Lewiston-Porter Central School District

Technology Handbook 2025-2026

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ACCEPTABLE USE POLICY: Student Use of Computerized Information Resources

Program Implementation

The Lewiston-Porter Central School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System will provide access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, "on-line services," "WIFI" and the "Internet." The District shall provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the Lewiston-Porter Central School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. Students are held to the same standards of good behavior whether they are using school computer networks or any other electronic media or communications, including a student's own personal technology or electronic device while on school grounds or at school events. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy and the *Code of Conduct* also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the Building Principal or his/her designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum. As much as possible, access to the District's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

Standards of Conduct Governing Student Access to the District Computer System

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner. Likewise, students are expected to observe the same standards of behavior when using their own personal technology or electronic devices on school grounds or at school events. Individual users of the District's computerized information resources are responsible for their behavior and communications over the District computer network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Lewiston-Porter Central School District property and subject to control and inspection. The computer coordinator may access all such files and communications without prior notice to ensure system integrity and that users

are complying with the requirements of District policy and regulations regarding student access to the DCS. Students should **NOT** expect that information stored on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the DCS which violates any aspect of Lewiston-Porter Central School District policy; the *Code of Conduct*, and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, specific activities shall be prohibited by student users of the DCS including, but not limited to, the following:

1) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.

2) Use of obscene or vulgar language.

3) Harassing, insulting, bullying, threatening or attacking others.

4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.

5) Using unauthorized software on the DCS.

6) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.

7) Violating copyright law, including the illegal file sharing of music, videos and software.

8) Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying.

9) Disclosing an individual password to others or using others' passwords.

10) Transmitting material, information or software in violation of any District policy or regulation, the *District Code of Conduct*, and/or federal, state and local law or regulation.

11) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

12) Accessing personal, interactive sites (such as Facebook, Snapchat, Twitter, Instagram) unless under the direct supervision of a staff member. This includes the use of a student's personal cell phone or digital device to access such social networking sites.

13) Creating or using a website, social media, or blog which may cause a substantial disruption in the school environment or interfere with the rights of others.

14) Using digital devices (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources shall be subject to that network's acceptable use policy.

If a student or a student's parent/guardian has a District network account, a non-district network account, or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy and/or regulation may result in student discipline. Indirect access to a District computer shall mean using a non-district computer in a manner which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

Sanctions

1) Violations may result in suspension and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.

2) Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.

3) When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the District's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to go on to the DCS as a computer coordinator may result in restriction or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS shall be reported by the student to the teacher in charge.

Notification

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

NOTE: Refer also to Policy #8262 -- Internet Safety/Internet Content Filtering Policy *District Code of Conduct.*

STUDENT USE OF PERSONAL DEVICES

The Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience and expand their global learning opportunities. Additionally, the use of personal technology devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's *Code of Conduct*, and the Dignity for All Students Act.

Personal technology includes all existing and emerging technology devices that can take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the internet; and transmit or receive messages, telephone calls or images. Examples of personal technology includes, but are not limited to, tablets, chromebooks, laptops, smartphones, smartwatches or other "wearables", as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions.

Terms

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework and other activities as deemed appropriate by school staff.

Inappropriate communication includes, but is not limited to:obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, or disrespectful language or images typed, posted, or spoken by students and staff; information that could cause damage to an individual or the school community, or substantially disrupt or create the potential for substantial disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

General Use

1) Personal devices must be approved for use during instructional and non-instructional time and on the District computer network. Students must complete and return *Student Use of Personal Technology Permission Form* to the Building Principal or his/her designee for approval, prior to the use of personal devices.

2) Students must take full responsibility for the device and keep it with them at all times or safely store it in their lockers.

3) Students and their parents are responsible for the proper care of their device, including any costs of repair, replacement, upgrades or modifications needed to use the device at school.

4) The District reserves the right to inspect a student's personal device if there is reason to believe that the student has violated District policies, school rules or engaged in other misconduct while using his/her personal device.

