


## INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District  
Division of Instruction

**TO:** All Principals

**DATE:** August 16, 2024

**FROM:** Maricela Sánchez Robles   
Executive Director, Elementary Instruction

Sophia Mendoza,   
Director, Instructional Technology Initiative

### **SUBJECT: MANDATORY DIGITAL CITIZENSHIP INSTRUCTION**

The purpose of this correspondence is to inform principals of the mandatory Digital Citizenship instruction. The Division of Instruction is initiating mandatory Digital Citizenship instruction for all UTK-12 students starting this school year. This initiative reflects the District's commitment to fostering a safe and responsible digital learning environment and aims to equip students with the necessary skills to develop key [Digital Citizenship Competencies](#).

The implementation of digital citizenship instruction in all schools is supported by the following LAUSD policies: Policy Regarding Internet Safety for Students, [Integrated Safe School Plan \(ISSP\)](#) 2.8.2.3 Violence Prevention and Interpersonal Relations, [Positive Behavior Intervention and Support \(PBIS\)](#), and [Administrator Certification for the 2024-2025 School Year](#).

During the first weeks of instruction, all students must receive mandatory Digital Citizenship instruction as an integral part of the beginning-of-the-year routines and procedures.

Elementary schools are expected to implement Common Sense Education's digital citizenship lessons. These lessons are designed to help students maintain a balance between online and offline activities, and stay informed, inclusive, engaged, and alert in their digital interactions.

Secondary schools are required to deliver the mandatory "Digital Citizenship in the Age of AI" lesson. This video lesson is divided into four key parts: understanding oneself online, interacting on digital platforms, working with digital tools, and learning about artificial intelligence.

All lessons are available at <https://www.lausd.org/digcit>.

To ensure all students receive Digital Citizenship instruction, schools must annually complete the Digital Citizenship check-off in MiSiS by the end of the fall semester and run reports to monitor progress. The MiSiS Job Aide for the digital citizenship check-off can be found at <https://www.lausd.org/digcit>.

For additional information or any questions, please contact Sophia Mendoza, Director of the Instructional Technology Initiative, at [sophia.mendoza@lausd.net](mailto:sophia.mendoza@lausd.net)

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