

**LYON COUNTY ADULT EDUCATION CENTER**

DATE: \_\_\_\_\_

LEGAL LAST NAME                      LEGAL FIRST NAME                      MIDDLE                      MAIDEN NAME

PHYSICAL ADDRESS                      MAILING ADDRESS

CITY                      STATE                      ZIP                      STUDENT CONTACT NUMBER

EMAIL ADDRESS                      DATE OF BIRTH                      AGE

COMMUNICATION PREFERENCE       CALL       TEXT       EMAIL       REMIND APP      BEST TIME OF DAY \_\_\_\_\_

**LAST SCHOOL ATTENDED**                      **DATE LAST ATTENDED**

**SCHOOL ADDRESS**                      **CITY**                      **STATE**

HIGH SCHOOL EQUIVALENCY EXAM TAKEN      \_\_\_ YES      \_\_\_ NO      \_\_\_ GED      \_\_\_ HiSET

HOW DID YOU HEAR ABOUT THEPROGRAM \_\_\_\_\_

GENDER \_\_\_ MALE      \_\_\_ FEMALE

Are you under an expulsion order from any school district?      \_\_\_Yes      \_\_\_No

How many times a week will you attend school? \_\_\_\_\_ List days you intend to attend \_\_\_\_\_

ETHNICITY-check all that apply:      \_\_\_American Indian or Alaskan Native      \_\_\_Asian      \_\_\_White  
\_\_\_Black or African America      \_\_\_Hispanic or Latino      \_\_\_Native Hawaiian or other Pacific Islander

Have you ever had an IEP OR 504?      \_\_\_Yes      \_\_\_No

I authorize the release of my academic information to local and state education agencies.

**STUDENT SIGNATURE** \_\_\_\_\_



# LYON COUNTY ADULT EDUCATION

**1300 Highway 95A**

**Fernley, NV 89408**

**Phone (775) 575-3409**

**Fax (775) 575-3399**

Request for the release of confidential records.

Student's Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Grade: \_\_\_\_\_

Year Last Attended: \_\_\_\_\_

Please fax a copy or email transcript. Additionally, please include any IEP or 504 if it is applicable for this student.

Lyon County School District – Adult Education

1300 Highway 95A

Fernley, Nevada 89408

Thank you,

Previous School's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Lyon County School District Student Technology Agreement



## Learning with Technology

### Learning with a Chromebook/iPad/Laptop

#### Device Management

All Chromebooks and chargers are provided to students as needed to support learning in Lyon County School District (LyonCSD). These devices are the property of Lyon County School District and all users will follow LyonCSD's

Acceptable Use Policy. Students who bring their own device (BYOD) will also be expected to sign and abide by LyonCSD's Acceptable Use Policy.

All students are provided with a student account. Google security restrictions require that students must log in with a full email address with a password that contains at least 8 characters. To accommodate this, the accounts have been set up in the following manner:

Email: Username@student.lyoncsd.org (sStudentNumber@student.lyoncsd.org)

Password: Provided by your school

Example: George Washington would log in to a Chromebook with the following credentials:  
s00000000@student.lyoncsd.org

## Responsible Care and Use

1. Students are responsible for general care of the student device assigned to them. Please contact your teacher immediately for devices that are damaged, broken, or fail to work properly. If families choose, they are welcome to purchase a protective case/shell/sleeve or carrying bag to limit the possibility of damage to the student device.
2. Only use a clean, soft cloth to clean the screen and do not use cleansers or liquids of any type.
3. Insert cords and cables appropriately; do not force when plugging in.
4. Devices must remain free of any writing, drawing, stickers, or labels other than the provided labels and stickers.
5. Devices should be stored in a secure location. Students are responsible for the care and security of their assigned device. Students who allow their assigned device to become damaged, lost, or stolen will be required to pay to replace it. Damage will be assessed by the Technology Department of LyonCSD and repair or replacement costs determined. These situations should be reported immediately to a teacher or the librarian.
6. The battery should be charged at the beginning of each school day and be ready for use throughout the day. Students need to bring their chargers to school in order to charge as needed.
7. Students will be trained regarding proper care of the assigned device and should follow the instructions and ask if any questions arise.
8. Students must return their assigned device and charger in good condition at the end of each school year. Students who withdraw, are expelled, or terminate enrollment from school for any other reason, must return their assigned device prior to leaving.

