



Acceptable Use for Technology: Procedures and Guidelines

(April 2025)

LEAD Public Schools (“LPS”) provides electronic resources to enhance teaching and learning for all students, including those in elementary grades (K–5). This Acceptable Use Policy (AUP) outlines the procedures and guidelines for the responsible use of these resources by students, staff, volunteers, and guest users. Access to electronic resources is a privilege, not a right, and is subject to the terms of this policy. This policy should be read in conjunction with LEAD’s cell phone policy.

Scope

Electronic resources include, but are not limited to, computers, tablets, networks, internet, electronic mail (email), cloud-based tools (e.g., Google Workspace for Education), digital storage, audio equipment, video players, televisions, and telephones. This AUP applies to:

- School-owned devices and networks.
- Personal devices (e.g., smartphones, tablets, laptops) when used on school premises or connected to school networks.
- Any use of LPS-provided accounts, such as email or cloud storage, whether on or off campus.
- All grade levels, including elementary (K–5), middle, and high school students, with provisions tailored to the developmental needs of younger students.

Compliance

LPS complies with federal and Tennessee state laws governing technology use, including:

- Family Educational Rights and Privacy Act (FERPA): Protects student data privacy.
- Children’s Online Privacy Protection Act (COPPA): Governs the collection of personal information from students under 13.
- Children’s Internet Protection Act (CIPA): Requires internet filtering to block inappropriate content.
- Tennessee Student Online Personal Information Protection Act (SOPIPA): Regulates the

use of student data by third-party services.

- Tennessee Anti-Bullying Law (T.C.A. § 49-6-4503): Addresses bullying, including cyberbullying.
- Tennessee Public Charter Schools Act (T.C.A. § 49-13-101 et seq.): Ensures alignment with state charter school regulations.
- Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act: Ensures accessibility for students with disabilities.

Student Use

Access to electronic resources, including Google Workspace for Education applications (e.g., Google Gemini, Google Calendar, Google Drive), is to enhance the curriculum and is granted for educational purposes only. It is a privilege, not a right. Independent access requires a signed permission agreement form (attached). For students under 18, the form must also be signed by a parent or legal guardian. Use of electronic resources will be monitored for proper use and for achieving the academic objective. Teachers will make a reasonable effort to supervise the use of electronic resources at school. LPS provides age-appropriate guidelines and supervision, particularly for elementary students (K–5), to ensure safe and effective use.

A. Internet Access

Internet access is provided for educational research and teacher-approved activities, such as online learning tools, educational games, and collaborative projects. LPS uses industry-standard filtering software to block inappropriate content in compliance with CIPA. However, no filter is 100% effective, and students may encounter objectionable material. The student is responsible for not actively pursuing material that could be considered offensive and reporting any inappropriate content to a teacher or administrator. Students must not bypass or attempt to bypass internet filters.

The school system has taken efforts to provide students with safe and educational online materials, such as Google Apps for Education and others which now allow for student collaboration inside and outside of the school environment. Parents/Guardians should also take an involved role in monitoring communications and files that students share via the internet.

For Elementary Students (K–5):

- Internet use is closely supervised by teachers or staff to ensure safety.
- Access is limited to pre-approved websites, apps, or platforms (e.g., educational tools within Google Workspace for Education).
- Teachers provide age-appropriate instructions to help students understand safe online behavior.

B. Email Access

Email access may consist of individual student accounts for all K-12 grade students. To extend learning time and opportunity, student access to email will be available outside the normal

school day and away from school. LPS filters email for objectionable content, but students may encounter inappropriate material. The student is responsible for constructing and sending emails containing appropriate language and pertaining to appropriate subjects and for immediately reporting any inappropriate email received from another person. Student email access will expire when no longer needed for school-related activities. Parents/Guardians are encouraged to supervise the use of email by any minor children in their care.

LPS restricts access to social networking websites and chat rooms on school networks to protect student safety. Students are prohibited from using these platforms for non-educational purposes and must report any unsafe interactions to a teacher or administrator.

C. Consent for Use

By signing the attached acknowledgement, you hereby accept and agree that your child's rights to use the electronic resources provided by LPS, including Google Workspace for Education applications (e.g., Google Gemini, Google Calendar, Google Drive), are subject to the terms and conditions set forth in LPS policy/procedure. For students under 13, parental consent is required for the use of Google Workspace applications, including Google Gemini, Google Calendar, and Google Drive, in compliance with COPPA. Parents/guardians must sign the attached permission form to authorize their child's use of these tools. Please be advised that data stored in relation to such services is managed by LPS pursuant to LPS, Metro Nashville, Tennessee Public Charter School Commission, State, and Federal policy.

You also understand that any e-mail address provided to your child can also be used to access other electronic services or technologies, including Google Workspace applications, which provide features such as online storage (Google Drive), scheduling (Google Calendar), and generative AI tools (Google Gemini). Use of these services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between the end-user and the service provider. Before your child can use these online services, he/she must accept the service agreement and, in certain cases, obtain your consent. For students under 13, LPS obtains parental consent for third-party services as required by COPPA.

D. Publication of Student Work

Prior to the publication of any student work, video, or images, a Parent/Guardian Permission Form must be signed by both the student and parent/guardian. Signing this AUP does not automatically grant permission to publish identifiable student work. Parents/guardians are encouraged to review publication requests carefully to ensure their child's privacy.

E. Internet Safety and Digital Literacy

LPS is committed to teaching digital literacy and safe internet use to prepare students for the digital world. This includes age-appropriate education tailored to each grade level:

- For Elementary Students (K–5): Lessons focus on basic online safety, such as not

sharing personal information, recognizing safe websites, avoiding unsafe online interactions (e.g., in games or apps), and telling a trusted adult about uncomfortable online experiences. Teachers use engaging, age-appropriate materials to build foundational skills.

