RESPONSIBLE USE POLICY (RUP) INFORMATION AND ACKNOWLEDGMENT FORM FOR STUDENTS

PURPOSE

The purpose of the District's Responsible Use Policy ("RUP") 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 legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and the California Electronic Communications Privacy Act (CalECPA). Furthermore, the RUP clarifies the educational purpose of District technology.

As used in this policy, "user" includes anyone using computers, the Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network"), regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network or sensitive information.

The District uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email. Users understand that the District has the right to take back possession of District equipment at any time.

The District will take all necessary measures to secure the network against potential cybersecurity threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

The RUP also applies to the use of artificial intelligence (AI) tools, including, but not limited to, generative AI tools that can generate new content, including text, images, video, audio, structures, computer code, synthetic data, etc., in response to prompts generated by users.

STUDENT RESPONSIBILITY

By initialing and signing this policy, you acknowledge that you understand the following:

_____I am responsible for practicing positive digital citizenship.

- ☐ I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology such as generative artificial intelligence.
- ☐ I understand, acknowledge, and agree that if I am under 13 years old, I will not use social media or artificial intelligence tools.
- ☐ I will create and share images, recordings, videos, and statements that accurately represent information and aim to inform others positively.
- ☐ I will be honest in all digital communications.
- ☐ I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
- ☐ I will only use smartphones or social media on campus before and after the school day, unless an approved exception applies.

_____I am responsible for keeping personal information private.

- ☐ I will not share personal information about myself or others, including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- ☐ I will not share confidential, sensitive, or private information about myself or others in AI prompts, including generative AI tools, including but not limited to pupil or employee record information or images, videos, or voice recordings of pupils or employees.
- ☐ I will not meet anyone in person whom I have met only on the Internet.
- ☐ I will be aware of the privacy policy on websites that I visit.
- ☐ I will abide by all laws, this Responsible Use Policy, and all District security policies.

_____I am responsible for my passwords and my actions on District accounts.

- ☐ I will not share any school or District usernames and passwords with anyone or directly or indirectly allow another person to use them.
- ☐ I will not access others' account information.
- ☐ I will log out of unattended equipment and accounts in order to maintain privacy and security.

_____I am responsible for my verbal, written, and artistic expression.

- ☐ I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

_____I am responsible for treating others with respect and dignity.

- ☐ I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- ☐ I understand that bullying in any form, including cyberbullying, is unacceptable.

_____I am responsible for accessing only educational content when using District technology.

- ☐ I will not seek out, display, generate, or circulate material that is hate speech, sexually explicit, or violent.
- ☐ I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- ☐ I understand that the use of the District network or devices for illegal, political, or commercial purposes is strictly forbidden.
- ☐ I will not access non-instructional platforms, including social media, video streaming sites like You Tube (unless directed by my teacher), and gaming platforms during school hours on District devices.

_____I am responsible for respecting and maintaining the security of District electronic resources and networks.

- ☐ I will only use software and hardware that the District has authorized.
- ☐ I will not try to get around security settings and filters, including using proxy servers to access websites blocked by the District.
- ☐ I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.
- ☐ I know I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access to District equipment.
- ☐ I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

_____I am responsible for taking all reasonable care when handling District equipment.

- ☐ I understand that vandalism in any form is prohibited.
- ☐ I will report any known or suspected acts of vandalism to the appropriate authority.
- ☐ I will report a lost or stolen district device immediately to my school.
- ☐ I will respect my and others' use and access to District equipment.

- ☐ I acknowledge that I am obtaining and using a District owned device(s)

_____I am responsible for respecting the works of others.

- ☐ I will follow all copyright guidelines.
- ☐ I will not copy the work of another person and represent it as my own, and I will properly cite all sources.
- ☐ I will properly cite all sources, including when using AI/generative AI if my teacher permits it, in any assignment. I will not use AI/generative AI for assignments if my teacher does not permit it.
- ☐ I will not download illegally obtained music, software, apps, and other works.

Consequences of Irresponsible Use

Failure to uphold the responsibilities listed above is misuse. Misuse of District devices and networks may result in restricted access. Such misuse may also lead to disciplinary and/or legal action against students, 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. For more information, see BUL-6399, Social Media, Digital Citizenship, and Emerging Technologies Policy for Students, BUL-5688 Social Media Policy for Employees and Associated Persons, and BUL-5509 Restitution Policy.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or District accounts.

Users are responsible for any charges incurred while using District devices and/or the network. The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees. Students under the age of 18 should only access District network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student’s parent or guardian is responsible for monitoring the minor’s use outside of school and for ensuring that the student abides by the Responsible Use Policy when using District equipment or the District network.

Summary:

All users are responsible for practicing positive digital citizenship. Positive digital citizenship

includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What District community members do, and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

Instructions:
Read and initial each section above and sign below. Be sure to review each section with a parent or guardian and get their signature below. Return to your teacher or other designated school site personnel.

I have read, understand, and agree to abide by the provisions of the Responsible Use Policy of the Los Angeles Unified School District.

Date:_____

School:_____

Student Name: _____

Student Signature: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Teacher Name: _____

Room Number:_____

Please return this form to the school, where it will be kept on file. It is required for all students who will be using a computer network and/or Internet access