy applies to all students, teachers, staff, administrators, and third parties who develop, interact with, or implement AI technologies within the district's educational, operational, and administrative systems. The policy covers generative AI models, automation software, conversational agents, and analytics tools used for instructional, administrative, and operational purposes.

Definitions

- **Artificial Intelligence (AI)** - A branch of computer science focused on creating systems capable of performing tasks typically requiring human intelligence, including decision-making, pattern recognition, and language understanding.
- **Generative AI** - A subset of AI, including models such as ChatGPT, which generates new content, predictions, or recommendations based on large language models (LLMs).
- **Closed AI Systems** - Proprietary AI models, accessible by authorized users or organizations alone. Such systems maintain tight control over intellectual property and are deployed within protected environments designed to uphold enhanced security and privacy standards.

- **Open AI Systems** - AI models and tools that are developed collaboratively by a global community and are generally open to the public. While these systems can foster innovation and broad participation, their openness may mean that privacy safeguards vary widely, and user data protection and anonymization are not guaranteed by default.
- **Compliant AI Systems** - AI systems that adhere to applicable laws, regulations and ethical guidelines while ensuring that data used to train and operate the AI system is in compliance with relevant data protection laws.

General Guidelines

Educational Purpose: AI technologies shall be implemented to support Sonoita Elementary School District's educational mission, enhance student learning, improve instructional practices, and streamline district operations.

Human Oversight: AI shall not replace human educators, administrators, or staff. AI must augment human judgment, with all decisions involving AI subject to human review and approval.

Ethical Use: All AI systems must align with the district's values of fairness, equity, and inclusivity.

Regulatory Compliance: All AI use must comply with applicable federal and state regulations, including FERPA, COPPA, IDEA, CIPA, Section 504, and any other relevant laws.

Data Privacy and Security: The district shall not use AI systems that compromise Personally Identifiable Information (PII) or other sensitive data. All AI platforms must undergo a privacy and security assessment before adoption.

Staff Guidelines

AI Integration in Teaching - AI tools may be used to support instructional practices but shall not replace teachers in delivering curriculum or assessing student performance. Teachers are responsible for reviewing all AI-generated content before use in the classroom. Teachers may only use district approved AI tools with students.

Data Privacy and FERPA Compliance - Staff must ensure no PII, student records, or sensitive information is shared with generative AI systems. All data use must comply with FERPA and district privacy policies.

Professional Development - Sonoita Elementary School District will research and may implement professional development and training on AI usage, literacy, and ethics. Staff are highly encouraged to take training on AI tools before integrating them into their instructional or administrative work.

Academic Integrity - Teachers are responsible for clearly outlining AI usage guidelines in their classroom policies and ensuring students adhere to these guidelines. Teachers must provide guidance and supervision if AI is approved for use in the classroom and follow additional guidelines provided by the school, if applicable. Teachers must report violations related to misuse of AI per district policy to the Superintendent/Principal.

Student Guidelines

Restricted AI Access - Open generative AI-platforms are prohibited for student use on district devices. Access to these platforms will be blocked on district provided devices, including laptops, iPads, and desktop computers.

Acceptable Use - Students may only use AI tools under the supervision of teachers or instructional staff. This can include in the physical presence of a teacher to provide real-time supervision or with pre-approved activities or work when supervised use is limited to specific lessons or projects that have been vetted and approved. School administration may develop further guidelines to approve classroom use of AI or documentation of the use of AI in classrooms.

Use of Closed, Compliant AI Systems - Students may only use AI tools that comply with COPPA regulations and have been approved by the district for educational purposes.

Academic Integrity - Students must adhere to the specific guidelines or instructions provided by their teacher or teachers regarding the use of generative AI tools. If no guidance regarding the use of generative AI is provided,

students should not use AI tools. Students are prohibited from using AI tools in a manner that violates the district's Student Handbook, including using AI to plagiarize, cheat, or fabricate work. Violations will be addressed in accordance with the Student Handbook.

Digital Citizenship - The district will provide guidance to students on responsible AI use, ensuring they understand its ethical and legal implications. Digital citizenship education shall include AI literacy and data privacy awareness. AI literacy is defined, according to DigitalPromise.org as the knowledge and skills that enable humans to critically understand, evaluate, and use AI systems and tools to safely and ethically participate.

Administrative Guidelines

Efficiency and Support - AI may be used to streamline administrative tasks, such as data analysis, resource allocation, and communication, provided it does not replace human oversight or decision-making.

Bias Monitoring - AI tools used in administration must be regularly audited for bias and inaccuracies. Administrators are responsible for ensuring AI outputs are fair, objective, and aligned with district policies.

Data Security and Compliance - All AI tools used in administration must meet data privacy requirements and comply with district and state regulations. No PII, sensitive or confidential information shall be processed by AI systems without proper authorization and safeguards.

Integrity of AI Use - Staff members must ensure compliance with the policies regarding the use of AI. Misuse of AI tools will be treated as a violation and will be addressed in accordance with the Staff Conduct Regulations.

Evaluation and Monitoring

Approval and Purchasing of AI Tools: All AI tools will be evaluated and selected per the district's procurement process.

Ongoing Monitoring: The district will continuously monitor the use of AI systems to ensure compliance with this policy. New AI tools and updates to existing systems will be vetted before deployment.

References

FERPA: Family Educational Rights and Privacy Act

COPPA: Children's Online Privacy Protection Act

IDEA: Individuals with Disabilities Education Act

CIPA: Children's Internet Protection Act

Section 504: Rehabilitation Act

Sonoita Elementary School District Student Handbook