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

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. "Parent" is defined as a biological or adoptive parent, legal guardian, or educational rights holder who has rights to access pupil record information. **Only parents of current students are authorized to use the Parent Portal and associated applications.**

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, accounts, and/or Internet access or files, including electronic communications with District accounts. 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 from users.

Parent Responsibility

As part of the District's "Using Technology with Intention" initiative, this policy includes guidelines on screen time, device usage, and access to online content. Your partnership is essential in promoting a healthy and productive learning environment for your child.

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 will not generate or distribute images, recordings, videos, or statements that misrepresent or seek to misinform others.
- ☐ I will be honest in all digital communication.
- ☐ I understand that what I do, and post online must not disrupt school activities or compromise school safety and security.
- ☐ I understand that students can only use smartphones and/or social media on campus before and after the school day.

_____I am responsible for using technology with intention.

- ☐ I understand that the District has implemented maximum daily and weekly in-school screen time limits for each grade level to ensure a balanced educational experience.
- ☐ I understand the device access model for my child's grade level (e.g., shared devices, 1:1 in-class use, take-home devices) and the associated parental opt-in procedures for my child to take home a District device.
- ☐ I will not provide my child(ren) with a Non-District or personal device to use either on the District network or personal data plan unless authorized by the District consistent with school policy as outlined in the Parent Student Handbook, Smartphones and Other Ancillary Devices.
- ☐ I understand that student access to non-instructional content, such as social media and video streaming, is restricted on District devices and networks to prioritize learning.

_____I am responsible for using approved digital tools responsibly for learning.

- ☐ I understand that non-core Google Applications are blocked by default. I must provide consent through the Parent Portal to allow my child to access approved applications for educational purposes.

_____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 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 the account information of others.
- ☐ I will log out of unattended equipment and accounts in order to maintain privacy and security.
- ☐ I will be aware of the privacy policy on websites that I visit.

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

- ☐ I will use school appropriate language in electronic communications using District devices, apps, or network, including email, social media posts, audio recordings, video conferencing, and prompts for AI tools, including generative AI tools.

_____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.
- ☐ If I become aware of bullying, I am strongly encouraged to report it to the school.

_____I am responsible for accessing only District-related 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 the use of the District network or equipment for illegal, political, or commercial purposes is strictly forbidden.

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

- ☐ I will only use software and hardware that has been authorized by the District.
- ☐ 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- or trademark-protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.
- ☐ 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 will report system security weaknesses or security events to the school.

_____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 any stolen, missing, or broken equipment immediately to the District.
- ☐ I will respect my and others' use and access to District equipment.

_____I am responsible for respecting the works of others.

- ☐ I will follow all copyright guidelines.
- ☐ 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 legal action.

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.

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. Return to your school site.

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:_____

Parent/Legal Guardian Name:_____

Parent/Legal Guardian Signature:_____

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