



Sidney Central School District

Sidney Jr. Sr. High School

95 west Main Street • Sidney, New York 13838 • 607-561-7703

Mrs. Lori Pourby

Jr. / Sr. High School Principal

Dear Parent/Guardian & Student:

The focus of the digital device program at Sidney Central School District is to provide tools and resources to 21st Century Learners in all continuity of learning models. Simply put, we are continually working to prepare our students at all grade levels to be college and/or career ready by the time they graduate from the Sidney Central School District.

The procedures and information within this document apply to all digital devices within any continuity of learning model at Sidney Central School District, including any other device considered by the administration to come under this procedure. Teachers may set additional requirements for use in their classroom. It is the School District's intent to have all school issued electronic devices to be used as educational tools that will continue to prepare all of our students to be 21st Century Learners.

Please do not hesitate to contact the High School Main Office at (607) 561-7703 should you have any questions regarding the attached Digital Device Agreement.

Sincerely,

Lori Pourby

Jr. /Sr. High School Principal

PARENT/STUDENT DIGITAL DEVICE USER DISTRICT

Table of Contents

<u>Subject Matter</u>	<u>Page(s)</u>
General Overview.....	2
Receiving Your Digital Device	
Digital Device Check-In	
Taking Care of Your Digital Device.....	2
General Precautions	
Using Your Digital Device at School	2-3
Digital devices Left at Home	
Digital device Undergoing Repair	
Charging Your Digital Device’s Battery	
Screensavers	
Home Internet Access.....	3
Inspection	3
Software on Digital Device.....	3
Sound, Music, Games or Programs	
Originally Installed Software	
Additional Software	
Procedure for Re-loading Software	
Software Upgrades.....	3
Acceptable Use.....	4-5
Parent/Guardian Responsibilities	
Student Responsibilities	
Student Activities Strictly Prohibited	
Digital Device Care and Responsibility	
Legal Propriety	
Student Discipline.....	5
Digital Device Identification	5
Repairing or Replacing Your Digital Device Computer.....	6
Claims	
Repairs, Lost, and Stolen.....	6
Title.....	6
Terms of Agreement.....	6
Parent/Student Digital Device agreement.....	7

PARENT/STUDENT DIGITAL DEVICE USER AGREEMENT

Receiving Your Digital Device & Check-In

Receiving Your Digital Device

Digital Devices will be distributed during a student's class. Parents/Guardians and students must sign and return copies of the Digital Device Student Pledge, and Acceptable Use documents before the digital device can be allowed to be taken home.

Digital Device Check-In

Digital Devices will be returned during the final week of school during student check-in so they can be examined for service ability. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Sidney Central School for any other reason must return their individual school digital device on the date of termination. Students who are using a device for a specific course must return the device when they leave the course for any reason.

Taking Care of Your Digital Device

Students are responsible for the general care of the digital device they have been issued by the school. Digital devices that are broken or fail to work properly must be taken to the Library for an evaluation of the equipment.

General Precautions

- The digital device is school property and all users will follow these procedures and the Acceptable Use Policy for technology.
- Cords and cables must be inserted carefully into the digital device to prevent damage.
- Digital device and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Sidney Central School District.
- Digital devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their digital device battery charged for school each day.

Using Your Digital Device at School

Students may use their digital device during specific courses and during study halls for educational purposes only.

Digital Devices Left at Home

If students leave their digital device at home, they are responsible for getting the course work completed as if they had their digital device present. If a student repeatedly (three or more times as determined by any staff member) leaves their digital device at home, they will be required to return and then "check out" their digital device from the Library for three (3) weeks.

Digital device Undergoing Repair

Loaner digital devices may be issued to students when they leave their digital devices for repair in the Library. There may be a delay in getting a digital device should the school not have enough to loan.

Charging Your Digital Device's Battery

Digital devices must be brought to school each day in a fully charged condition.

Screensavers

Inappropriate media may not be used as a screensaver or background photo. This includes any media that violates the Sidney Central School District Code of Conduct.

Home Internet Access

Students are allowed to set up wireless networks on their digital devices.

Inspection

Students may be selected at random to provide their digital device for inspection.

Software on Digital Devices

Any software and or applications will be installed as needed by the SCSI. You are not permitted to install or load any additional applications or software. Failure to comply may terminate your rights of possession effective immediately and the District may repossess the property. Failure to comply may also subject the student to discipline in accordance with the School District's Code of Conduct.

Sound, Music, Games or Programs

- Music is allowed on the digital device for educational purposes and can be used at the discretion of the teacher.
- All software/apps must be district provided.

Originally Installed Software

The software/apps originally installed by Sidney Central School District must remain on the digital device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from digital devices at the completion of the course. Course specific apps will be deleted at the completion of the course.

Additional Software

Sidney Central School District will synchronize the digital devices so that they contain the necessary apps for school work. Students will not synchronize digital devices or add apps to their assigned digital device to include home syncing accounts.

Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Sidney Central School installed apps are discovered, the digital device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their digital devices for periodic updates and syncing.

Acceptable Use

The use of the Sidney Central School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Sidney Central School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Sidney Central School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Sidney Central School District's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions. Students may not compromise the operating system of the device and/or software applications of the device. Students may not take any actions that would void the warranty of the device. Devices with recording capability must not be used to impinge upon the privacy of students and staff.

Violations may result in disciplinary action for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and music.
- Should you want your student to opt out of having a digital device, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements.

Student Responsibilities

- Students should always turn off and secure their digital device after they are done working to protect their work and information.
- Students will return their digital device to the Library at the end of each academic school year. Students, who graduate early, withdraw, are suspended, or terminate enrollment at Sidney Central School District for any other reason must return their individual school digital device computer on the date of termination.