5) Students are **not** permitted to use any electronic device to record audio or video media to take pictures of any students or staff member without their permission. Taking photographs, recording or videotaping without an individual's consent can be considered an invasion of privacy. The distribution of any unauthorized photos, media or recordings may result in discipline including but not limited to, suspension, criminal charges, and expulsion.

6) Students are not permitted to use or to be in possession of any personal electronic device while participating in a NYS Assessment or any other standardized test.

7) Students are only permitted to utilize the "BYOD" (Bring Your Own Device) network. All other wireless networks are reserved for school-owned devices or faculty.

8) Students should only use their device to access instructional materials, contact staff and fellow students, and access instructional and research software and applications. Students may not access confidential files or other inappropriate records on the District network.

9) Students and parents should not use personal technology to circumvent school rules on excuses, dismissals, absences and the like. Parents/guardians should call the School Office rather than contacting their children directly on their personal devices.

10) Students are discouraged from sharing personal devices. If a student uses the personal technology device of another student and commits a violation of District policy, both students may be liable for consequences resulting from that use.

11) The District assumes no responsibility for the loss, destruction, misuse or theft of any personal technology device that is brought to school at any time, or to a school sponsored activity.

12) Students may not utilize any technology to harass, threaten, bully, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This behavior is subject to disciplinary action and will be reported to the state as part of the Dignity for All Students Act.

13) Any action that is generally considered a violation of the Code of Conduct will also be considered a violation if done using a personal technology device. Actions such as bullying, discrimination, harassment and plagiarism will not be tolerated.

14) Violation of these regulations may result in the confiscation of the device and may lead to disciplinary action as outlined in the *District Code of Conduct.*

Instructional Use

Students' use of personal technology during instructional periods is limited and may be granted at the discretion of the classroom teacher and/or building principal. Students will follow teacher directions for online lessons and searches. Students must comply with all teacher and administrator requests related to the use of the personal device. If a student's use of personal technology is disruptive to other students or in any way inhibits their learning, the privilege of use will be revoked at the teacher's discretion. If a student uses his/her personal device outside of the approved usage as designated by the teacher or staff during class time, the student will receive disciplinary consequences as outlined in the District *Code of Conduct*.

Non-Instructional Use

1) Student use of personal technology during non-instructional periods is permitted, provided that it does not create a substantial disruption to the school environment.

2) Students must be aware of the appropriateness of usage and communications when utilizing District or personal devices. If a student is told to stop inappropriate usage, that student must cease the activity immediately.

3) Personal devices should be placed on silent or vibrate mode to minimize noise and disruption.

4) While using school transportation, use of devices is permitted as long as the device is in silent mode or used with headphones.

5) If students need to contact a parent during transportation or at a school event, they should text, or ask the school staff in charge for permission to use their device to make a phone call.

6) The use of any personal technology is prohibited in locker rooms, Health Offices, restrooms or any other area where an individual would have a reasonable expectation of privacy.

7) During an emergency or drill situation, students are expected to follow directions of staff. Therefore, use of personal devices should only be used to support emergency efforts and should otherwise be turned off.

8) All rules on the use of personal technology remain in effect during all off-campus activities such as field trips, sporting events, music competitions, and/or other school sponsored events.

Liability

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.
The Board expressly prohibits the use of personal technology in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.

Prohibition during State Assessments

All students are prohibited from bringing electronic devices into a classroom or other location where a New York State assessment is being administered. Test proctors, test monitors and school officials shall have the right to collect prohibited electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

Students with disabilities may use certain devices if the device is specified in that student's IEP or 504 plan or a student has provided medical documentation that they require the device during testing.

Permission

Students will not be permitted to use personal technology devices in school or at school functions until they have reviewed the AUP, the applicable sections of the *Code of Conduct* and associated technology guidelines, and signed the Student use of Personal Technology Permission Form with their parents. The District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school-sponsored events, at the discretion of the administration.

Students must follow the guidelines for use set out in the District *Code of Conduct* and the Acceptable User Policy at all times. Consequences for misuse will follow guidelines in the District's *Code of Conduct*. The District will develop regulations for the implementation of this policy that shall include, but are not limited to, instructional use, non-instructional use, liability, bullying and cyberbullying, and private issues.

