Responsible Usage Policy 2025-2026

Grades 2-8

Technology is used at Riviera Hall Lutheran School to create a personalized learning environment that fosters collaboration, creativity, communication, and critical thinking for all learners. It supports anytime access to online resources for learning at school and at home. This ensures that students can access what they need from wherever they are – school, home, or anywhere with an internet connection.

This learning environment enables and supports students and teachers to:
- Prepare for the opportunities of tomorrow
- Enhance and enrich engagement
- Promote self-directed lifelong learning

RHLS RUP: Parents / Guardians

Students at Riviera Hall Lutheran School have many valuable technology resources available to them. Listed below you will find the guidelines for general computer use as well as the rules that apply specifically to use of our online services. Please take time to print, read, and discuss these regulations with your child. This form will be presented for viewing as a digital file and signed via Gradelink.

Parental Consent

The RHLS Technology Program is integrated to provide our students with the best education possible by giving them the ability to be active participants in their learning. Students may not opt out of the program. We do not allow parents to exclude their children from using textbooks, and similarly, students are required to use this technology.

If any loaned RHLS Technology devices are damaged, lost, or stolen, the family will be responsible for the reasonable cost of repair or replacement. Damage, loss, or theft of the property must be reported ASAP.

General Guidelines

- It is our responsibility as parents and educators to teach our children about the proper use of the Internet including digital citizenship, cyberbullying, safety, copyright issues, and responsible internet use. We teach our students to look both ways when crossing the street; we don't ban cars.
- Students are expected to bring a fully charged device to school every day. Powering stations will be available in each class during school hours, however, they will be required to bring their own chargers.
- RHLS will require that students provide wired headphones and mouse devices for in-class usage. Please do not purchase wireless, as these tend to lose connection, pieces, or battery power, which disrupts class time and leaves your child without a functioning device.
- If students look at inappropriate content, then this will be dealt with on an individual basis according to disciplinary actions in place by the principal.
- Classroom management for teachers will adjust to teaching with devices in their classrooms.
- Students are required to complete their work or projects just as before the introduction of technology. Students are still responsible for their choices.
- Students will use their devices for purposeful work and projects as they empower themselves to take control of their learning.
- Students and parents will read and sign this document.

Online Services & Accounts

Students are occasionally required to use various online accounts and services to complete assignments and participate in various school activities. The Children's Online Privacy Protection Act (COPPA), requires that children 13 years of age or under must have verifiable parental consent to use such services. COPPA allows schools to gather consent from parents on behalf of their students, thus eliminating the need for parents to provide consent and establish accounts individually with each of the service providers.

Signing this enrollment contract constitutes your consent to establish such accounts and to provide personal identifying information for your child (consisting of first name, last name, e-mail address, class year, and username) to such vendors.

Limitation of Liability

RHLS takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the Internet. RHLS reserves the right to block content that negatively impacts the academic performance of students. RHLS cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. RHLS is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from the unauthorized use of the network.

Students

General Rules

A guiding principle at Riviera Hall Lutheran School is that **you will act in an appropriate and ethical manner**. This applies to your computer use as well. Please remember that using any of the technology at school is a privilege, not a right. This privilege can be revoked at any time if your use is deemed inappropriate.

Online Rules

Online resources shall only be used for academic purposes.

- Never give out personally identifying information (PII). This includes names, addresses, phone numbers, school name, etc. Do not post images of your school uniform.
- Keep your passwords and Clever badges in a safe place. If lost or leaked, immediately report to your teacher. For Cybersecurity purposes, we must reset passwords and void compromised badges to protect our students and comply with regulations.
- Social Media - the use of social media at school is prohibited unless under the direction of a teacher. Also, see "Use" under Email Rules and Regulations below.
- Do not play computer games unless given specific permission by your teacher.
- We make great efforts to filter the internet, however no net is perfect. If you accidentally enter an inappropriate area, quickly close the window, inform your teacher of the gap in the filter, and move on to something else.

Email Rules and Regulations

In grades 2 – 8 students will be granted access to a Riviera Hall Lutheran email account. Access to and use of student email is considered a privilege at the discretion of RHLS. The School maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or school policies have occurred.

Use: We recognize that email, instant messaging and other social media tools are popular means of communication. Respect for faculty, administration, staff, and fellow students is expected. Excessive teasing, insulting remarks, bullying, and intimidation will not be tolerated. This includes letters, messages, threats, or harassment sent via technology (e-mail, texting, social networking sites, etc.) originating on campus or off campus.

