Central Islip Union Free School District

Board of Education & School District Policy Book
50 Wheeler Rd. | Central Islip | N.Y. | 11722
(631) 348-5000
https://www.centralislip.k12.ny.us

Section	Section Title	Type
4000	Instruction	Local
Policy	**Policy Title**	
4526.6	District Owned Student Devices for Home/School Use	

Purpose: The purpose of the Central Islip School District student device policy for home/school use is to provide students with technology at home as a resource to enhance classroom instruction. These devices will serve as a medium for students to participate in distance learning in the event of a long-term school closure based on weather emergencies, health/safety emergencies or any other government imposed closure (i.e., 2020 COVID-19 pandemic). Home-use devices are not intended to be used for replacing New York State licensed educators. They merely serve as an extension of the classroom instruction in which the student is enrolled.

Federal, State, District Rights and Regulation for Digital Devices

The Central Islip School District adheres and strictly enforces the rights of our students and faculty as prescribed by: FERPA (Family Educational Rights and Privacy Act), COPPA (Children's Online Privacy Protection Act), HIPA (Health Insurance Portability and Accountability Act). The Central Islip School District will not share any personal information about any faculty, staff or student with any outside organization or agency not authorized to have said information. Students using devices at home will be under the same CIPA and COPPA federal restrictions and computer-based policies as in-school computers. Guardians/students will be required to sign a device agreement at deployment acknowledging privacy, security, insurance, support and associated annual insurance fees.

Insurance

Guardians/students will pay an incident fee for any device loss and/or damaged. The School District will cover the annual fee toward device insurance, which covers loss, theft, liquid damage, cracked screens, hardware damage, and

internal components. Guardians/students are financially responsible for intentional device damage and device charger replacements. The incident fee will be determined based on device value and insurance premium set by carriers and support providers. Students will have all transcripts, records, diplomas and transfer documents withheld until the device is returned to the main office, the device replacement fee is paid and/or all uncollected fees are paid.

Device Hardware Support

Users should abide by the same acceptable use policies when using school devices off the school's premises. Users are expected to treat these devices with extreme care and caution. Any loss, damage, or malfunction should be reported immediately to the main office at the school. The main office will open a helpdesk ticket for device support. The device will be sent out to the repair depot and returned to the student once repairs are completed and returned to the district. Students will not receive a loaner or replacement device during the repair window and will be without a home use device during the repair period. Guardians/students will be required to sign a device agreement at deployment acknowledging the support process.

Training and Usage Support

Guardians/students who require any training on device usage will receive training via the district's website resources. Specific questions will be referred to the child's teacher. The district does not provide tech support for training and usage. It only provides support for broken/malfunctioning hardware as described above under Device Hardware Support.

Wi-Fi/Internet Access

Guardians/students are responsible for home internet access and Wi-Fi (including home internet access and Wi-Fi support). The district will provide instructions on how to join the device to the home Wi-Fi network. Student devices are useless and cannot be used without Wi-Fi and internet connection. The district does not provide or cover the cost of home Wi-Fi/Internet access. Guardians may be requested to show proof of internet coverage and Wi-Fi at the time of deployment.

Lost/Stolen Devices

In the event a student device is lost or stolen, the guardian/student will report the claim to the police department and the school's main office. Guardians must

provide a copy of the police report for all claims. The main office will initiate a helpdesk ticket, which will lead to an insurance carrier claim. The old device will be remotely locked by the I.T. Department from all uses. Students will not receive a loaner or replacement device during the claim window and will be without a home use device during the claim period. When a replacement device is secured and delivered, it will be deployed to the student through the main office.

Annual Maintenance

Similar to all district owned equipment (textbooks, materials, music instruments, etc.) students will return their student device to the district each June for summer maintenance, inventory updates, internal component health check, and security updates. Students will return the device labeled with their Student ID Number, First Name and Last Name for redeployment the following school year. Students will not have access to the device for summer school or summer programs.

Exiting Students

Students who move out of the district or graduate from the district are required to return their device. Graduation diplomas, transcripts, records and report cards may be withheld as the district's discretion pending hardware return or replacement cost satisfaction.

Adoption date: July 13, 2020
Revision date: February 14, 2022

Cross Reference:
4526, Policy for District Technology
4526-R, Regulation for District Technology, Acceptable Use Policy
4526.1R, Internet Safety/CIPA (Children's Internet Protection Act) Policy Regulation
4526.3, Prohibition of Cyber Bullying and Harassment
4526.4, Student Email Accounts and Communication
4526.5, Privacy Policy
5500-E, Parents Bill of Rights for Data Privacy and Security
5695, Students and Personal Electronic Devices