

Greene Central School District Digital Procedures, Information, and User Agreement 2024-2025 School Year

The focus of the digital device program at Greene Central School District is to provide tools and resources to the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st century students is a digital device. The individual use of a digital device is a way to empower students to maximize their full potential and to prepare them for college and the workplace. A device is being provided to ensure that all students have the ability to sufficiently engage in learning.

Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with digital devices integrate technology into the curriculum anytime, any place.

The procedures and information within this document apply to all digital devices used at Greene 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.

Receiving Your Digital Device

Digital devices will be distributed through a location determined by each building. Parents/guardians and students must read and sign this document before the digital device can be checked out. The school district will retain the signed document. Families can print a copy for reference purposes, if you choose to do so.

Device Return

Digital devices will be returned during the final week of school for summer servicing. Students who end enrollment at Greene 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.

Device Information

- 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 designated location for each building for an evaluation of the equipment.
- The digital device is school property and all users will follow these procedures and the Acceptable Use Policy for technology.
- Students are responsible for the device if it is lost or stolen.
- Cords and cables must be inserted carefully into the digital device to prevent damage. These are the responsibility of the student.
- The digital device and case must remain free of any writing or drawings. All labels put on by Greene CSD must remain on the device.

Devices Left at Home

If students are permitted to take their device home and 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 a designated location for a period of time determined by the building administrator.

Digital Device Undergoing Repair

Loaner devices may be issued to students when they leave their digital devices for repair. There may be a delay in getting a loaner.

Battery Charging

Digital devices must be brought to school each day in a fully charged condition. It is the students responsibility to charge the device each night.

Screensavers

Inappropriate media may not be used as a screensaver or background photo. This includes any media that violates the Code of Conduct as found on the GCSD website.

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 Devices

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 Greene CSD must remain on the digital device in usable condition and be easily accessible at all times. From time to time the school may add or remove software applications for use in a particular course.

Additional Software

Greene CSD will synchronize the digital devices so that they contain the necessary apps for school work. Students cannot synchronize digital devices to their home computers.

Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Greene CSD 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 reformat and reimage.

Software Upgrades

Upgraded 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 Policy

The use of the Greene Central School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Greene 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 Greene 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 Greene 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 up to and including suspension/expulsion 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 radio.

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.
- District inventory labels must remain fully intact.
- 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 immediately. The 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 the responsibility of the student/family.
- Digital devices that are stolen or lost must be reported immediately.
- 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 that was issued the device.

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/guardian.
- Plagiarism is a violation of the Greene CSD 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 Greene Central School District Student Handbook.

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 tab
- IT Inventory Tag

Chromebook User Agreement

Our priority is to ensure that students use these devices as educational tools both inside and outside of the classroom. By signing this document, you take full responsibility for the electronic device you are using from GCSD. I (student/family) will use the electronic device for learning and instructional purposes only. I understand that this is not my own personal device and that school administrators can access all data on the device including web browsing, documents and app use. As a student, you should bring the electronic device to school charged and ready to use on a daily basis and to take the device home each evening, weekend and over school breaks.

I understand that these items are school-issued, remain the property of the District and must be returned in satisfactory condition at times designated by the District.

I understand the Chromebook is the property of Greene Central School District and that the Internet Acceptable Use Policy applies to the use of the Chromebook.

I agree and understand that a violation of any of the rules set forth in this user agreement will result in the loss of my electronic device use. The student and parent/guardian, respectfully, agree to adhere to the Greene School District Digital Device Procedures and Information Agreement, inclusive of the Student Pledge for Digital Device Use and Parent/Student Digital Device User Agreement, and all other relevant school policies regarding the acceptable use of

technology and the Internet. It is understood that violations of any applicable policies will be considered violations of the Code of Conduct and may merit serious disciplinary consequences.

I am responsible for loss, theft of, or damage to the Chromebook and its accessories. The student and parent/guardian also agree to be responsible for all damage or loss caused by neglect or abuse. You will not be issued a replacement electronic device until the damaged or missing electronic device is paid for. If technical difficulties occur or illegal software, non-district installed apps are discovered, the electronic device may be factory reset. The District does not accept responsibility for the loss of any software or documents deleted due to reformatting and re-imaging.

I understand that I must manage my own password for my electronic device. If I forget my password or need it reset, I will call the help desk at: 607-766-3800

All electronic devices and its accessories must be turned back into the building of record from which it was distributed, unless otherwise specified.

I understand and agree to these rules for borrowing and using the Greene CSD digital device. I have read the Greene Central Schools Digital Device Procedures and Information, inclusive of the Student Pledge for Digital Device Use and the Chromebook User Agreement.

Chromebook Replacement Cost

Repeated and/or intentional device breaks and damage are subject to billing.

- Repair cost for a broken Chromebook screen is currently \$120, due to touchscreen capabilities.
- The replacement cost for a brand new Chromebook is currently \$432. The replacement cost of a used Chromebook will be depreciated by \$50 per year based on the age of the Chromebook.
- The replacement cost for a charger is currently \$37.

User Agreement

In this agreement, “we,” “us,” and “our” means the District. “You” and “your” means the parent/guardian and student enrolled in GCSD. The “property” is an electronic device owned by GCSD.

Terms: You will read, understand and sign this Parent/Student Digital Device Use Agreement before taking possession of the Property. You will comply at all times with GCSD’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 up to and including long-term suspension in accordance with the District’s Code of Conduct.

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.

Software: Any software and or applications will be installed in accordance with the GCSD device procedures. Failure to comply with the device procedures 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 up to and including long term suspension in accordance with the District's Code of Conduct. You may, however, set up wireless networks on your device for use when not on school grounds.

Loss or Damage: Accidental damage may be covered by the insurance policy secured by the District on the property. If the damage is intentional or negligent, you are responsible for the reasonable cost of repair or its replacement cost. On campus loss or damage must be reported immediately to administrative personnel. Off-campus loss or theft must be reported within 48 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.

Search: At all times, the device and any software installed on the device remains property of the GCSD. As such, neither students nor parents have any expectations of privacy in the data stored on the device. District representatives retain the right to search digital media associated with the device. This media may include but is not limited to hard drives, USB storage devices, cloud accounts, and portable memory cards.

Repossession: If you do not fully comply in a timely manner with all terms of this Agreement, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property to take possession of the property. If a transfer to another school takes place, you will have 48 hours to return the computer.

Term of Agreement: Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation: 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 will subject you to criminal prosecution or a civil action for recovery of the property and monetary damages or both.

**GCS DIGITAL PROCEDURES, INFORMATION, AND USER AGREEMENT STUDENT
INFO AND ACKNOWLEDGEMENT PAGE**

To be returned to the main office

Student Last Name: _____

Student First Name: _____

School Attending 2024/2025

Primary School

Middle School

Intermediate School

High School

Grade: _____

Student Pledge for Digital Device Use

- 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 Greene CSD expectations, and are educational.
- I will not write or draw on my digital device or case (if provided); 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 Greene CSD.
- 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 be financially responsible for all damage or loss caused by neglect or abuse.
- I agree to return the digital device, case and power cord(s) in good condition at the end of the school year or when my enrollment ends for the academic year at GCSD.

By signing I am acknowledging that I have read and understand and agree to follow the Acceptable Use Agreement for the 2024/2025 school year.

Parent Name (print): _____

Signature: _____

Student Name (print): _____

Signature: _____

Please remove this page and return to your child's main office. Please keep the other pages for your records/reference.