Exceptions:

The Building Principal may, on a case-by-case basis, approve the possession and use of a personal technology device by a student for the following reasons:

1) Health, safety or emergency reasons;

2) Use as outlined in an individualized education program (IEP);
3) Use by a student who is a member of a volunteer fire company, ambulance or rescue squad with pre-approval;

4) Use by a student who has a need for a device due to his/her medical condition or that of an immediate family member;

5) Other reasons as deemed appropriate by the Principal.

**District must customize- due to the need for districts to determine their own beliefs and practices relating to student use of personal technology, this regulation is not intended to be adopted "as is." It is meant to be utilized as a resource and framework for developing your own district standards for student use of personal technology.*

NOTE: Refer also to Policies: #7324 -- Student Use of Computerized Information Resources (Acceptable Use Policy)
#7685 -- Dignity for All Students Act
#7261 -- Bullying: Peer Abuse in the Schools
#8262 -- Internet Safety/Internet Content Filtering Policy

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT 1:1 DEVICE POLICY AND USER AGREEMENT

The Lewiston-Porter Central School District strongly believes that technology resources are a tremendous source of information that provides countless opportunities for students and staff in the District. The 1:1 program provides each student with a device which will enrich and support a collaborative learning environment. The purpose of this initiative is to continue our implementation of rigorous, relevant learning in a 21st Century environment.

Now we are faced with a most unique educational scenario as a result of COVID-19. The 1:1 initiative will be imperative in allowing us to provide high level educational experiences to students while they are participating in hybrid, or remote learning models. All students will be assigned a device on their first day in-person day or on designated pickup days for remote learners. Students from grades K-3 will be assigned an iPad. Students in grades 4-12 will be assigned a Chromebook.

Prior to receiving a device, parents and students must read and submit signed agreements to the included policies (Acceptable Use Policy, 1:1 Device Policy, Shared Device Policy, and G-Suite Agreement).

At any point if there is an issue with the device, students are to report to the library and have a service ticket put in to have the device serviced. Students must turn in their device and power cords for maintenance in the same condition as distributed. If a student withdraws from the District, the student must turn in the device on the last day of attendance. Failure to return the device either at the end of the school year or when withdrawing from the District will result in a fee of $350 to cover the replacement cost of the device. In addition, the District may file a report of stolen property with local law enforcement if not returned. Students are responsible for any damages as determined by the District.

Asset /Name Tags

All devices will be labeled with a District asset tag and name tag, in addition to the manufacturer's asset tag. These tags may not be removed, modified or tampered with in any way. If one of these tags becomes loose or missing, students must take the device to the library to get a new asset tag for the device.

Logging In

Students will log into their Chromebooks using their school-issued Active Directory G-Suite for Education Account Credentials. Students should never share account passwords with others, unless requested by an administrator.

There are no login requirements for iPads. District iPads are managed devices. Students/Parents should NOT attempt to connect to their personal apple accounts.

Taking Care of Your Device

Each student is responsible for the general care of the device that he/she was issued by the school. Devices that are broken or fail to work properly must be taken to the library as soon as possible. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their devices unattended unless locked in a secure location.

<u>General Precautions</u>

- Avoid using near food or drink.
- Devices and chargers should not be used or stored near pets.
- Devices used with the charging cord should be used with caution, as the cord may be a tripping hazard.
- Devices must remain free of any writing, drawing, stickers, and labels.
- Devices should not have heavy objects placed on them and should never be forced into storage space.
- Devices should be transported with care.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed after making sure there is nothing on the keyboard

- Device screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth. A 50-70% isopropyl alcohol solution may be used. Do NOT spray directly on the device. Dampen a cloth and wipe down. Do NOT use ethyl alcohol or traditional cleaners like windex or lysol.
- Device protective covers are *recommended* to protect the device and prolong the life of the device. NEVER remove the covers from iPads or Chromebooks.

