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LANSING SCHOOL DISTRICT 158



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"Putting the Children First with a Commitment to Continuous Improvement"

September 9, 2020

THIRD WEEK OF SCHOOL LETTER

Dear #**158Strong** Families,

As we progress through the third week of the 2020-2021 school year, I would like to provide you with a few important updates. First, Lansing School District 158 has been selected to participate in the Community Eligibility Provision (CEP) food service program. This means that **breakfast and lunch are now free for all students!** Meals may be obtained from any of our school sites and are not limited to children enrolled in the District. We are happy to provide this support to our families and community during these challenging times. Additionally, we have started to offer our grab-and-go meal service an hour earlier. Times are now **8:00-11:00 AM** on Mondays and Wednesdays at all five of our school buildings.

Second, District 158 has now **donated 1,650 refurbished laptop computers to our families** needing technology! We will start loaning our remaining machines immediately. Attached is a form that needs to be completed in order for students to obtain a district-owned computer for e-learning. These can be completed at your child's school when picking up a device. Note that there are certain restrictions and guidelines that must be followed in order to receive, use, and return a computer owned by District 158.

Finally, the District's E-Learning & Reopening Transition Plan indicates that teachers and certified staff will be providing recorded lessons for families. In order to do this, **parents and students in Grade 3 or higher will be asked to sign a consent form for e-Learning.** This is included as a second attachment to this letter. You will be receiving an email with a survey that can be completed to acknowledge your receipt and agreement with this form. Once these have been collected, staff will begin to make recordings available to families. Thank you for your patience, flexibility, and support with this new and unconventional start to the school year. Please feel free to contact your child's principal with questions and continue to stay safe!

Sincerely,

Dr. Nathan S. Schilling, Ph.D.
Superintendent of Schools
Lansing School District 158

Enclosed: Computer Equipment Loan Agreement
Consent for Participating in and Recording of Synchronous Instruction

**LANSING SCHOOL DISTRICT 158
COMPUTER EQUIPMENT LOAN AGREEMENT
2020-2021 SCHOOL YEAR**

Student Name: _____

School Attending: _____

Computer Equipment	Inventory Number	Purchase Cost	Rental Start Date	Projected Return Date

Purpose for equipment: Student participation in e-Learning while at home during 2020-2021 school year.

- I have read and agree to Lansing School District 158’s Board Policy 6:235 Access to Electronic Networks, 2020-2021 Student/Parent Handbook, and Electronic Device Checkout Program Handbook.
- I agree that the equipment above is District 158 property and is provided only for the student identified and for the purpose outlined above. The equipment will be used only by my child and for educational purposes in accordance with the District’s policy.
- I agree to observe any hardware/software license agreements entered into by the District for this technology, as well as abide by any software restrictions or filtering installed to ensure safe use by the above student.
- The equipment shall be turned over to District 158 staff upon request to perform maintenance, data and file backups, application upgrades, profile changes, or other administrative or support actions.
- District 158 reserves the right to block application downloads, implement security measures, change user permissions, change equipment settings, or take any other administrative or security steps deemed necessary. I understand and agree that the District may remotely monitor or control the use of this device.
- The District is not responsible for District software loaded on home computers or the effect or interaction that the software may have on the home computer’s other programs or systems. By signing below, I release the District from any liability associated with damages or injury resulting from this device.
- I agree to promptly notify District 158 if there are any problems with, or malfunctions of, the equipment. Additionally, if the equipment is stolen, lost or damaged, I will notify the school immediately. If it is determined by the District that the equipment or any component thereof (including, but not limited to software) has been damaged through normal everyday use, wear, and tear, the District will repair or replace the equipment, if possible, at no cost to me. However, if the District determines that the equipment has been stolen, lost, or has become damaged through negligence or misuse, it will be my responsibility to pay for the cost to repair the equipment or to pay for a replacement.
- I agree to return the equipment to the District immediately if my residency status changes and my child is no longer a student of the District.

Note: Please be sure to review and follow all Battery Charging Guidelines if applicable.

Parent/Guardian Signature(s): _____

Date: _____

**LANSING SCHOOL DISTRICT 158
CONSENT FOR PARTICIPATION IN AND
RECORDING OF SYNCHRONOUS INSTRUCTION**

Student Name: _____

Parent/Guardian Name(s): _____

During the COVID-19 pandemic, the delivery of remote learning necessitates innovative and alternative means for providing instruction to students who are engaging in learning from home. These circumstances have required schools and families to be flexible in their expectations of what school looks like. The delivery of group and classroom services poses unique confidentiality issues for children and their families. I am agreeing to my child's participation in recorded synchronous group instruction and services in which a group of students are engaged together, at the same time, in online instruction with a teacher or other school professional:

1. I understand that during the COVID-19 pandemic circumstances, Lansing School District 158 is reopening for fall 2020-2021 with full remote learning. I acknowledge that the Illinois State Board of Education (ISBE) is recommending that students engaging in remote learning receive synchronous classroom instruction. I understand that District 158, consistent with ISBE recommendations, will provide synchronous instruction and services, record the instructional lesson, and make the recording available on a secure, password protected platform (Microsoft Teams) until Monday of the following week for only the students in that classroom or group to reference. Students are responsible for observing recorded lessons during the time they are available. These lessons will not be made available for future viewing/use.
2. I understand that while classroom or group instruction is being provided and recorded, the camera will be focused on the board, classroom teacher, and/or other instructor. I acknowledge, however, that the District cannot guarantee that my child's image or voice will never be captured in the video. I agree that these videos will not be recorded, shared, and/or manipulated in any way by parents or students.
3. I understand that recorded instruction will be made available only to students who are members of my student's classroom or group. I also understand that the recording will not be maintained as a record by the District and that it will be deleted. I acknowledge, however, that the District cannot guarantee that the parents/guardians of the other classmates, or anyone else in the home of children receiving remote instruction, will refrain from listening to or observing the synchronous instruction or the recording.
4. I understand that my child's teacher or other instructor will not disclose personally identifiable information about my child during synchronous learning, will instruct and caution students in the classroom or group not to disclose personal information, and may stop the recording if there is a situation during the instruction that is not appropriate for recording. I acknowledge, however, that the District cannot guarantee that personally identifiable information about my child will never be inadvertently shared.
5. I understand that all District policies applicable to technology will continue to apply and agree to observe terms of service set forth by the Microsoft Teams Meeting platform (<https://support.microsoft.com/en-gb/office/microsoft-teams-free-online-subscription-agreement-b1da79c4-4c9e-458d-boec-74a0a33b7ccd>).
6. District staff are in full control of the video feed. If, for any reason, the staff member deems it necessary to pause the video, he/she will do so. Videos will only be recorded for classroom instruction, not transitions, student time-on-task, attendance, or other non-instructional times.
7. By signing below, I acknowledge that I have read, understand, and will comply with the above practices as they relate to the District's E-Learning & Reopening Transition Plan. I understand that my refusal to sign this Consent and/or failure to comply with the terms of this agreement will result in my child receiving alternative means of educational services outlined in the E-Learning & Reopening Transition Plan.

Parent/Guardian Signature & Date

Student Signature (Grade 3+) & Date

* If you are unable to print this Consent to sign and send, or are unable to return this Consent to the District, you may email this Consent Form to the principal of your child's school and state:

"We are unable to print this Agreement to sign manually, so please treat this email as our Consent in Full"