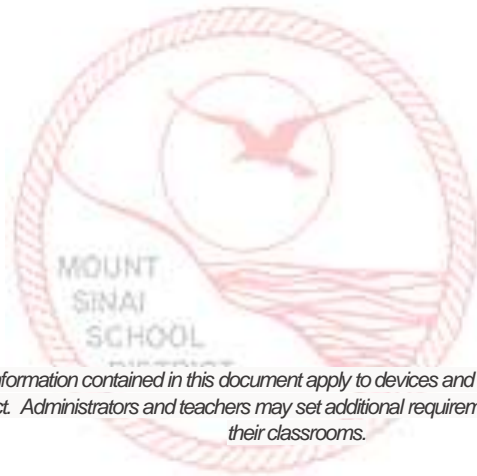


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## ***Mount Sinai Elementary School***

### ***1:1 Device Parent and Student Agreement***

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*The policies, procedures and information contained in this document apply to devices and all other technology devices used by students within Mount Sinai School District. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms.*

**Vision Statement:**

The Mount Sinai School District will be an exemplary 21st century learning community. Our students will become lifelong learners prepared and ready to thrive in the global community as responsible, productive and engaged citizens.

**Mission Statement:**

Our mission is to provide all students with an excellent academic environment that will ensure all learners reach their highest potential. Our learning community will provide an academic environment in which each student will develop curiosity, engage in problem solving strategies, and employ critical thinking skills. Our goal is to enable each learner to acquire 21st century skills and knowledge, develop strong work habits and a healthy lifestyle, become independent thinkers, gain an appreciation of the arts and a proficiency in technology. Our teachers shall collaborate with each other and professionally develop to meet the challenges of an academically evolving and challenging environment. We will promote a climate that fosters tolerance, respect, integrity and which leads students on a path to become lifelong learners and good citizens.

**Goals and Expectations:**

- The District will distribute Chromebook computers to all students in grades 1-4 as part of the 1:1 technology initiative. These devices will create meaningful learning experiences and increase productivity by providing access to 21st century tools both in school and at home. With the ever-changing world of technology and the current need for remote and hybrid learning, cloud connectivity has given teachers and students greater access to information and the ability to collaborate with one another. Cloud-based solutions such as Google workspace offer a paperless classroom environment that allows for both independent and collaborative assignments, projects, and activities.
- To facilitate electronic textbooks
- To provide “always” available technology to the students

**Receiving a Device:**

- Each student grades 1-4 will receive a Chromebook with an AC adapter and protective case.
- Parents/guardians must complete the 'Parent/Guardian Laptop Agreement Form' found here <https://bit.ly/3C31f8n>.
- Devices will be labeled with the students name as well as an inventory asset tag. **Please do not alter, remove or cover the serial number, asset tag and student name tags located on the device.** An inventory of issued devices with serial numbers and district asset tag along with the students' name will be kept and maintained by the district information technology department.
- The device and district issued accounts are the property of the District and may be subject to inspection at any time. The student should have no expectation of privacy of materials found on the device or a school supplied and supported service.
- Although the District does not actively monitor computer usage, the District retains the right to monitor, access, and review all information created, received, sent over, or stored on District technology.
- The District will employ a device management system program and reserves the right to filter and monitor device activity, both on and off premise.

### **Username and Password Protection**

Students are members of the mtsinai.k12.ny.us Google domain. This domain is only accessible by students and staff of the Mt. Sinai School District. Each student has a unique Google login account to login to the Chromebook. The username convention is: first two initials of the first name followed by the last name followed by @mtsina.k12.ny.us (example: John Smith is JoSmith@mtsina.k12.ny.us). Password convention is Mssd followed by the student's ID number (example: Mssd55555). This ID number can be found by logging into Powerschool.

Students should never share passwords with anyone (except with their parents/guardians). Any sharing of passwords with anyone other than parents/guardians or attempting to login with an account that is not his/her own is unauthorized and prohibited and may result in disciplinary action for students.