Preparation and Use for the School Day

A charging cord will be issued with the device. Each student is expected to bring a fully charged device to school every day they attend. Students that change classes should bring his/her device to all classes. Inappropriate media may not be used as backgrounds or themes. The presence of such media will result in disciplinary action. Sound must be muted at all times unless permission is obtained from a teacher. Students should have their own personal set of earbuds or headphones for sanitary reasons. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

Using Your Device Outside of School

A WiFi Internet connection will be required for the majority of Chromebook and iPad use; however, some applications can be used while not connected to the Internet. Students are bound by the Acceptable Use Policy within the Student/Parent Handbook, District Code of Conduct and all other procedures in this document wherever they use their devices.

Operating System and Security

A student may not use or install any operating system on his/her Chromebook other than the current version of Chrome OS that is supported and managed by the District. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Likewise, a student may not use or install any operating system on his/her iPad other than the current version of iOS that is supported and managed by the District. The iPad and apps will update automatically as long as it is charged and connected to the internet. Please perform regular resets to ensure the device updates are installed. It is recommended that devices are reset once daily.

Virus Protection

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection on either iPads or Chromebooks.

Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks within the School District network will have *all internet activity monitored by the District*. If an educationally valuable site is blocked, a student should contact his/her teacher to request the site be unblocked. When a student is using the device out of the school network, the responsibility of internet usage is the responsibility of the student and the parent. However, the District still has the ability to monitor the internet activity on the District-owned device. Students may face consequences if they attempt to use the device or the school network for activities that are deemed inappropriate for an educational environment.

Repairing/Replacing and Handling Theft and Vandalism of Devices

All devices in need of repair must be brought to the Library as soon as possible. Staff will create a managed service ticket and have the device shipped for service. In the interim, if possible, the library will provide a loaner device to the student while the device is out for repair. Upon return, the student will return the loaner and receive their assigned device.

The district has purchased an extended warranty on the Chromebooks which will cover one instance of accidental damage per year for each year the student has the device. However, if a student vandalizes or causes other damage which is

deemed by an administrator to be due to extreme carelessness or to be intentional, that student will be held responsible for the cost of the necessary repairs or replacement of the device.

There is no warranty or insurance available on the iPads; however, they are protected by heavy duty foam cases. Please do not attempt to remove the case.

Stolen or Vandalized Chromebooks

If a device is vandalized, then students or parents should contact the school's main office as soon as possible to file a report of vandalism. If a device is stolen, students or parents should contact the main office as well as the Lewiston Police Department as soon as possible. Proper direction and protocol will be handled at that time.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a District-owned device, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the District. When using a District-owned device, students agree to such access, monitoring, and recording of their use. A paper/electronic report can be generated to include, but not limited to, the user log, and record of use. The report generated may be shared with Lewiston-Porter Central School District Personnel and/or Law Enforcement.

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes, and students are to adhere to the technology guidelines and all of its corresponding administrative procedures within the Acceptable Use Policy signed at the start of the school year at all times. Students in violation of these guidelines or other procedures in this manual will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her device confiscated, and network privileges to all devices at school could then be turned off.

Pupil nondiscrimination statement: It is the policy of the Lewiston-Porter Central School District that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

District-Owned Mobile WiFi Hotspots

Families meeting certain criteria may be issued a District-Owned Mobile WiFi Hotspot. The hotspot will provide internet access to families that otherwise do not have a means to provide their own. The mobile hotspots will feature robust content filtering coupled with the built in security of the device. The data is limited and is only to be used for educational purposes. At the conclusion of the school year, the mobile hotspot and all its components must be returned to the district or the family may be held responsible for the cost of replacement.

Device Wellness Checks

Staff will perform incremental "wellness checks" on your assigned device. Depending on the student, the device, and the grade level, this may occur on almost a daily basis by the teacher if students are using class sets of devices such as iPads in the Primary Education Center. In higher grade levels this may occur each quarter or semester. Staff will check to see if the student is in possession of the correct device and they will inspect the condition of the device. Written reports will be sent home to parents/guardians as needed to report missing or damaged devices.