- For Middle and High School Students: Lessons cover advanced topics, such as avoiding cyberbullying, managing digital footprints, evaluating online sources, and safely navigating social networking websites and chat rooms.

Students, parents, and staff are encouraged to review the following resources:

- www.isafe.org
- www.netismartz.org
- www.staysafeonline.org
- www.common sense media.org
- www.google.com/goodtoknow/

LPS partners with parents, teachers, and community leaders to foster a safe online environment.

F. Digital Storage

LPS provides access to digital storage (e.g., Google Drive) for school-related work, such as assignments and projects. Use of Google Drive is subject to parental consent for students under 13, as outlined in the Consent for Use section. Personal files (e.g., photos, music) are not permitted. All stored files are subject to this AUP. For elementary students, teachers assist with managing and organizing digital files in Google Drive to ensure appropriate use and compliance with COPPA.

G. Accessibility

LPS ensures that electronic resources are accessible to all students, including those with disabilities, in compliance with IDEA and Section 504. Students or parents may request accommodations (e.g., screen readers, alternative input devices) by contacting the school's special education coordinator.

Staff and Volunteer Use

The Board expects that all employees will learn to use administrative software, electronic mail, collaborative software, and telecommunications tools and apply them daily in appropriate ways in the performance of tasks associated with their positions and assignments. Staff and volunteers are responsible for:

- Protecting network security and the accuracy of data.
- Maintaining the confidentiality of student information per FERPA and SOPIPA. ●
- Using resources in a manner consistent with LPS policies and applicable laws.

Staff and volunteers receive mandatory training on this AUP, data privacy, internet safety, and proper use of administrative software, email, and collaborative tools. Accessing sexually explicit or other objectionable materials is expressly prohibited.

Prohibited Conduct for All Users

The following behaviors are prohibited:

- Sending or displaying offensive messages or pictures.
- Accessing or sending sexually explicit or other objectionable material. ●
- Engaging in illegal activities or using resources to damage systems or data. ●
- Using obscene language or engaging in cyberbullying (defined as electronic communications intended to harass, intimidate, or harm others, per T.C.A. § 49-6-4503).
- Violating copyright laws or trespassing in others' files or folders.
- Sharing or using others' passwords or attempting to send anonymous messages. ●
- Revealing personal information (e.g., addresses, phone numbers) about oneself or others.
- Intentionally wasting storage or bandwidth or using resources for financial, political, or commercial gain.

For Elementary Students: Teachers explain these rules in age-appropriate language, emphasizing kindness, safety, and respect online.

Monitoring

LPS maintains the right to monitor electronic resource use to ensure system integrity and compliance with this AUP. Monitoring may include reviewing files, communications, and internet activity, in accordance with federal and Tennessee laws. Network administrators may review files and communications, including without limitation email and Internet communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on local computers, LPS servers, or LPS-provided internet resources will be private. The content of certain files may additionally be subject to inspection by the public under open records laws. For elementary students, monitoring is conducted with heightened supervision to protect younger users. Parents/guardians will be notified if monitoring reveals significant violations, unless prohibited by law.

LEAD employees and agents should also understand that all communications in the scope of his or her employment, either by text or email or similar methods, are subject to Tennessee's Open Records Act and may be requested and disseminated to the public.

Consequences for Misuse

Violations may result in disciplinary action, which will be proportionate to the severity of the offense and follow due process per LPS's student handbook or employee policies. Possible sanctions include:

- Minor Infractions (e.g., wasting storage): Verbal warning, loss of privileges, or parent notification.
- Moderate Infractions (e.g., inappropriate content): Detention, temporary suspension of access, or behavioral interventions.
- Severe Infractions (e.g., cyberbullying, illegal activity): Suspension, expulsion, employment termination, or law enforcement involvement.

For elementary students, disciplinary actions prioritize education and guidance over punitive measures, with parental involvement. When applicable, law enforcement agencies may be involved for serious violations (e.g., threats, illegal content), and parents/guardians will be notified promptly, unless prohibited by law.

Data Retention and Deletion

Student data (e.g., digital files, account information) is retained only as long as necessary for educational purposes, in compliance with FERPA and Tennessee data retention policies. Upon a student's departure from LPS, data is securely deleted within a reasonable timeframe. Parents/guardians may request data deletion by contacting the school's administration.

Termination of Agreement

This AUP remains in effect until terminated in writing by the student/guardian or rescinded/superseded by LPS. To terminate, parents/guardians must submit a written request to the school's administration. Termination may limit access to certain electronic resources, and LPS will provide alternative methods for completing required academic activities.

Language Accessibility

LPS provides this AUP in multiple languages upon request and offers translation services to ensure accessibility for non-English-speaking families, in compliance with Title VI of the Civil Rights Act. Contact the school's administration for assistance.

Reporting Violations

To report violations, such as cyberbullying or inappropriate content:

- Students: Inform a teacher, counselor, or administrator immediately.
- Parents/Guardians: Contact the school's administration or use the reporting process outlined in LPS's bullying and harassment policy.
- Staff/Volunteers: Report to a supervisor or network administrator.

LPS will investigate and address reports promptly, per Tennessee's anti-bullying law and school policies.

ACCEPTANCE OF TECHNOLOGY AUP

Please indicate your agreement to abide by and be bound by the terms of this LEAD Public Schools Technology Acceptable Use Policy:

I (clearly print student name) _____ have read and agree to abide by this policy.

Sign (student): _____ Date: _____

Print (guardian): _____

Sign (guardian): _____ Date: _____

This document will remain in force until terminated, in writing, by the student/guardian or rescinded/superseded by LPS. Termination of this agreement will result in immediate loss of select technology privileges.

Please complete and return the attached form and keep this document for your records.