

LAKE PRESTON SCHOOL DISTRICT
PK-3 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 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.

General Guidelines:

Students are expected to use technology resources provided by the school for educational purposes only and in alignment with the district's curriculum. Technology use should comply with applicable laws, district policies, and the rules set by teachers, administrators, and the School Board. Students should understand that technology use is a privilege that requires responsible behavior.

Responsible Use of Technology:

- Students should respect the privacy of others and avoid sharing personal information without explicit permission from a teacher or guardian.
- Access to age-appropriate websites, online platforms, and applications should be limited to educational purposes as directed by teachers.
- Students should follow instructions regarding the appropriate use of technology tools and devices provided by the school.
- Students should report any accidental or intentional exposure to inappropriate content to a teacher or trusted adult immediately.

Internet Safety:

- Students should use the internet under the supervision of a teacher or school staff member.
- Accessing or transmitting inappropriate content, including but not limited to explicit material, violence, or hate speech, is strictly prohibited.
- Students should be aware of online risks such as cyberbullying, online predators, and scams, and report any concerns to a teacher or trusted adult.

- Students should understand the importance of practicing safe online behaviors, including not sharing passwords and being cautious of phishing attempts.

Communication and Collaboration:

- Students should communicate responsibly and respectfully in digital environments, adhering to the same behavior expected in face-to-face interactions.
- Cyberbullying, harassment, or engaging in any form of harmful or disrespectful behavior towards others is strictly prohibited.
- Students should use appropriate language and tone in their digital communications, showing respect for others and other people's opinions.
- Students should promptly report any instances of cyberbullying or inappropriate online behavior.
- Students should not engage in online activities that involve impersonating others, spreading rumors, or false information.

Data and Device Usage:

- Students are responsible for using technology devices and resources with care and respect.
- Unauthorized installation of software, tampering with settings, or intentionally damaging technology devices is strictly prohibited.
- Students should follow guidelines regarding the creation, storage, and sharing of digital content.
- Students should understand the importance of protecting their personal data and respecting the privacy of others.

Disciplinary Actions:

- Consequences may include verbal or written warnings, loss of technology privileges, parent notification, temporary loss of recess or other privileges, or other appropriate measures as determined by school administrators.
- The severity of the violation, the student's age, and the intent behind the action will be considered when determining disciplinary actions.

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, copyrighted materials, or purchasing illegal items or substances.
- Downloading programs or files that can be hazardous to the network without permission.
- 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 prohibited materials to be content that is considered 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) or interfering with another users' ability to access their account(s).
- **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.
- **Artificial Intelligence (AI) and Emerging Technologies:**
 - Students may have access to technologies that incorporate artificial intelligence (AI) and emerging technologies for educational purposes.
 - Students should use AI tools responsibly and follow instructions provided by teachers.
 - Students should be aware that AI technologies may collect data for improvement purposes and respect the privacy of others when using these tools.

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.

- **1st Offense:** Office referral – Parent Contact with 1 day before/after school detention set by admin/parents and 1 week suspension of computer privileges.
- **2nd Offense:** Office referral – Parent Contact with 3 days before/after school detention set by admin/parents and 3 weeks suspension of computer privileges. Documented within Infinite Campus and student's permanent record.
- **3rd Offense:** Office referral – 1 week before/after school detention set by admin/parents and loss of computer privileges for 1 quarter (9 weeks) – parent meeting to determine course of action. Documented within Infinite Campus and student's permanent record.

Depending on the violation, student may go directly to the 3rd offense consequences, and or be referred to law enforcement and may be subject to possible long term suspension or recommended expulsion from school.

Disclaimer:

The district makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network accounts. Any additional charges a user accrues due to the use of District's network are to be borne by the user. The district also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.

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 a pandemic or natural disaster causing the district to close, 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 Teachers and Administration.

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.

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:

- Google Workplace – 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 Lake Preston School District Teachers and Administration. Please note that only tools that may create, store, utilize, or otherwise access student information are included.

- Renaissance – Accelerated Reader
- IXL – ELA, Math, Science, and Social Studies
- Khan Academy – Student Based Learning for all content areas
- NWEA – Growth, and Reading Fluency
- Xello/SDMyLife – Career Choices
- 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.