Shared Device Agreements (For Parents):

I agree that my child will use the device provided for instructional purposes **ONLY** and I also agree to the following:

1) The device being assigned to my child is the property of the Lewiston-Porter Central School District and will be returned to my child's school on the date requested by the administration. In the event my child leaves Lewiston-Porter, the device must be promptly returned.

2) I agree to permit my child to connect this device to our home Internet service. If Internet service is not available, I will let my child's homeroom teacher know so that arrangements can be made to assist my child.

3) I will provide an atmosphere that will encourage the responsible participation of my son/daughter in the shared device program.

4) I agree to supervise my child when they are using the Internet at home and will not hold the District responsible for any online misbehavior by my child when at home.

5) I have received instructions about the care and operation of the device and will follow these instructions. In case of accidental damage to or malfunction of the device, I will immediately notify my student's principal.

6) In case the device is stolen, I will provide a copy of the police report, a case number and other information that may be necessary to the Lewiston-Porter school Administration. I understand that this device has been purchased with state funds and is subject to investigation in the case of theft.

7) I understand that if purposeful or malicious damage is caused by my child, I will be held financially responsible. The District will address these situations on a case-by-case basis.

8) I have reviewed the Lewiston-Porter Central School District Technology Acceptable Use Policy and Regulations and agree to encourage my child to follow its expectations.

9) I understand that failure to comply with the terms of the contract may result in my son/daughter's disqualification from the shared device program.

10) At no time will I attempt/allow any other user, (including myself), to add any additional accounts (iTunes) to the shared device.

11) I will be held financially responsible if the device/accessories are lost, not returned, or damaged.

*Students in grades K-2 are not automatically given a device to travel with due to their age and lack of work outside of the school day. However, during the months of November through March, students in grades K-2 will be given an opportunity to bring home an iPad to utilize in the event of a school closure resulting in remote instruction. Parents may choose to not take the devices if they can provide a personal device that can be used on those infrequent occasions. If you choose to accept the device, it is only to be used on an emergency basis and needs to be sent to and from school daily. The family will assume responsibility for the device in the event of loss or breakage. More information will be provided each fall before devices are assigned to students and sent home.

Chromebooks Damage, Warranties and Repairs:

In an effort to support our students and families, Lewiston-Porter invests a considerable amount of money in our technology including protection plans for our Chromebooks. All Chromebooks in grades 3-12 are covered by a 4 year extended manufacturer's warranty as well as 4 years of coverage for accidental damage. While some other districts ask families to pay for this protection, Lewiston-Porter does this at no additional cost. As a result, our Chromebooks are able to get unlimited free repairs for any defects that occur that are not a direct result of damage to the device. Common examples include faulty keyboards, cameras, or power issues. Additionally, our accidental coverage allows for one repair per year for each device. This covers accidental drops, spills, etc. We invest so much into this protection because we feel it is imperative that our students have access to quality devices and we want to provide some protection to our families.

Chromebooks that are determined to have been intentionally or maliciously damaged are NOT covered by our warranty plans. Examples of intentional or malicious damage include but are not limited to: pulling off keys from the keyboard, pulling apart hinges, peeling off chunks of the chassis, or dropping, kicking or throwing devices. This is characterized as damage to school property and a misuse of district technology. Students/families will be held financially responsible for the repairs in these instances. If the situation necessitates disciplinary action, a behavior plan, or a technology restriction, we will also work with you and the student to put something into place to help reduce the chances of recurrence.

iPads:
We have found that it is not cost effective to purchase protection plans on our district ipads. It is far more effective to invest in heavy-duty cases for these devices. With less moving parts and overall less wear-and-tear, it is rare that we have much damage on our iPads. iPads are only provided to students in grades K-2. They are only required outside of the classroom in the event of an emergency closing. Parents have the option to decline an iPad if they have a device at home their child can use on these days. If a family does decide that they would like to have their child travel with the device, they assume full responsibility for any loss or damage that may occur.