Student Activities Strictly Prohibited

- Changing of digital device setting (exceptions include personal settings such as font size, brightness, etc.).
- Downloading non-academic apps and/or deleting academic apps.

Digital Device Care and Responsibility

Students will be held responsible for maintaining their individual digital devices and keeping them in good working order. Students will be responsible for damages to their digital devices.

- Digital device batteries must be charged and ready for school each day.
- If covers are provided, it is expected that covers will be used at all times. Never leave the device unattended.

- Handle with care. Extreme heat and cold will damage the device.
- Care should be taken when cleaning the device. Only static free soft cloths should be used. No solvents or solutions should be used.
- Digital devices that malfunction or are damaged must be reported to the Library. The school district will be responsible for repairing digital devices that malfunction.
- Digital devices that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to digital devices that are damaged intentionally or be responsible for full replacement cost.
- Digital devices that are stolen or lost must be reported immediately to the Main Office of applicable building, within 24 hours.
- Individual school digital devices and accessories must be returned to the School Library at the end of each school year.
- If a student fails to return the digital device at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the digital device, or, if applicable, any insurance deductible.
- In the event of theft, a report must be filed with the NYS Police Department by the parent/guardian of the student issued the device. Failure to return the digital device will result in a theft report being filed with the NY State Police Department by the Sidney Central School District and civil or criminal charges may be file.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Sidney Central School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Sidney Central School District Student Handbook.

Digital Device Identification

Student digital devices will be labeled in the manner specified by the school. Digital devices can be identified in the following ways:

- Record of serial number and correlated asset tag.
- Sidney Central School inventory label.

Repairing or Replacing Your Digital Device

If students or parents/guardians wish to carry their own additional personal insurance to protect the digital device in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the digital device computer. Most insurance companies will require a rider for electronics. If the damage is intentional or negligent, you are responsible for the reasonable cost of repair or its replacement cost. Off-campus loss or theft must be reported within 24 hours to the appropriate law enforcement authority. A copy of the report filed with law enforcement must be turned into school administrators by the next school day.

Claims

All claims for accidental damage and maintenance must be reported and filed with the building's main office within 24 hours. In cases of theft or loss, students or parents/guardians must notify the Principal's office within 24 hours and the School District will file a police report. The tracking system will then be activated to locate the digital device.

Repairs, Lost, or Stolen Devices

Students will be financially responsible for negligence that results in damages to their digital devices including, but not limited to broken screens, cracked plastic pieces, inoperability, etc. If negligence is determined to be the factor in the damage, students may be responsible for a \$250 replacement fee.

All repairs necessary on a digital device will be handled by the Sidney Central School District. Any repairs not authorized by the Sidney Central School District may void the warranty of the device.

Title

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement.

Term of Agreement

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. Your failure to return the property in a timely manner and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property and will subject you to criminal prosecution or a civil action for recovery of the property and monetary damages or both.

Sidney Central School District
PARENT/STUDENT DIGITAL DEVICE USER AGREEMENT

- I will take good care of my digital device.
- I will never leave my digital device unattended.
- I will never loan out my digital device to other individuals.
- I will know where my digital device is at all times.
- I will charge my digital device's battery daily.
- I will keep food and beverages away from my digital device since they may cause damage to the device.
- I will not disassemble any part of my digital device or attempt any repairs.
- I will use my digital device in ways that are appropriate, meet Sidney Central School District expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on my digital device or provided case; I will not deface the serial number digital device sticker on any digital device.
- I understand that my digital device is subject to inspection at any time without notice and remains the property of the Sidney Central School District.
- I will follow the information outlined in the Digital Device Procedures, the Acceptable Use Policy and the Code of Conduct while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the Sidney Central School District.
- I will be financially responsible for all damage or loss caused by neglect or abuse.
- I agree to return the digital device, case and power cords in good working condition
- I agree to comply at all times with SCSD's Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property. Failure to comply may also subject the student to discipline in accordance with the School District's Code of Conduct.

Individual school digital device computers and accessories must be returned to the Sidney Central School District at the end of each academic school year. Students who graduate early, withdraw, are suspended, or terminate enrollment at Sidney Central School District for any other reason must return their individual school digital device computer on the date of termination.

Student/Parent Copy (This is yours to keep)

Please note that your student will not receive his/her electronic device until the PARENT/STUDENT DIGITAL DEVICE USER AGREEMENT is signed and return to the Sidney Central School District. Please read and sign below

Sidney Central School District

PARENT/STUDENT DIGITAL DEVICE USER AGREEMENT

- I will take good care of my digital device.
- I will never leave my digital device unattended.
- I will never loan out my digital device to other individuals.
- I will know where my digital device is at all times.
- I will charge my digital device's battery daily.
- I will keep food and beverages away from my digital device since they may cause damage to the device.
- I will not disassemble any part of my digital device or attempt any repairs.
- I will use my digital device in ways that are appropriate, meet Sidney Central School District expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on my digital device or provided case; I will not deface the serial number digital device sticker on any digital device.
- I understand that my digital device is subject to inspection at any time without notice and remains the property of the Sidney Central School District.
- I will follow the information outlined in the Digital Device Procedures, the Acceptable Use Policy and the Code of Conduct while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the Sidney Central School District.
- I will be financially responsible for all damage or loss caused by neglect or abuse.
- I agree to return the digital device, case and power cords in good working condition.
- I agree to comply at all times with SCSD's Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property. Failure to comply may also subject the student to discipline in accordance with the School District's Code of Conduct.

I agree to the stipulations set forth in the PARENT/STUDENT DIGITAL DEVICE USER AGREEMENT document.

Students Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____