Security: RHLS cannot and does not guarantee the security of electronic files on its computer systems. While steps have been taken to provide security, it is possible that the School's technology systems may be breached. Additionally, because it is impossible to filter all materials transmitted or received via electronic means, RHLS cannot assure that users will not be exposed to unsolicited information.

Privacy: Users of student email are strictly prohibited from accessing files and information other than their own. RHLS reserves the right to access its computer and network systems. This includes the right to access, modify, or remove all files of student email user accounts at any time.

RHLS Student Pledge

I will protect myself, my tech, and my community.
I will use tech responsibly.
I will treat tech with respect.
I will show love to people through the way I use technology.

To protect myself, my tech, and my community, I will follow the rules below while at RHLS and while using RHLS tech. Special cases may be handled by teachers or staff.

I will use tech responsibly.

1. I will stay on task while using tech.
    a. I will use tech to finish my work on time.
    b. I will only use tech for what my teacher tells me to.
    c. I will not use my own tech unless my teacher tells me to.
    d. I will not use apps or sites if my teacher does not tell me to.
    e. I will only use tech for learning and school work.
    f. I will only use the web for learning and school work.
    g. I will be safe online
    h. I will not speak to strangers online
2. I will follow RHLS copyright and plagiarism policies.
    a. I will not use anyone else's work without asking.
    b. I will not use anyone else's work like it is mine.
    c. I will not present GenAI content as if it is mine.
3. I will not try to get around systems for security or class management.
    a. I will only log in to my RHLS account (@rivierahall.org).
    b. I will not turn off Happara.
    c. I will not edit the code on websites.
    d. I will only connect to the Wi-Fi network I am supposed to.
    e. I will not use any tech to connect to a network I am not supposed to. This includes creating a hotspot while on campus.
4. I will not bring my own tech to school unless a teacher tells me it is okay.
    a. I will leave my own tech in my bag or cubby, until a teacher tells me to take it out.
    b. I will ask every time before I use my own tech.

I will treat tech with respect.

5. I will handle all tech safely.
    a. I will carry tech with a secure grip.
    b. I will not run with tech.
    c. I will keep tech neat and clean.
    d. I will not let tech have writing, drawing, or stickers that don't come off.

6. I will tell a teacher if I know any tech is damaged or not working right.
    a. I will not attempt to fix broken tech myself.
    b. I will not let any tech be modified, tampered with, or messed with.
    c. I will not mess with hardware or software settings.
7. I will keep tech in safe places, away from hazards.
    a. I will return all borrowed tech to its proper place.
    b. I will not put tech near food or liquid.
    c. I will not let heavy objects be placed on top of tech.
    d. I will keep tech off the floor, chairs, and other dangerous places.
    e. I will keep tech away from the edge of my desk.
    f. I will not store tech in really hot places or really cold places.
8. I know if I break tech on purpose or by accident, my parents will be charged a fee.

I will show love to people with how I use tech.

9. I know I am a member of the RHLS community. My actions reflect on the school.
10. I will be respectful and polite when I use the web.
    a. I will be respectful and polite when I send emails or texts.
    b. I will be respectful and polite when I chat on social media or in games.
    c. I will not use tech to hurt or embarrass another person or group.
    d. I will tell a teacher if I know someone has hurt or embarrassed anyone.
11. I will use passwords responsibly.
    a. I will not print or write down my password unless a trusted adult says to.
    b. I will keep my password in a safe place.
    c. I will treat my Clever badge as a password.
    d. I will not share my passwords with anyone.
    e. I will not use anyone else's password.
    f. I will tell a teacher if my password is leaked or lost.
    g. I will have my password reset if it is leaked or lost.
12. I will not use tech to share anything about a person if they tell me not to.
    a. I will ask before I make or post content about anyone.
        i. I will ask before I make or post content about any RHLS event.
        ii. Content includes photos, audio, video recordings, or other media.
    b. I will not share PII about anyone, unless they and a trusted adult say it is okay.
        i. I know PII is short for Personally Identifiable Information.
        ii. I know PII is any info that can identify a person. PII includes their name, address, phone number, email, photos, videos, and more.
        iii. I will not post images of our school uniform. The name of my school is PII.
13. I will not answer online surveys unless a trusted adult says it is okay.
14. I will not attempt to purchase any items.
15. I will be respectful and polite when I use my RHLS email.

   a. I will not use my RHLS email account to send messages I shouldn't.
   b. I will not send mass messages to people who didn't sign up for them.
   c. I will not send chain letters, joke collections, or other bad content.
16. I know RHLS owns everything stored on RHLS tech.
   a. I know RHLS may look at anything on RHLS tech. RHLS does not have to ask before they do this. This includes emails, files, logs, and more.
   b. I know RHLS may look at anything on student accounts. RHLS does not have to ask before they do this. This includes emails, files, logs, and more.
   c. I know RHLS may delete any files on student accounts. RHLS does not have to ask before they do this. This includes emails, files, logs, and more.