Lost or Stolen Devices:
In the event a Chromebook or iPad is lost, the student or family is responsible to notify their teacher or school administrator as soon as possible. The district has methods of tracking devices and the sooner we know the device is missing the better. As soon as we are aware that the device is missing, all parties will be made aware so all can take part in locating the device. If it is not able to be located, the student/family will receive an invoice for the current market value or replacement cost of the device.

If a device is believed to be stolen, the family is required to submit a police report and notify the school as soon as possible. We will put forth every effort to locate the device. The family's liability, if any, will be determined by the outcome of the investigation.

Restitution:
The district will reach out to the student/family to set up a plan for repairing or replacing lost, or damaged devices. There will be a signed letter and invoice that details the cost and expected timeline. In most cases, the student will have the opportunity to work with a loaner device while we wait for necessary repairs or replacement.

If the agreed upon terms are not met or there is no progress towards resolution, the district may take the following actions:

a. The student will be assigned a loaner device for in-school use only. This device will need to be dropped off and picked up on a daily basis. No travel home will be permitted.
b. The student will be placed on an ineligibility list. This will prohibit them from participating or attending any extracurricular events, clubs, participate in sports, musicals, or sporting events.
c. If the student requires access to their Chromebook outside of school hours for school work, they will need to stay after school as they will be prohibited from traveling with the device.

***Example Replacement Fee Schedule:**

Chromebook: $406.00	**Broken Keyboard: $100**	**iPad Replacement: $399**
Chrome Charger: $ 30.00	**Hard Drive: $150**	**iPad Charger: $40**
Cracked Screen: $200	**Motherboard:$ 250**	

**Fees listed are examples and are subject to change based on the device model, component, and age.*

Video Conference Expectations and Consent

We do not expect to have very frequent video conference sessions unless conducted during emergency weather closings or parent conferences. In those cases, we will follow the emergency closing and virtual learning protocols. During these virtual learning days, please follow the expectations put forth below.

General Considerations and Expectations:

- Students, parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of video conferencing. This is a great tool to keep students connected, but please have your child(ren) use these tools somewhere near enough you can monitor, yet private enough to concentrate on their work.
- Students must dress appropriately when video conferencing and make sure that there are no distracting materials or backgrounds.
- We want to respect the privacy of our families and make this as comfortable an experience as possible. With that being said, students may join meetings without sharing their video. They may join just to listen and participate with their audio. They can toggle their audio or video on and off when they need to participate if they choose.
- When not interacting with the class, students should mute their microphone to avoid background noise disrupting the class.
- Students should not join meetings unless they were invited by the teacher. Teachers may wish to set up meetings according to class period or some other grouping. If not invited to a meeting, students should ask permission from the teacher to join.
- When a teacher ends a meeting session, students are expected to leave as well. Students should not be in unsupervised video conferences.
- The same rules of conduct and behavior will apply in online conferences as they do in the classroom. Please refer to the Lewiston-Porter Code of Conduct and Acceptable Use Policy for more information.
- Students/Parents/Guardians are not permitted to take photos, screenshots, or screen recordings of any kind during conference sessions. This would be a violation of our Acceptable Use Guidelines.
- When participating in any virtual conference students should utilize their school-issued Google account.

Recording conference sessions: It is **not** our intention to record sessions with students and post them. Teachers may instruct a solo lesson and post for students that were not able to join live sessions. If recording does take place, the following guidelines would be followed:

- The teacher must alert the students that they will be recording the session.
- Students may turn off their video/audio if they do not wish to be recorded. In some cases the teacher may require this.
- If the recording is taking place while students are present in the classroom, students will be excluded from the video except for when media consent is provided.
- Recording is disabled for students.
- Reminder: Students/Parents/Guardians are not permitted to take photos, screenshots, or screen recordings of any kind during conference sessions.

