LAWNDALE Elementary School District

Information Technology Department
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ACCEPTABLE USE OF TECHNOLOGY

One of the adopted goals of the Lawndale Elementary School District is to assist in advancing the use of technology to enhance student learning. Access to Lawndale Elementary School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology.

All Lawndale Elementary School District students and their parents/guardians shall agree to the Acceptable Use of Technology Policy during the online registration process for both new students and returning students. The Lawndale Elementary School District Shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology.

Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability. The Principal or designee shall make all decisions regarding whether or not a student has violated Board Policy (BP) 6163.4 and Administrative Regulation (AR) 6163.4. Please find both on our district website at www.lawndalesd.net.

The District reserves the right to monitor any online communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.

The Principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. They shall ensure that all students using these resources receive training in their proper use as well as copies of related District policies and regulations.

Online-Services: Student Obligations and Responsibilities

Students are authorized to use the District's online (Internet) services in accordance with user obligations and responsibilities specified below.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and telephone numbers private. They shall use the system only under their own account.
2. The system shall be used only for purposes related to education. Commercial, political, and/or personal use of the District's system is strictly prohibited.

3. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy.
4. Students shall not transmit material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex sexual orientation, age, disability, religion, or political beliefs.
5. Copyrighted material may not be placed on the system without authorized permission.
6. Vandalism will result in the cancellation of student privileges. Vandalism includes uploading, downloading, or creating computer viruses, and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user, including so-called “hacking”.
7. Students shall not read other users’ mail or files; they shall not attempt to interfere with other users’ ability to send or receive electronic mail; nor shall they attempt to read, delete, copy, modify, or forge another users’ mail.
8. Students shall report any security problem or misuse of the network to a teacher or the Principal.
9. Under no circumstances shall students use or disseminate personal identification information about themselves or others when using electronic mail and other forms of direct electronic communication. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
10. Pretending to be a real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a $1,000 fine or imprisonment for up to one year.
11. Students must use all allowable technology, including all Artificial Intelligence (AI), in accordance with **all** district policies including:
    - academic honesty
    - data privacy
    - nondiscrimination
    - copyright protections
    - anti-bullying

All students using these resources shall receive instruction in the proper and appropriate use of technology. Such instruction shall incorporate students' responsibilities regarding

academic honesty, honoring copyright provisions, assessing the reliability and accuracy of information, protecting personal data, and the potential for biases and errors in artificially generated content.

12. Student agrees to the following terms and conditions:
    a. I will take good care of my assigned device.
        i. I will never leave my device in an unlocked car or unattended.
        ii. I will know where my device is at all times.
        iii. I will keep food and beverages away from my device.
        iv. I will charge my device's battery as needed.
        v. I will not place decorations (such as stickers, markers, etc.) on the device.
        vi. I will always carry it with two hands.
        vii. I will never loan out my device to other individuals.
        viii. I will not disassemble any part of my device or attempt any repairs.
        ix. I will use my device in ways that are appropriate and educational, meeting the Lawndale Elementary School District's Acceptable Use Policy.
        x. I will not deface the serial number or any other identification stickers on my device.
    b. I understand that my device is subject to inspection at any time without notice and remains the property of the Lawndale Elementary School District.
    c. I agree to return the school's device and power supply when requested by the school.
    d. I understand that all Internet traffic on the device passes through the district's content filter in school as well as off premises. All traffic can be reviewed for inappropriate use and students are responsible for websites visited as well as Internet searches performed.
    e. I understand the device is equipped with a camera. The district does not use the camera for anti-theft or any other purposes and will not remotely activate the camera under any circumstances.
    f. The following are costs associated with loss of or damage to the device:
        i. If the device is lost or stolen (i.e. stolen from an unattended / unlocked car), the parent/guardian will pay $165 (50% of replacement cost).
        ii. If the power cord is lost or stolen, the parent/guardian will pay $25.00 towards replacement or replace the power cord.
        iii. If the device is damaged, it will be repaired. The parent/guardian may be

billed for the cost of the repair if the damage is determined to be intentional. If repair costs exceed $100, the parent will be responsible to pay $165 (50% of replacement cost) for a new device. Please see the LESD website for an insurance option.

Google Workspace for Education

The Lawndale Elementary School District (LESD) offers Google Workspace for Education, a free, online suite of tools similar to Microsoft Office that allows students to create and store documents, collaborate with peers and teachers, and access educational resources. Available both during and outside school hours, 24 hours a day, 7 days a week, students can access it from any internet-connected device, with LESD recommending secure connections when used off-campus. Google provides Google Workspace for Education free to educational institutions such as LESD subject to terms outlined in www.google.com/apps/intl/en/terms/education_terms.html. This online service is used by thousands of K-12 schools, colleges, and universities throughout the nation. Its homepage is http://www.google.com/enterprise/apps/education/. LESD's use of Google Workspace for Education is solely for educational purposes. For that reason, by default, advertising is turned off when LESD students access Google Workspace for Education. The following services are available to each student and hosted by Google as part of LESD's use of Google Workspace for Education:

- **Google Classroom** - online platform that helps teachers create and manage learning experiences for their students and for students to manage their class assignments.
- **Gmail:** allows students to communicate with teachers related to school projects and assignments.
- **Google Apps** – students have access to a word processing, spreadsheet, drawing, calendar, and presentation program which is very similar to Microsoft Office.

Students also have access to some additional/3rd Party Google Apps including, but not limited to: Applied Digital Skills, Chrome Web Store, CS First, Google Arts and Culture, Google Earth, Google Maps, Google Translate, and Youtube.

Guidelines for the responsible use of Google Workspace for Education by LESD students:

1. **Login.** Students access Google Workspace for Education with an e-mail-like login.Students only have internal communication and the ability to email teachers/staff.
2. **Prohibited Conduct**. Please refer to Board Policy 5131 which expressly prohibits certain student conduct including but not limited to the following: conduct that endangers students

or staff or others; conduct that disrupts the orderly classroom or school environment; harassment or bullying, which includes cyberbullying; use of profane, vulgar or abusive language; and inappropriate use of mobile communications devices. You may access BP 5131 on LESD's website at https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030490 or you may request a copy from your student's school administration.

3. **Access Restriction**. Access to and use of student email is considered a privilege accorded at the discretion of LESD. LESD maintains the right to immediately withdraw student access and use of any online services including email when there is reason to believe that violations of law or LESD policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. **Security.** LESD cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment.

LESD and all electronic users should treat electronically stored information in individuals' files as confidential and private. Students are strictly prohibited from accessing files and information other than their own. LESD reserves the right to access students' Google Workspace for Education accounts, including current and archival files of user accounts, when there is reasonable suspicion that unacceptable use has occurred.

Internet Safety

The Lawndale Elementary School District is committed to maintaining a safe learning environment, including secure use of District devices and the Internet. A growing national concern is inappropriate online behavior by students, often via social networking applications where students can communicate in ways they wouldn't face-to-face. Unfortunately, some of these platforms are exploited for online bullying and inappropriate contact by adults.

To address this, the Lawndale Elementary School District has blocked social networking apps on school devices and will continue to block harmful material in accordance with district policy. We encourage parents to monitor their children's online activity, as anything posted is potentially visible to anyone with Internet access.

The Lawndale Elementary School District uses monitoring software to help protect your child during school hours. One key feature of this product is its web filtering tool, which helps create a secure digital environment by automatically blocking inappropriate content and monitoring student online activity on school-issued devices. This product web filtering tool ensures compliance with the Children's Internet Protection Act (CIPA) and adheres to strict data privacy standards. This product is fully compliant with federal and state regulations, including the Family Educational Rights and Privacy Act (FERPA).

Certain laws apply to the use of technology in the Lawndale Elementary School District, including the following:

- **Children's Online Privacy Protection Act (COPPA):** COPPA is a federal law that applies to commercial companies and website operators and limits their ability to collect personal information from children under the age of 13. COPPA also applies to school districts that use third-party website operators to offer online services to students. COPPA requires school districts to obtain parental permission if personal information is collected from students under the age of 13 by any third-party website operator, such as Google. For more information, please access https://www.ftc.gov/news-events/topics/protecting-consumer-privacy-security/kids-privacy-coppa
- **Family Educational Rights and Privacy Act (FERPA):** FERPA is a federal law that protects the privacy of student education records. Generally, under FERPA, school districts must obtain parental or student consent prior to disclosure of student records.

Helpful Tips and Resources

We encourage you to talk with your son or daughter about the potential danger of the Internet. Ask if they have an account with Facebook, Twitter, Instagram, Kik, Snapchat, WhatsApp, TikTok, Tinder or similar applications/websites. If your child is using these services with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some websites offer parental or family guidance for Internet safety. Parents can visit www.commonsensemedia.org, www.SafeKids.com or Web Wise Kids, located online at www.webwisekids.org, by telephone at 866-WEB-WISE, or by e-mail at webwisekids2@aol.com.

The Lawndale Elementary School District will continue to provide Internet security within our school, it is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe. If you have questions

or would like more information, please feel free to contact Educational Services, at 310-973-1300.

Electronic Signaling Devices/Cell Phones

Districts may regulate the possession or use of any phones or other electronic signaling devices while students are on campus, attending school-sponsored activities or under the supervision and control of school district employees. Cellular phones and other personal electronic and/or wireless devices shall be turned off at all times and unable to receive or send any communications during school. This includes and specifically prohibits the following:

- Text-messaging or any type of instant messaging.
- Photographing, audio taping or videotaping other individuals at school or at school-sponsored activities without the knowledge and consent of the individual being photographed, videotaped, or audiotaped, except for activities considered to be in the public arena such as sporting events or public performances.
- E-mailing, posting to the Internet, or otherwise electronically or wirelessly transmitting images of other individuals taken at school.
- Using cellular phones or other electronic and/or wireless devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
- Using cellular phones or other personal electronic and/or wireless devices that violate any other District policy including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies, acceptable use, or harassment/cyber bullying.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the student's health. [E.C. 48901.5]

Electronic Listening or Recording Device

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action. [E.C. 51512]

Acceptable Use of the Internet

The Internet and other on-line resources provided by District is provided on an “as is” and “as available” basis and shall be used to support the instructional program and further student learning. The goal of providing these resources is to promote educational excellence.

The Internet is a network of many types of communication and information networks. While this creates new opportunities for learning, research, communication and collaboration, it also creates new responsibilities for students in the District.

Acceptable Use of the Cloud

It is required that the following rules are observed when using cloud storage:

1. Do not use cloud storage services to store sensitive, confidential, or personal information.
2. Cloud storage services must be in compliance with District policies and procedures related to storage of District Records.

Acceptable Use of the Internet of Things (IoT)

The District’s provision of Internet connections and wireless network services to its students and others is offered only on “as is” and “as available” bases. This has been stated in the District’s annual written disclosure to all students, and this information is posted at all times on school sites. District cannot guarantee the security or availability of its systems with respect to personal medical devices (PMDs) or other devices commonly referred to as IoT devices. PMD users should not rely upon the security and availability of the District’s Internet connections and wireless network services, and PMD users with continuous, critical needs should arrange for redundant, secure communications systems.