### **Returning a Device:**

- Student devices and accessories may be inspected periodically throughout the school year for maintenance needs.
- Devices will be kept through the student's career at each of the three school buildings or when the device reaches its end of life, whichever comes first. At the end of the student's tenure here at Mt. Sinai, the device shall be returned to the district – this includes, graduating or moving out of district.
- If the device and its accessories are not returned, the parents/guardians will be held responsible for the replacement cost of each item.

### **Using your Device at School:**

- We expect the devices' to be used in regular, meaningful ways, but we do not expect them to be used in every class, every day. Device use will depend on many things, including the subject area and the planned activity for the day. Device use in the classroom is under the sole direction of the classroom teacher.
- Devices will be stored in the classroom but may be sent home periodically at the teacher's discretion for certain assignments that need to be completed at home. Students will be expected to bring the device back to school charged and ready to use whenever the device does go home.
- If a device is forgotten at home or is found to be not working, a device depot will be setup at the school library. A loaner device will be issued for that student for the day or days until a repair of their device is completed and ready to be returned to the student.
- Charging capabilities will be setup in each classroom space for students who need to charge their batteries.

#### **Charging Your Device's Battery:**

- When Chromebooks are left in school, students can charge them in the classroom.
- If a Chromebook is brought home, students will be responsible for returning it back to school fully charged.
- When the user simply logs off and closes the screen, the device goes into sleep mode which will continue to drain the battery. Power the device off to preserve battery life.

#### **Protecting and Storing Your Data:**

- Students may not loan out their device to any other student, family member, or individual.
- When using the device, students must log in using their unique school issued account and password. Students should not share this password, or any other password, with anyone other than parents or guardians.
- Students will only be allowed to log onto the Chromebook with their Mt. Sinai Google account. We will educate students on the importance of protecting personal information such as not sharing their passwords with other students. We encourage all parents/guardians to talk to your student about this as well.
- Students should not disclose personal information, without the permission and supervision of their parent/guardian or a school staff member, over the internet.

#### **Home Internet Access and Internet Use Guidelines:**

- Students can access home or public wireless networks on their Chromebook.

- Content filtering will be employed on all Chromebooks.
- We encourage responsible use by students, therefore, Internet Use Policies, as specified in Board of Education Policies, as well as the Student Code of Conduct apply to use in school and at home.

#### **Personalizing the Device or Case:**

- Devices and cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that were not applied by the District.
- Students will be provided with a name label to identify their individual device.
- Students may add appropriate music, photos, and videos to their device.
- Personalized media are subject to inspection and must follow the District's Acceptable Use Agreement.

#### **Taking Care of your Device:**

Students are responsible for the general care of their District provided device and accessories.

##### **General Precautions:**

- No food or drink is allowed next to the device.
- Do not carry the device while the screen is open.
- Do not carry the device without its provided protective case if one exists.
- Do not expose the device to extreme temperatures or direct sunlight. Extreme heat or cold may cause damage to the device.
- Be careful when placing the device into a book bag to prevent damage.
- Be careful when connecting cords, cables, headphones, and removable storage accessories to the device.
- Shut down the device when not in use to conserve battery life.

##### **Screen Care:**

- The device screen is sensitive and can be damaged if subjected to rough treatment, particularly from excessive pressure.
- Do not lean on the top of the device.
- Do not grab the device by the screen.
- Do not place anything in the protective case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. stylus, pens, pencils, folders, notebooks).
- Do not use window cleaner, or any type of liquid or water on the device.
- Clean the screen with a soft, dry, anti-static, or micro-fiber cloth, and anti-static electronic equipment cleaner. You can also use individually packaged pre-moistened cleaning tissues.