G-Suite Policy

The Lewiston-Porter Central School District utilizes the Google Apps for Education for students, teachers and staff. This permission form describes some of the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services will be available to all students (3-12) that are hosted by Google as part of Lewiston-Porter's online presence in G-Suite:

- **Drive/Docs/Sheets/Slides** - these are productivity applications that give students the ability to create documents, spreadsheets and presentations and work collaboratively in a cloud environment. This is very similar to Microsoft Office.
- **Calendar** - an individual calendar to organize schedules, daily activities and assignments
- **Classroom -** an online interactive classroom that is moderated by your child's teacher where students can find information (documents, videos or posts from the teacher or classmates) around the clock.
- **Mail** - At the 6-12 level, we are going to allow students to use GMail on a closed domain. All students have Google Accounts (username@lew-port.com) and will be able to correspond with other students and teachers in an electronic format. Email accounts will not be able to send/receive messages outside of the domain - meaning any address that does not end with @lew-port.com will not be able to send or receive messages from students.
- **Meet-** Utilized for video conferencing.
- **Classroom-** utilized to assign and collect assignments to/from students. Classroom also allows for communication to students and parents. It allows for guardian email summaries of work completed/missing.
- **Productivity Apps available in the Chrome Store** - teachers and administrators are constantly receiving professional development in G-Suite and new applications and extensions are being created and tested on a continuous basis. There are Apps that are content specific that will be used by teachers within certain departments.

Technology use in the Lewiston-Porter Central School District is governed by federal laws including:

- **Children's Online Privacy Protection Act (COPPA)**
    - COPPA applies to commercial companies and limits their ability to collect personal information from students. Advertising is turned off for Lewiston-Porter's presence in G-Suite. No personal information is collected for commercial reasons.
- **Family Education Rights and Privacy Act (FERPA)**
    - FERPA - http://www.ed.gov/policy/gen/guid/fpco/ferpa

Guidelines for the responsible use for G-Suite by students:

1. **Official Google Account** - All students will be assigned a *username@lew-port.com* account. This account will be considered the student's official Lewiston-Porter CSD Google account until such time as the student is no longer enrolled with the Lewiston Porter Central School District.
2. **Prohibited Conduct** - Please refer to the copy of the code of conduct found within your student's planner and on the district website, Board of Education Policies #7424 (Student Use of Computerized Information Resources) and #7415 (Lewiston Porter CSD Code of Conduct).
3. **Access Restriction** - Access to and use of G-Suite is considered a privilege accorded at the discretion of the Lewiston-Porter Central School District. The District maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of law or District policies have occurred. In

such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication.

4. **Security** - Lewiston-Porter Central School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter and firewall in place, the District cannot assure that users will not be exposed to unsolicited information.
5. **Privacy** - The general right of privacy will be extended to the extent possible in the electronic environment. Lewiston-Porter CSD and all electronic users should treat electronically stored information in individuals's files as confidential and private. However, users are strictly prohibited from accessing files and information other than their own or those shared with them. The District reserves the right to access the student's Google account, including current and archival files of user accounts when there is reasonable suspicion and unacceptable use has occurred.
6. **Personal Use** - The use of student Email and the G-Suite is for educational purposes only and should not be used in the creation of social media or any other personal accounts. Failure to comply with this restriction will result in disciplinary action based on the Code of Conduct and potential shutdown of student accounts.

NOTICE OF NON-DISCRIMINATION

The Lewiston-Porter Central School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York State and/or federal non-discrimation laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimiantion policies should be directed to:

email: **CivilRightsCompliance@lew-port.com**

Donna Hill
Civil Rights Compliance Officers
Lewiston-Porter Central School District
4061 Creek Road
Youngstown, NY 14174

Breanna Burke
Title IX/504 Compliance Officer
Lewiston-Porter Central School District
4061 Creek Road
Youngstown, NY 14174

TECHNOLOGY POLICIES SIGNATURE PAGE

Please read all policies and guidelines contained within this packet. Sign the agreements on the front and back of this page and return to your child(ren)'s school librarian.

STUDENT NAME: _____ GRADE:_____DATE:_____

PARENT NAME COMPLETING THIS FORM:_____

Student Use of Computerized Information Resources

Acceptable Use Policy

I am the parent/guardian of a minor student who has signed the District's agreement for **Student Use of Computerized Information Resources**. I have been provided with a copy and I have read the District's policy and regulations concerning the use of the District Computer System (DCS). I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son/daughter student access to external computer networks not controlled by the Base School District. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use of technology to my son/daughter when he/she is using the DCS or any other electronic media or communications, including my son/daughter's own personal technology or electronic device on school grounds or at school events.