2nd-8th: RHLS 1:1 Chromebook Program

This agreement is valid only for the current academic year and is subject to change.

All students starting in second grade participate in our 1:1 Chromebook program, providing each student with their own Chromebook to support learning both in and out of the classroom. This program ensures all students have equal access to digital tools that enhance engagement, creativity, and personalized learning. They will learn to organize and complete school assignments digitally, an essential skill in today's world.

- Upon entering 2nd grade, students will be assigned a school-owned Chromebook.
- Upon entering 4th grade, students will be permitted to take their Chromebook home according to the [Take-Home Chromebook Program Agreement](#).

School-owned Chromebooks will be deployed at the beginning of every school year and returned at the end of the school year for maintenance, inspection, and quality control. Students will be assigned the same Chromebook from 4th through 8th grade, except in cases of severe damage or end of software support.

4th-8th: RHLS Take-Home Chromebook Program Agreement

All students participating in the Take-Home Use Program at RHLS are expected to observe the following acceptable use requirements:

- Transport the mobile device in a protective cover (sleeve or laptop backpack).
- Store the mobile device inside its protective cover in a secure location when not in use.
- Treat all backpacks & containers holding mobile devices with appropriate care and consideration.
- Keep the mobile device clean of stickers or other items that might deface or damage the device's surface, screen, or other parts.
- Immediately report any device malfunctions, damage, theft, or loss to your parents so they can notify the school.
- Do not attempt to replace peripherals (e.g., cables, chargers). To ensure proper compatibility with the device, only RHLS-provided peripherals should be used.
- Keep all peripherals in good working order.
    - A fee of $15 will be applied if the charging cable is damaged or missing.
    - A fee of $20 will be applied if the device is defaced by stickers or other items
    - A fee of $25 will be applied if the charger is damaged or missing.
    - A fee of $35 will be applied if the device needs a cover replacement.
- Follow the rules of their home or classroom for using mobile devices.
- Use the internet responsibly and only access academic sites.
- Never load unassigned software, videos, or other data onto the mobile device.
- Keep the mobile device away from food and all liquids.
- Never reconfigure (or sync) the mobile device without school permission.
- Only use the mobile device for school-related purposes.

By signing this agreement, your child agrees with the following:

- I understand and will follow the provisions of this Take Home Use Agreement.
- I understand any violations of the provisions may result in the loss of my mobile device privileges and appropriate disciplinary action.
- I understand any damage to the mobile device or its peripherals will incur a fee.

Theft or Damage Notification is required with this agreement.

Your duties in the event of theft or damage:

- File a police report (if stolen)
- Within 24 hours of recognizing if the equipment was stolen, please give the school administration prompt notice of the theft or damage. This notice should include the make, model, and serial number of the mobile device issued to your student(s). This notification should include a copy of the police report filed.
- Within 24 hours of recognizing if the equipment was damaged, **please give the school prompt notice** with a description of how, when, and where the damage occurred. This notification may warrant returning the equipment for repair.

In the event that a student does not return the Chromebook for check-in, just as if they did not return a textbook, a fee will be issued to cover the replacement of the device. However, school support for the program allows us to limit the financial liability of the family for the loss of a device to $250 in most cases.

RHLS RUP Violations and Disciplinary Action

Students who do not follow the provisions of this Responsible Use Policy whether inside or outside of the classroom will be subject to disciplinary action.

- Irresponsible use of technology will be subject to disciplinary action.
- Students found off-task will be subject to disciplinary action.
- Any use of unauthorized applications or websites at any time is subject to disciplinary action.
- Deliberate or negligent damage to any school device will result in financial reimbursement to the school and disciplinary action.
- Causing harm or embarrassing another person through the use of technology will be subject to disciplinary action.
- Violation of copyright or plagiarism policies will be subject to disciplinary action.
- Attempts to circumvent technology safeguards will be subject to disciplinary action.

Consequences:
1. Teachers and the principal will log inappropriate uses of technology.
2. Inappropriate use of technology-time will result in lower participation grades.
3. Any adult employee may confiscate technology, to be returned to the student at the end of the school day; teacher may contact parent.
4. Repeated infractions of policy will result in consequences from the principal and/or contacting of the parents.

