

Jr/Sr High School Chromebook Information

Dear parent/guardian,

Ithaca Public Schools is starting a 1:1 (one to one) initiative this year and every 7-12 grade student will be assigned a chromebook. This device is a required part of Ithaca's curriculum and will help students have access to a resource in the classroom, adding additional opportunities that were not available before.

In an effort to consolidate the paperwork, the last page of this packet **is the only** page that needs to be filled out, signed and returned.

While we strongly encourage students to take the device home with them, parents can opt to have their child leave the device at school. **The student will need to check the device out in the Media Center and back in every day.** This choice is not a hybrid; parents and students will need to choose one or the other.

The district is also offering a device protection plan for K-12 students. Parents will need to either **opt in** or **opt out** of the protection plan, even if the device is remaining at school. This is because the student is the sole user of the device and is responsible for it every day.

A new Technology Handbook was adopted by the board in July 2021. The entire Technology Handbook is available online at ithacaschools.net/1-1. If you'd like a hard copy of the Technology Handbook, one can be picked up in the school office. We highly recommend you read through the expectations and discuss them with your student as well as their responsibility for the device in the classroom.

In the event of damage due to intentional abuse or misuse, it is the parent/guardian responsibility to cover the cost of repair/replacement as follows*:

- HP G8 11 EE Chromebook Replacement (Grades 3 - 12) = \$225.00
- Chromebook Charger and Cable = \$30.00
- Chromebook Case = \$30.00
- iPad (8th Generation) (Grades K - 2) = \$299.00
- iPad Case = \$30.00

For those families **opting out of insurance, the above costs are for full replacement. Repair costs are billed based on the part(s) needed and labor.*

Please read through the remaining pages. Fill out, sign and return the last page.

Thank you for your time in this process. This information along with the online form and Technology handbook can be found at ithacaschools.net/1-1.

Ithaca Technology Department

Parent/Student Responsible Use Signature Page

Appendix A

All use of technology and the identified electronic devices shall be consistent with the goals of the educational and instructional goals of Ithaca Public Schools. This Responsible Use Agreement describes the expectations for Ithaca Public Schools students for all use of electronic devices on school grounds, whether district provided or privately owned.

The Acceptable Use Policy may be accessed on the school district website at www.ithacaschools.net

I Understand:

- I will always supervise my electronic device and when I am not using my electronic device it will be stored in a secure or locked environment.
- My electronic device will always be in the provided case. However, I understand electronic devices are still vulnerable to damage if dropped, thrown, smashed, or crushed. I will use care when carrying it and placing it in a carrying bag or backpack.
- I will not apply any permanent marks, decorations, or modifications to an electronic device other than those provided by Ithaca Public Schools.
- I will not remove any identifying barcodes or stickers on any electronic device.
- I will only use the electronic device that has been assigned to me, unless directed otherwise by a teacher or other staff member.
- I am responsible for the care and protection of electronic devices, and I will report any damage or malfunction of an electronic device immediately to a teacher or school district employee.
- I will not attempt to repair any district provided electronic device or gain access to the internal electronics.
- I will report the loss or theft of an electronic device immediately.
- I agree to return the district-provided electronic device issued to me and the case, plug, and cord in excellent condition at the end of the school year as requested, or upon termination of enrollment in Ithaca Public Schools for any reason.
- I will not expose my electronic device to fluids or excessive temperatures (hot or cold) or other environments that can damage the battery or electronics. Should exposure to extreme temperatures occur I will allow electronic devices to reach a normal room temperature before restarting them.
- If I identify a security problem on my electronic device, I will notify school staff and will not show the problem to other users.
- I will keep my account and password confidential.
- I will not use another individual's account. I will only use authorized accounts set up by the school district and my own, personal account(s).
- I will only access educationally appropriate applications or websites as instructed by school staff.

- I will only connect with groups, online forums and wikis, blogs, web pages, subject area experts, other schools, etc. after getting permission from parents or teachers and while being supervised by them.
- Even with filters in place, my parent(s) or guardian(s) will monitor my use of district provided electronic devices outside of the school environment in order to protect me from potentially dangerous or inappropriate content.
- I will follow the policies of Ithaca Public Schools, the guidelines outlined by my school and classroom teachers, and this Responsible Use Agreement at all times.

Educationally Beneficial Behavior

- I will come to school each day with my electronic device fully charged.
- During instructional time I will only access and utilize applications or websites to which I am directed or instructed either by my teacher or as required by my assignments.
- I will not use an electronic device to engage in academic dishonesty (cheating).
- I will not use an electronic device to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

Being Respectful with an Electronic Device

- I will only use a technology device in a manner that promotes positive, kind, respectful, and appropriate communication between teachers, students, parents, and members of our community.
- I will use good judgment when using the camera and microphone. I will not use them to take obscene, inappropriate, illicit, embarrassing, or sexually explicit photos, videos, or recordings. I understand that use of any camera in a bathroom or locker room is strictly prohibited and illegal.
- I will make no attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network.
- I understand that the electronic device issued to me remains the property of Ithaca Public Schools.