I agree to release the Base School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the DCS in any manner whatsoever.

I agree that my son/daughter will have access to the DCS and I agree that this may include remote access from our home.

PARENT SIGNATURE: _____ DATE: _____

1:1 Device Policy and User Agreement

I hereby acknowledge that I have received, read, and understand the 1:1 Device Policy and User Agreement. My signature confirms that I agree to adhere to the guidelines and policies stated within this agreement.

PARENT SIGNATURE: _____ DATE: _____

STUDENT SIGNATURE: _____ DATE:_____

Shared Device Agreement for Parent(s)

I hereby acknowledge that I have received, read, understand the Shared Device Agreement for Parents. My signature confirms that I agree to adhere to the guidelines and policies stated within this agreement.

PARENT SIGNATURE: _____ DATE: _____

THIS IS A DOUBLE-SIDED FORM

G-Suite Permission (Grades K-12)

By signing below, I confirm that I have read and understand the following**:** Under FERPA and corresponding New York State and Federal law, a student's education records are protected from disclosure to third parties. I understand that my students' schoolwork (i.e. assignments they've worked on, calendar of assignments, etc.) created and stored in G-Suite may be accessible to someone other than my student and the Lewiston-Porter Central School District by virtue of this online environment. My signature below confirms my consent to allow my student's schoolwork to be stored by Google.

I understand that by participating in G-Suite, information my child produces (i.e. assignments, notes, etc.) will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education (https://support.google.com/work/answer/6056693?hl=en)

_____ **YES**, I give permission for my child to be assigned a full Lewiston-Porter Central School District AG-Suite account. This means my child will receive a Lewiston-Porter Google account to access to Docs, Sheets, Slides, Calendar, Mail (for 6-12 students on a closed domain only) and other productivity Apps.

PARENT SIGNATURE: _____ DATE: _____

Student Use of Personal Technology Permission Form

(Signature allows the student to use a personally owned technology device such as a phone or tablet on school property.)

I hereby acknowledge that I have received, read, understand the Student Use of Personal Technology Permission Form. My signature confirms that I agree to adhere to the guidelines and policies stated within this agreement.

_____My child will **NOT** be using any personally owned technology on school property.

_____My child will be using any personally owned technology on school property.

Type of device(s) to be brought to school: _____

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

Video Conference Consent

I have read and accept the guidelines set forth with regard to video conferencing using both Zoom and Google Meet. I understand both the safety concerns and precautions associated with this method of instruction as well as the District's expectations while using video conferencing.

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

STUDENT NAME: _____ GRADE:_____DATE:_____

PARENT NAME COMPLETING THIS FORM:_____

Media Release Form

PHOTO, PICTURE, IMAGE RELEASE OR WEBSITE
(Choose either Option I or Option II)

Option I

Approval for use of Photo, Picture, Video, Image for District Publications, Website, Live Streaming, and Yearbook:

I/we hereby grant permission to Lewiston-Porter Central School District to:

Release or use any image of my child, his/her name, or reproduce same, whether by photograph, video, live stream, email, or on a web page, and to use any photos or image in any school district publications, official press release, or to newspapers, TV stations, or on the school web page, or for any purpose deemed by school administrators to be carrying out the education goals of the District.

Signed: _____

Relationship: _____

Date: _____/_____ / _____

Option II

District publications and yearbook ONLY:

I/we hereby grant permission to Lewiston-Porter Central School District to:

Release or use any image of my child, his/her name, or reproduce the same, whether by photograph, or video, or livestream, in District/building level publications **ONLY.** This includes placing my child's picture in his/her building level yearbook. Photos and names are not to be used in any outside publications without my express permission.

Signed: _____

Relationship: _____

Date: _____/_____ / _____

*If you wish to request further media restrictions, please contact the main office of your child's school.

***For Office Use Only:** Media Permission Contact*