

Lakeside Union School District

Student Use of Technology Responsible 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.

Students use Google Suite (formerly 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 similar to MS Office
- Drive – Files cloud storage

4th – 8th grade students will be issued a district-owned *@lsusd.me* email account. Students will be instructed in appropriate, safe and effective ways to use email as a tool for communication and file sharing between teachers and peers. 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 Suite 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 the account 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 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, Powerschool Learning Management System, Google Suite, 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. Use district-owned technology for educational purposes only. This includes email, websites, and apps that are accessed both on and off campus when using district equipment and/or accounts.
4. Show respect for others by not engaging in cyberbullying, and immediately reporting any cyberbullying posted on the Internet, social networking sites, or via other digital technologies such as text messaging.
5. Follow copyright laws by only using work, files, and programs to which permission has been granted.
6. Keep passwords private and secure at all times.
7. 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.
8. 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. If vandalism or negligent use creates damage to district-owned technology, the district can seek compensation for the cost of the device, per Board Policy 6161.2, as well as Ed Code 48904.1 and Civil Code 1714.1. For damages to district-issued iPads, please see the iPad Agreement 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) and Instagram (@lakesideunion) 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, school yearbooks, and promotional materials. To protect student identity, **student names are not used** unless specific permission is obtained for a special purpose.

Lakeside Union School District Student Technology Responsible Use Policy

I have read the District Acceptable Use Policy. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I also understand that, should district technology be damaged due to negligence or vandalism, the district can seek compensation.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of being a digital citizen. If my child is in the 1:1 iPad program, we agree to abide by the rules listed in the iPad Student Handbook. The handbook is both on the district website and in iBooks on the district-issued iPad.

I give permission to issue online accounts, as needed for educational purposes, for my child and certify that the information contained in this form is correct.

Should I transfer my child out of the Lakeside Union School District, any issued technology, and its accessories, must be returned within 24 hours, or the district will seek compensation for the cost of the devices.

Student name (print): _____

Student Signature: _____

School: _____ Grade: _____

Parent/Guardian name (print): _____

Parent/Guardian Signature: _____ Date: _____

In addition:

I give permission to publish photographs of my student for the purpose of sharing the learning happening in Lakeside with the community. To protect student identity, **student names are not used** unless specific permission is obtained for a special purpose. **YES** **NO**

* These agreements are considered active and valid unless written revocation is received by the school administration.