# ***Mount Sinai Elementary School***

## ***Student and Parent Pledge for Device Use***

Please read and review the following:

- I will use the device for learning and in ways that are appropriate for my education.
- I will neither alter nor attempt to change, disable, or circumvent the management settings, content filters, or virus protection software on my device.
- I will not install or download software that is not approved by the administration.
- I will not leave my device unattended in an unsecured or unsupervised location.
- I will not loan my device to other individuals.
- I will charge my device battery to full capacity each night that I bring my Chromebook home.
- I will keep food and beverages away from my device, as they may cause damage to it.
- I will not disassemble any part of my device or attempt any repairs. If repairs are needed, I will bring it to the device depot in my school library.
- I will protect my device by always carrying it in a secure manner to avoid damage.
- I will not place decorations (stickers, markers, writing, etc.) on my device or case.
- I understand that the device I am issued is subject to inspection at any time, without notice, and remains the property of the district.
- I agree to return the device and all accessories in good working condition, when required to do so.
- I agree to return the device and all accessories should I graduate early, withdraw, are suspended or expelled, or terminate enrollment at the district.
- On the date of termination.
  - Failure to hand in your device and accessories under any of these circumstances will result in you being financially responsible for the replacement cost and/or filing of a police report for theft.
  - The parent will be charged for the full repair and/or replacement up to full replacement cost. Optional insurance coverage is available.
- I will follow the policies outlined in each building's Student Handbook and in this 1:1 Device Parent and Student Agreement.

To accept these terms please fill out the form at <https://bit.ly/3C31f8n>

## Mount Sinai School District

### 1:1 Chromebook Repair/Replacement Program

As part of the 1:1 Laptop and Chromebook program in MSSD, the District will offer an optional insurance program. If the device is covered then the insurance company will take care of any repair/replacement of the device. Otherwise, the District's Technology Department will internally repair and manage the Chromebook. Under this policy, a device or any of its accessories that are lost (whereabouts unknown) or damaged, are the responsibility of the student and parents/guardians.

Students and parents/guardians will be charged for damages (See costs below). All charges will be placed on the student's account in the school library system. If repair or replacement is necessary due to loss or damage, the school will provide a loaner device. The loaner device may not be identical to the damaged device.

Costs for lost or damaged devices will be based on a damage or loss assessment. If a lost device is found in good condition, the 'loss fee' will be fully refunded or the charge removed from the student's account in the school library system. If a student withdraws from MSSD and then re-enrolls, any documented incidents will remain on file. If a student continues to damage their individual device, then their take-home privileges can be revoked by the school administration.

Chromebook – Costs \*Costs subject to change based on manufacturing and distribution prices

Chromebook Replacement	AC Adapter & Power Cord	Keyboard	Screen	Motherboard	Case/Shell
\$320.00	\$40.00	\$17.00	\$180.00	\$187.00	\$40.00

In an effort to provide an optional piece-of-mind for our families, MSSD has identified an external device insurance company that can provide affordable accidental damage insurance for student devices (see details below)

### Optional Insurance Coverage Program:

Parents/guardians are able to purchase optional device insurance from the Worth Avenue Insurance Group. To enroll, a parent/guardian will need to register for the program, and pay the annual premium directly to Worth Ave. Group insurance company within the open enrollment period which closes on September 30th. Coverage only applies after the annual premium has been paid in full, or under the optional payment plan. The plan covers the following unlimited incidents:

- **Accidental Damage:** Covers cracked screens, spills & liquid submersion, accidental drops

**NOTE:** Intentional damage is not covered

- **Loss & Theft:** Covers theft or loss that leads to theft of device. A police report is required.

**NOTE:** Loss that leads to theft (e.g. student accidentally leaves the device on a bus, and the device is taken by someone and not returned by the bus company is covered with police report)

- **Standard Perils:** Covers loss resulting from flood, fire, natural disasters, vandalism, and power surges

**NOTE:** Unexplained loss of device or accessories is not covered

Annual Premium Due at Sign up	Type of Reported Incident	Chromebooks Insured	Deductible	Term	Who Pays/Files Claim
\$36.00	Accidental Damage + Lost & Theft + Standard Perils	ACER Chromebook Spin 511	\$0	From the date of purchase till first day of the next school year	Parents pay through portal  District files claims

To purchase optional insurance coverage for a Chromebook, please go to

<https://gpo.worthavegroup.com/mtsinaisd>

