

## Lakeside Union School District Student Use of Technology Acceptable Use Policy

Lakeside Union School District is committed to the integration of technology into student learning with the purpose of preparing them for a technology-driven world.

*California's Common Core State Standards* include the use of technology when describing students who are *College and Career* ready.

***They use technology and digital media strategically and capably.***

*Students employ technology thoughtfully to enhance their reading, writing, speaking, listening, and language use. They tailor their searches online to acquire useful information efficiently, and they integrate what they learn through technology with what they learn offline. They are familiar with the strengths and limitations of various technological tools and media and can select and use those best suited to their communication goals.*

*(California Department of Education: Common Core State Standards. <http://www.cde.ca.gov/re/cc/>)*

Our students use a variety of digital resources and tools to facilitate learning through research, communication, collaboration, and innovation. Students collaboratively research, create, edit and share files for school related projects, such as showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

One tool we use is Google Apps for Education, which provides access to resources that assist in the effective use of technology. The following services are provided to student as part of Google Apps for Education:

- Mail - an individual email account for school use managed by the District (Grades 4-8 only)
- Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- Drive – Files cloud storage

Students will be given a district-owned *@lsusdstudent.net* email account. Students will be instructed in appropriate, safe and effective ways to use email as a tool for communication and file sharing. This email will only be enabled within the LUSD network. Student will not be able send or receive emails from anyone outside the district.

Access to and use of Google Apps for Education at school is considered a privilege afforded at the discretion of the teacher, the school and the district. Each of these maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be dealt with per district policies. The district reserves the right to monitor any online communications, downloaded materials, and deleted files, for improper use.

Although the district does not have control of the information on the Internet, it attempts to provide prudent and available barriers when utilizing district-provided technological resources. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the district's intent is to make Internet access available to further its educational goals and objectives, students will have the ability to access other materials as well. The district believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, parents/guardians of students are responsible for setting and conveying the standards that their student should follow.

Computer and Internet access is provided to all students unless parents/guardians request in writing to the principal that access be denied. For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the principal indicating their child should be denied access to these tools. Examples of these tools are Wonders English Language Arts Digital Curriculum, Haiku Learning Management System, San Diego County Office Digital Content Portal, Google Apps for Education, and a variety of other digital learning sites.

Student access to these tools is to support the district's educational responsibilities and mission under the supervision of teachers. The district makes no warranties with respect to our network service, and specifically assumes no responsibility for:

1. The content of any advice or information received from a source outside the district, or any costs or charges incurred as a result of seeing or accepting such advice.
2. Any costs, liabilities, or damages caused by the way the student uses district network access.
3. Any consequences of service interruptions or changes, even if those disruptions arise from circumstances under the control of the district.

Students and parents/guardians agree to:

1. Engage in activities that are lawful and school-appropriate.
2. Avoid accessing, posting, submitting, publishing, and/or displaying all inappropriate material, such as those that are threatening, obscene, sexually explicit, or harassing. In addition, students will not use the system to promote the use of drugs, alcohol or tobacco.
3. Show respect for others by not engaging in cyberbullying, and reporting any cyberbullying posted on the Internet, social networking sites, or via other digital technologies such as text messaging.
4. Follow copyright laws by only using work, files, and programs to which permission has been granted.
5. Keep passwords private and secure at all times.
6. Take proper care of district equipment. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading, and/or creating computer viruses and/or any malicious attempt to harm or destroy district equipment, materials, or data of any other user.
7. Report any security problems or misuse of services to the teacher or principal.

The principal or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke, or suspend a user's access at any time. The decision of the principal or designee shall be final.

**Lakeside Union School District  
Student Technology Acceptable Use Policy  
(Please detach and return to your child's teacher)**

Student name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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**LUSD Photo Permission Form**

The Lakeside Union School District communicates with parents, students, and community members through a variety of methods. Online communications, to include the district and school websites ([www.lsusd.net](http://www.lsusd.net)), Instagram (@lakesideunion) and Twitter (@LUSDInnovat\_Ed), provide a convenient way to stay connected to school events, classroom learning, and important information.

Photographs and/or digital recordings of students are taken periodically in the classroom or at school functions to be used in both online communications and print materials, such as class bulletins, promotional materials, and art projects. To protect student identity, **student names are not used** unless specific permission is obtained for a special purpose.

This consent form grants the Lakeside Union School District permission to publish photos and/or student artwork. I release the Lakeside Union School District and its employees, officials, and agents from any liability of any claims, including without limitation, claims for libel, defamation, invasion of privacy and right of publicity, and infringement of proprietary rights, arising out of or relating to the exercise of rights granted under this consent and release.

This permission stays in effect unless a request in writing is made to the principal that access be revoked.

I give permission to publish photographs of my student and for the above purposes. \_\_\_\_\_ YES \_\_\_\_\_ NO

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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