Student conduct is being monitored and evaluated by district staff, which includes, but is not limited to: administrators, teachers, school resource officers, coaches, chaperones, and bus drivers. All staff members, students, community members or parents can make a report if a user may have possibly violated the policies of the district regarding the use of technology. The failure of any user to follow these expectations may result in that user’s privileges being denied, revoked, or suspended at any time. In the event of disciplinary action, completion of all classwork remains the responsibility of the students.

SIGNATURE ON FINAL PAGE - - SIGNATURE ON FINAL PAGE - - SIGNATURE ON FINAL PAGE

Parent or Guardian’s Name (please print)

Parent or Guardian’s signature

Date

Parent/Student Acceptable Use Policy Signature Page

Appendix B

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use District Technology Resources (see definition in Bylaw 0100), including a school- assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

Please complete the following information:

Student User's Full Name (please print): FILL OUT ON FINAL PAGE

School :FILL OUT ON FINAL PAGE Grade:FILL OUT ON FINAL PAGE

Parent/Guardian's Name: FILL OUT ON FINAL PAGE - - FILL OUT ON FINAL PAGE - -

Parent/Guardian

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the internet. I will not hold the Board (or any of its employees,

administrators or officers) responsible for materials my child may acquire or come in contact with while on the internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers would vest in my child upon creation, I agree to assign those rights to the Board.

- I give permission for the Board to issue an e-mail or other appropriate software or internet account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the internet via a webcam.
- I authorize and license the Board to post my child's class work on the internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.
- I give permission for my child to take part in virtual courses that the district determines are in the best interest of my student.

Parent/Guardian's Signature: FILL OUT ON FINAL PAGE Date: FILL OUT ON FINAL PAGE

Student

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the internet and through the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: FILL OUT ON FINAL PAGE Date: FILL OUT ON FINAL PAGE

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.



Electronic Device Insurance Protection Plan Appendix C

F: 989-875-4538

Ithaca Public Schools
P: 989-875-3700

www.ithacaschools.net

Ithaca Public Schools (IPS) is providing and administering an accident protection plan as part of our current digital learning initiative. Enrollment in this plan is optional, but strongly suggested for anyone planning to use a school district electronic device. This plan covers "accidental damage" to the electronic device and is designed to limit individual financial responsibility for any damage as described in the coverage section below. Each school year the annual premium begins coverage for all electronic devices provided by the school district for use by students. In addition, each electronic device is covered under a manufacturer's warranty that covers the normal operation of the electronic device to ensure that it is functioning properly

Program Rate / Coverage

- \$20 annual premium for 7-12 (\$10 free & reduced)
- \$5 copay for 2nd & \$10 copay for 3rd, device claims
- 4th repair claim in school year requires full cost of damages or replacement
- \$60 annual premium maximum per household (\$30 free & reduced)
- Limit of Liability: Based on device replacement cost as assessed. (I.e. \$225.00 for a Chromebook and \$399 for an iPad), Liability is annual for each separate electronic device.

Effective Coverage / Expiration Date

- Effective Date: Based on the receipt of signed agreement
- Expiration Date: Last day of enrollment for the current school year or one year from the date of the last signed agreement with IPS.

Coverage

- Accidental Damage: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event.
- Theft: Pays for loss or damage of the electronic device due to theft. The claim requires a police report to be filed.
- Fire: Pays for loss or damage of the electronic device due to fire. The claim must be accompanied by an official fire report from the investigating authority.
- Electrical Surge: Pays for damage to the electronic device due to an electrical surge.
- Natural Disasters: Pays for the loss or damage of the electronic device caused by natural disasters.

Exclusions

- Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts: Will not pay if damage or loss occurs in conjunction with dishonest fraudulent, intentional, negligent or criminal act. Individuals will be responsible for the full amount of the repair/replacement.
- Consumables: Including but not limited to the case (\$30)
- Individuals will be responsible for full cost of repairs after the third claim.
- the charger (\$30), and software. Cosmetic Damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports/parts or port covers.
- Voiding the manufacturer's warranty by tampering with the device or system software.
- IPS is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the equipment.

PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE AND TURN IN
THIS FORM AND PAYMENT TO YOUR SCHOOL OFFICE.



Electronic Device Insurance Protection Plan
Appendix C (Page 2)

Student's Name: FILL OUT ON FINAL PAGE

Grade:

Parent/Guardian Name: FILL OUT ON FINAL PAGE

Mailing Address FILL OUT ON FINAL PAGE

City, State, Zip: FILL OUT ON FINAL PAGE

Home Phone: FILL OUT ON FINAL PAGE Cell Phone: FILL OUT ON FINAL PAGE

I WILL participate in the Ithaca Public Schools Electronic Device Accident Protection Plan.