RHLS Personal Device Policy

Use of personal devices is NOT allowed on campus.

A "personal device" is any technological device owned by the student, including phones, smartwatches, gaming devices, tablets, Bluetooth headphones, etc. While on campus, the use of personal devices is strictly prohibited unless granted specific, one-time permission.

Types of devices not allowed:

- No phones
- No smart watches
- No Bluetooth headphones or earbuds of any kind
- No gaming devices

Students may not use personal devices for any reason, including but not limited to the following:

- Students may not have a personal device on their person
- Students may not use a personal device for any reason while on campus
- Students may not check a personal device at any time (during recess, break, pickup, etc.)
- Students may not bring a personal device into the bathroom
- Students may not use a personal device to contact parents during the school day (students must use the office phone)
- Students may not use a personal device to contact parents during an emergency without permission. The school does not want to provide mixed information, and currently has a procedure in place to contact parents in an emergency.

Consequences:

Adhering to the student Responsible Usage Policy (RUP), if a student uses a personal device, i.e., for gaming, off-task use, or any inappropriate use, the following consequences will occur:

1. Teachers and the principal will log inappropriate uses of technology.
2. Inappropriate use of technology time will result in lower participation grades.
3. Any adult employee may confiscate technology to be returned to the student at the end of the school day; the teacher may contact a parent.
4. Repeated infractions of policy will result in consequences from the principal and/or contacting the parents.

Exceptions to routine policy may occur, but only with case-by-case permission from a teacher.

RHLS Generative Artificial Intelligence (GenAI) Policy

<u>Following our core value of Responsibility, all RHLS student work must be their own work.</u>

Definition of Generative AI (from College Board)

Generative AI tools use predictive technology to produce new text, charts, images, audio, video, etc. This includes not only ChatGPT and similar Large Language Models (LLMs), but also many writing assistants or plug-ins that are built on this or similar AI technologies. Generative AI tools can be contrasted with other AI-based tools that do specific tasks—for example, that help students with grammar, but don't generate new writing.

RHLS Acceptable Use of GenAI

GenAI tools are the authors of the content they produce.

RHLS considers GenAI tools to be the original authors of the content they produce; the users of the tools are not considered the authors of the content. Therefore, works produced by GenAI, in whole or in part, must acknowledge how GenAI was used in their creation; failure to disclose such involvement of GenAI shall be considered plagiarism.

GenAI tools are helpful but not trustworthy.

GenAI can be used as a starting point for exploring a topic, finding reputable sources, or confirming one's understanding of complexities. However, it should never be trusted. Consider GenAI to be only as trustworthy as another student; a student may ask a classmate to help explain something or point them toward reputable sources, but classmates can not be trusted as experts. The ethical intent should always be that AI is supporting and not doing so that students behave ethically and responsibly while consulting AI.

Teachers have the final say on how GenAI may be used in their classes.

Just as using a calculator may be cheating in math class but encouraged in science class, acceptable use of GenAI will vary between classes. Students should always follow the instructions given by their teacher for each class. In general, GenAI will always be an optional aid and in no way mandatory (an example of the rare exception would be a lesson on AI). If students are unclear on the acceptable use of AI, they should avoid using it. If students want to know if a specific use of AI is acceptable, they should ask their teacher.

Students must always do the following

1. Students must still read their primary and secondary sources directly.
2. Students must still perform their own analysis of evidence.
3. Students must still make their own choices on communicating effectively in both writing and presentations.

Conclusion

So, in a nutshell, AI is a new tool to utilize and enjoy, but student responsibility will still come in the form of strongly engaging with sources, and performing one's own work. Take surfing as a metaphor. Don't let AI surf a wave for you; instead, let it show you how, give you tips, explain equipment, warn you about conditions. Then you do the surfing!

Adapted for RHLS from Advanced Placement College Board.
See AP Seminar Course and Exam Description (2023), Page 36 "AP Capstone Policy on Use of Generative Artificial Intelligence (AI)"

Final Remarks and Signatures

If you are unclear about any portion of this form, ask for a further explanation before you use any of the school's technology resources.

Kelly McCabe
Principal

Please read over the Technology Guidelines with your child. By signing, you are acknowledging that you and your child understands and agrees to the rules set forth in the guidelines. If you have any questions, feel free to call Mr. Clay at school (310.375.5528).

Student Signature: _____   _____
                                    *Digital signature via GradeLink   Date

Parent Signature: _____   _____
                                    *Digital signature via GradeLink   Date