



LCDS Student & Family Acceptable Use Policy

For Lancaster Country Day School

The mission of LCDS is to empower students to explore their passions, find purpose, and become the best versions of themselves. We recognize the potential of technology to support student learning and the School's mission. The School is committed to the ethical, responsible, and appropriate use of technology in education.

The following guidelines are meant to ensure that students and families understand how technology and the School network can be used responsibly and safely to enhance education. In their use of technology – including AI tools – we expect students to adhere to the LCDS Honor Code at all times. We rely on parents as our essential partners in helping their students to follow guidelines for acceptable use:

- LCDS technology and its network are to be used solely in accordance with the School's Core Values. Media content displayed, accessed, or created must be consistent with our mission and values. Responsible use of technology entails prioritizing academic work and fostering a healthy community.
- Students are responsible for the file content and communications through their LCDS email, storage, and network accounts. Unlawfully downloading, copying, and/or sharing copyrighted materials (e.g., literary work, artistic material, or sound recording) is prohibited.
- Students may not share their login account information, usernames, or passwords with anyone (except their parents/caregivers). Students should never use someone else's username or password to access any online site or service.
- Students should never give out personal information (e.g. name, address, telephone number, date of birth, Social Security Number, etc.) on social media or via AI prompts. Students may not attempt to gain access to, modify, or delete any files or material belonging to someone else.
- Students should consider all information, images, etc. that they post or share on the Internet as publicly accessible and potentially permanent.
- Students should not use any accounts, devices, AI, or the school network to subscribe to, create, view, display, or distribute any images, messages, or materials that are obscene, inflammatory, malicious, or dishonest.

- Audio/video recording and photography are prohibited, except when the individuals being recorded or photographed have given authorization. Class recordings are for the sole use of members of that class and are not to be shared in any format.
- All students must use the LCDS Wi-Fi network when using campus Wi-Fi. Students cannot use personal devices to create hotspots, share Wi-Fi connections, or otherwise bypass the school network.

Artificial Intelligence (from the LCDS Student & Family Handbook 2025)

Artificial Intelligence has limits and does not always lead to better work or substantive learning. Students are encouraged to explore and to use AI tools to help develop their work, within the parameters outlined by their teachers, because these tools can supplement their own thinking and improve their work in certain cases. As a Google Workspace school, LCDS supports the responsible use of Gemini, a multi-modal AI platform, when appropriate.

However, while these content-generating tools are important for students to be aware of and understand, there are a number of concerns associated with this ever-evolving technology:

- Generative AI programs do not always produce accurate or complete information and results can include fictional people, places, facts, or events
- The information entered into GenAI programs is not confidential, is used by the GenAI programs to continue to evolve, and are a potential target for hacking or other cyberattacks
- The results produced by these GenAI Programs do not cite to sources, so there is a serious risk of plagiarism

The use of Artificial Intelligence is not necessarily a form of Academic Dishonesty when students acknowledge their use of the tool (students should create correct citations acknowledging their use). Students are not permitted to use GenAI programs, such as chatbots or image generators, either in school or at home in connection with any schoolwork, including, but not limited to: homework, projects, examinations, tests, quizzes, or as a substitute for reading assigned materials, unless expressly permitted by a teacher and attribution to AI is provided by the student. The use of AI tools will be treated as Academic Dishonesty when students do not acknowledge their use, or use these tools when specifically prohibited for a given assignment.

The use of Artificial Intelligence to create, manipulate, or distribute deceptive or hurtful text, images, or other facsimiles represents an extremely serious violation of our community's values and our Honor Code and is strictly prohibited. This includes the creation, distribution, or threat to distribute

non-consensual intimate images and digitally altered or synthetic media which falsely represents campus events, emergencies, or activities that could endanger safety. Such misuse will be dealt with accordingly via our disciplinary process, which may include expulsion, and may also be subject to prosecution via local, state, and federal criminal law.

The above guidelines apply to LCDS devices at all times and to any personal devices used on the LCDS network or campus. Infringements of these policies will result in disciplinary action as outlined in the [LCDS Student and Family Handbook](#). Students who violate this acceptable use policy will meet with the applicable Division Head for appropriate consequences. In addition to these policies, all LCDS students and families are expected to review and abide by these best practices: [Student Acceptable Use Practices 2025–2026](#).