I agree to the provisions outlined in the policy terms and understand that:

- Enrollment in this program is optional.
- A \$5.00 and \$10.00 copay will be collected for second and third claims for device repairs; subsequent repair costs will be the responsibility of the individual in full limited to parts and not including labor.
- The policy only covers the school issued electronic device and does not cover the charger, case or stickers.
- This policy does not cover cosmetic damage that does not impair the use of the electronic device; including, but not limited to: scratches, dents, and broken plastic parts or connection ports.
- Damage as a result of a violation of the Electronic Device User Agreement is not covered; including, but is not limited to: dishonest, fraudulent, intentional, negligent, or criminal acts.
- Damage to the device is still the responsibility of the individual employee or student.
- Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- Opening the casing of the device to expose its internal components or hacking the operating system voids warranties and is not covered by this policy. Physically tampering with or hacking the operating system in an attempt to modify a device removes manufacturer protections.
- Devices covered by this protection plan must be in an approved case. Damage that occurs in transit to or from the school site or school activities when the device is not housed in an approved case is not covered under this policy.
- Enrollment in this program does not cover: Dishonest, Fraudulent, Intentional, Negligent/Criminal Acts.
- The enrollment cost is non-refundable. If a student leaves the district before January 15 this amount will be prorated.

Student Name: FILL OUT ON FINAL PAGE

FILL OUT ON FINAL PAGE

Print

Signature

Date

Parent/Guardian Name: FILL OUT ON FINAL PAGE

FILL OUT ON FINAL PAGE

Print

Signature

Date

Office Use Only:

Payment Information: \$ _____ Paid

FORM OF PAYMENT: (circle) Cash Check # _____

NOTES:



Electronic Device Insurance Protection Plan
OPT OUT FORM
Appendix E

F: 989-875-4538

Ithaca Public Schools
P: 989-875-3700

www.ithacaschools.net

Ithaca Public Schools (IPS) is providing and administering an accident protection plan as part of our current digital learning initiative. Enrollment in this plan is optional, but strongly suggested for anyone planning to use a school district electronic device. Choosing to opt out of this plan places all responsibility for device damage and replacement on the parent/guardian. It cannot be added on after an incident, but can be added on later in the year after a full assessment of the device to ensure its condition. In addition, each electronic device is covered under a manufacturer's warranty that covers the normal operation of the electronic device to ensure that it is functioning properly

Student's Name: FILL OUT ON FINAL PAGE

Grade:

Parent/Guardian Name: FILL OUT ON FINAL PAGE

Mailing Address FILL OUT ON FINAL PAGE

City, State, Zip: FILL OUT ON FINAL PAGE

Home Phone: FILL OUT ON FINAL PAGE Cell Phone: FILL OUT ON FINAL PAGE

I am **OPTING OUT** of the Ithaca Public Schools Electronic Device Accident Protection Plan.

I agree to the provisions outlined understand that:

- I, the Parent/Guardian will be responsible for the full cost of device repair and/or replacement in the event of intentional or unintentional damage, theft, or loss of the device and accessories.
- Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- Enrollment in the insurance program can be done at a later date, but only after an assessment of the device finds no damage and is in normal, functioning condition.

Student Name: FILL OUT ON FINAL PAGE

FILL OUT ON FINAL PAGE

Print

Signature

Date

Parent/Guardian Name: FILL OUT ON FINAL PAGE

FILL OUT ON FINAL PAGE

Print

Signature

Date

Office Use Only:

NOTES:



TECHNOLOGY SIGNATURE PAGE

FILL THIS PAGE OUT AND RETURN TO SCHOOL OFFICE

Student's Name: _____

Grade: _____

Mailing Address: _____

City, State, Zip: _____

Parent/Guardian Home Phone: _____

Parent/Guardian Cell Phone: _____

Please read and initial the following:

Parent
Initials

Student
Initials

I have read and agree to the terms on the **Parent/Student Responsible Use Signature Page** in this packet.

I have read and agree to the terms on the **Parent/Student Acceptable Use Policy Signature Page** in this packet.

I want my child to:

Bring the device home everyday

Check the device out and in every day (remains at school)

Please **CHOOSE ONE OPTION BELOW**

Parent
Initials

Student
Initials

I am opting IN to the device protection program

Please send \$20 per device to the school office (7-12) or \$10 per device if the student qualifies for Free/Reduced lunch. This amount is capped at \$60 per household K-12.

OR

I am opting OUT of the device protection program

I understand I am responsible for the full cost of device repair and/or replacement in the event of intentional or unintentional damage, theft, or loss of the device and accessories.

Student Name: _____
Print

Signature

Date

Parent/Guardian Name: _____
Print

Signature

Date

Office Use Only:

Payment Information: \$ _____ Paid

FORM OF PAYMENT: (circle) Cash Check # _____

NOTES:

