LAKE PRESTON SCHOOL DISTRICT
4-12 ACCEPTABLE USE POLICY (AUP) FOR DISTRICT COMPUTER NETWORK

District Information:

The District's Acceptable Use Policy (AUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA) and the District's Internet Safety Policy. As used in this policy, "user" includes any student using the computers, Internet, email, chat rooms and any other forms of direct electronic communications or equipment provided by the District regardless of the physical location of the user. The AUP applies even when District equipment is used off of District property.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files.

Regulations:

The privilege of using the technology resources provided by the Lake Preston School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Lake Preston Students are required to follow this policy and to confirm their consent to this policy annually or when the accounts are established for a limited educational purpose. The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.

Unacceptable Uses of the Lake Preston Computer Network or Internet:

The District Internet system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access or post through the system.

These are examples of inappropriate activity on the District network, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, plagiarism or copyrighted materials;**

- **Criminal activities that can be punished under law;**

- **Downloading programs or files that can be hazardous to the network without permission;**

- **Selling or purchasing illegal items or substances;**

- **Students knowingly accessing or bringing prohibited materials into the school environment may be subject to suspension and/or the termination of their privileges and will be subject to discipline in accordance with the district's policy and applicable administrative regulations.**

- Prohibited Material may not be accessed at any time, for any purpose. The district designated the following types of materials as Prohibited: obscene materials, child pornography, material that appeals to a prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions, material that has been designated as for "adults" only, and material that promotes or advocates illegal activities.

- **Causing harm to others or damage to their property; such as:**
  - Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  - Deleting, copying, modifying, or forgoing other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email:
  - Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  - Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or

- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
  - Using another's account password(s) or identifier(s);
  - Interfering with other users' ability to access their account(s); or

- **Using the network or Internet for Commercial purposes:**
  - Using the Internet for personal financial gain, personal advertising, and promotion; or
  - Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

- **Social Media Use:**
  - Students may not use social media sites to publish negative remarks, videos, or pictures about faculty, students, community members, or contest rivals.
  - Students may not publish any phone numbers, full names, email addresses or other confidential information of any students, faculty or other information for any reason.
  - Students may not use social media sites to degrade, harass, bully, or discriminate against.

Penalties for Improper Use:

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Students shall be responsible for any technology costs, fees, charges, or expenses incurred under the student's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

Tablet and Network Violations:
Prohibited technology resources activities include, but are not limited to the following:

Computer Tablet Violations:

- ✓ Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Downloading or transmitting multi-player game, music, or video files using the school network.
- ✓ Vandalizing, damaging, or disabling property of the school or another individual or organization.

- ✓ Accessing another individual's materials, information, or files without permission.
- ✓ Using the network or Internet for commercial, political campaign, or financial gain purposes.
- ✓ Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- ✓ Promoting or soliciting for illegal activities.
- ✓ Attempting to repair, remove/install hardware components.
- ✓ Violating copyright or other protected material laws.
- ✓ Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- ✓ Intentionally wasting school resources.

The consequences of violating this policy are as follows:

- The 1st offense will result in an official warning.

- The 2nd offense will result in suspension of tablet privileges for 2 weeks.

- The 3rd offense will result in suspension of tablet privileges for 4 weeks. The 4th offense will result in suspension of tablet privileges for the remainder of the school year.

The Network Administration along with the Principal reserve the right to discipline the students based on the severity of the offense, this may require an office referral to be given to the student and more extreme measures to be taken.

Computer Network Violations:

- ✓ Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- ✓ Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- ✓ Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- ✓ Creating, uploading, or transmitting computer viruses.
- ✓ Attempting to defeat computer or network security.

The consequences of violating this policy are as follows:

- The 1st offense will result in an office referral along with a 2 week suspension of tablet use.

- The 2nd offense will result in suspension of tablet use for 4 weeks along with an office referral and a parental meeting.

- The 3rd offense will result in suspension of tablet use for the remainder of the school year, an office referral and a parental meeting.

Depending on the violation, students may also be referred to law enforcement authorities, and may also be subject to possible long term suspension or recommended expulsion from school.

Student Responsibilities:

Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- ✓ Computer batteries must be charged and ready for school each day.
- ✓ Only labels/stickers approved by the Lake Preston School District may be applied to the computer.
- ✓ Computers that malfunction or are damaged must first be reported to the Technology Office. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.
- ✓ Accidental tablet damage: Students who have recorded 3 or more instances of accidental tablet damage may be asked to check their tablet in at the Technology Office or Classroom teacher after school. Tablets may be checked out again before classes begin the next day. Special permission to take a tablet home for class work may be permitted by the student's teacher.
- ✓ Stolen computers must be reported immediately to the Principal's Office and the police department.
- ✓ Individual school tablet computers and accessories must be returned to the Technology Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Lake Preston for any other reason must return their individual school tablet computer on the date of termination.

Tablet computers remain the property of the Lake Preston School District and must be returned upon a student's graduation, transfer or termination. If a student fails to return the computer at the end of the school year or upon termination of enrollment at LPSD, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer. Failure to return the computer will result in a grand theft report being filed with the Kingsbury County Sheriff's Department.

Computer Protection and User Costs:

The Lake Preston School District will be assessing tech fees to the students based on repair or replacement costs throughout the school year. These fees will include, but are not limited to, costs accrued from damage caused by liquid spills, accidental drops, power surges, natural disasters, fire, theft, loss, misuse, abuse, accidents, computer viruses, intentional or frequent damage, and cosmetic damage. Machine failures or faulty construction will not be assessed fees but will be taken care of at the School District's cost. Please report all tablet problems to the Technology Coordinator.

Lost or stolen accessories and items will be replaced basing the cost on the replacement value at the time of the reported incident. The Lake Preston School District will also be assessing a fee based on the excessive damage to the overall appearance and general use of the tablet.

The Lake Preston School District recognizes that with the implementation of the tablet computer initiative there is a need to protect the investment by both the District and the Student/Parent.

The Lake Preston School District recommends that you place your child/children's machine on your home owner's policy to help cover some of the larger costs.

Distance Learning Section:

The mission of the Lake Preston School District 38-3 is to provide each student with the educational foundation on which to build a successful life in a global society. To continue this mission amid the COVID-19 pandemic, the safety and wellbeing of students, staff, and community must be maintained. This challenge calls for a flexible learning approach that offers students the option of attending school in person or distance learning from home.

In response, the Lake Preston School District has put together the following technology plan, outlining standardized tools and methodologies approved by the District Technology Committee.

Communication with Students and Parents

To streamline and ensure clear communication during distance learning, central communication channels must be established between educators and students. Making announcements, information, and instructions available in a central location for all students and parents will help eliminate confusion and hassle of utilizing different communication channels based on the attendance method of each student.

Communication Tools:

- K12 Email
- Google Classroom
- Microsoft Teams
- Class DoJo
- Infinite Campus Messenger
- Phone Calls with Students/Parents

All education staff will maintain lesson plans utilizing the PlanBook account offered to them by the district. PlanBook accounts are individualized and all lesson plans are subject to change daily based on pacing guides, calendar changes, and specific needs of the students.

Course announcements may be posted centrally in the learning management system or emailed directly to student K12 email addresses. Announcements meant for parents may also be sent via email, Infinite Campus Messenger, or direct phone calls to students or parents may also happen per recommendations and standards set by the building Principals.

Professional Development

The Lake Preston School District values professional development as fundamental to the success of the district because it enhances educators' professional skills and increases their knowledge of educating across various platforms. Professional Development opportunities have been developed to provide the structure and means through which educators can learn hands-on the various applications that the Technology Committee has put in place to provide the best overall in-person and distance platforms to accommodate all levels and content areas.

- August 10th –(Optional) PD for teaching staff; Daily Technology Tools, Verifying access to all software
- August 12th –(Mandatory) PD for all staff including communications software and policy changes
- August 12th –(Mandatory) PD for teaching staff; Student Management System Software changes
- August 17th –(Mandatory) PD for all staff including distance learning changes and recommendations

Learning Management System

To maintain equal learning opportunities for all students regardless of the attendance method, course content must be available both in-person and through distance learning. To best meet this need and to promote central and clear communication of course content, a learning management system shall be utilized for all classes. Students will access lecture content, assignments, quizzes, exams, and other resources through this learning management system. Course announcements, discussion questions, and other communications may also be accessible through this system.

- Google Classroom (PK-12)

Assignments

To maximize efficiency and provide standard methods for all students, whether attending in person or distance learning, some assignments shall be completed using digital tools. Physical tools may also be used and may be necessary for some situations or age groups. They will require extra time and coordination for delivery, increasing the length of the assignment lifecycle (assignment delivery to the student, assignment completion, assignment submission to the educator, assignment grading).

Assignment Tools:

- G Suite – Google Classroom, Docs, Sheets, Slides, Forms, Meet, Jamboard, & Google Drive
- Microsoft Office 365 Pro: Word, Excel, PowerPoint, Forms, Teams, & OneDrive
- Kami – Annotation tool integrates into Google Classroom
- Loom – Recording extension in Google Chrome
- Clever – Single Sign On (SSO) for students to access various websites

Online educational tools are also available to be used as assignments. Please see the Approved Digital Tools section for a living list of tools that have been vetted and authorized by the Lake Preston School District. All questions regarding authorized tools may be directed to the Technology Coordinator.

Additional Approved Digital Tools

To maintain compliance with federal and state laws, educational guidelines, and industry best practices, the Lake Preston School District Technology Committee reserves the right to vet and approve all digital tools before they may be utilized by staff and students. Digital tools are evaluated based on their implications for student safety, information privacy, and digital security.

The following is a living list of additional digital tools vetted and approved by the Lake Preston School District Technology Committee. Please note that only tools that may create, store, utilize, or otherwise access student information are included.

- Renaissance – Accelerated Reader, and MyOn
- IXL – ELA, Math, Science, and Social Studies
- Khan Academy – Student Based Learning for all content areas
- NWEA – Growth, MAP Skills, and Reading Fluency
- Learning.com – Easy Tech, and Keyboarding

- Lexia Core5 – ELA & Reading
- Xello/SDMyLife – Career and Personal Learning Plans
- Common Sense Media – Digital Citizenship
- Adobe Creative Cloud – Multimedia Tools
- OverDrive – Online library

Technology Devices

All District devices will be loaded with the needed applications and cleaned following recommended guidelines. There are extra power cords and devices available for check-out by staff/students if any repairs or issues need addressed. The check-in/check-out process will be handled following social distancing guidelines.

- PK-K (iPad) – issued to each student to remain in the building unless distance learning.
- 1st–3rd (HP tablets) – issued to each student to remain in the building unless distance learning.
- 4th-5th (HP tablets) – issued to each student with the ability to take home at the teacher's discretion.
- 6th-12th (HP tablets) – issued to each student, taken home daily as the student requires.
- 10th-12th (iPads) – issued to Multimedia students at the teacher's discretion.

All students have an Infinite Campus Portal account and a school issued K12 username and password created through the State Data Center to access various programs.