Students will use the assigned device in a responsible and ethical manner while obeying school rules concerning behavior and communication. Use of any information obtained via the Internet is at your own risk. LyonCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services. If a student receives and/or encounters inappropriate digital content, they should immediately report it to an adult. If a student has security concerns, they should immediately notify an adult.

## School Responsibilities

The use of LyonCSD's technology resources is a privilege, not a right, and will be granted to students who follow the Acceptable Use Policy. If a student violates any of the rules, privileges may be terminated, access to the technology resources may be denied and the appropriate disciplinary action shall be applied. Each school's progressive discipline policy shall be applied to student infractions.

The Internet can bring a wealth of educational material to the classroom but may also contain material that is inappropriate in an educational setting. LyonCSD filters websites believed to be inappropriate in compliance with the Federal Children's Internet Protection Act (CIPA). However, on a global network it is impossible to control all materials. LyonCSD cannot and does not believe that all inappropriate material can be completely filtered. Violations

may result in disciplinary action in accordance with the school's disciplinary policy. When applicable, law enforcement agencies may be involved.

## Parent Responsibilities

Please talk to your child about safety and the standards that your child should follow when using the Internet, just as you would on the use of all media information sources.

## Cost for Loss or Damage of Chromebooks

In the case of damage, loss or destruction of district owned devices, the LCSD will assess the damage and determine the fee necessary to repair or replace said device.

## Digital Citizenship

Digital Citizenship will be integrated into the classroom curriculum in order to teach students proper etiquette. If students do not follow digital citizenship, they will need to review the material and demonstrate understanding.

Each student will take part in lessons on digital citizenship and basic training on taking care of and using an assigned device in their learning. After participating in these lessons, students will be expected to show understanding by successfully completing assignments related to the lessons and passing comprehension quizzes. Parents will also be asked to sign the form at the end of this document prior to students receiving their assigned device.

Administrators will determine the appropriate consequences based on the severity of the infraction and the student's history of infractions.

## Student Activities that are Strictly Prohibited:

1. Any action that violates existing LyonCSD policies
2. Installing/downloading apps except as directed by a teacher
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene materials
4. Changing settings (except personal settings such as profile picture, font sizes, brightness, etc.)
5. Gaining access to other student's or sharing personal accounts, files and/or data unless it is shared specifically with you for educational purposes
6. Using anonymous and/or false identification for communication
7. Giving out false information over the Internet
8. Purchasing anything on the Internet or using the assigned device for financial gain
9. Vandalism or malicious attempts to manipulate district hardware, identification tags, software, or networks
10. Bypassing the LyonCSD filters
11. Plagiarism and other forms of academic dishonesty

## Learning with Your Assigned Device

There are many ways to effectively use Chromebooks/iPad/Laptop in the classroom. The teacher will decide how to best use the device in their classroom for lessons, supplemental practice, announcements, testing, etc. Devices will be used at the discretion of the teacher.

The Learning devices will be considered essential school supplies. Students will be expected to bring their assigned device to school charged and ready each day. Students will be expected to use the assigned device, or personal devices while at school. The school will not have 'extra' devices to lend out to students should they forget to bring their own. This will result in extra work at home as they complete digital tasks at home which would have been worked on during school hours.

There are certain places within the school that are not acceptable places to take or use learning devices including bathrooms and cafeterias. Each school will designate proper learning areas.

Photos that include inappropriate material as outlined in the LyonCSD handbook will result in disciplinary action.

Sound must be muted, or headphones/earbuds used to ensure an equitable learning environment for all students. Personal earbuds are encouraged.

Students are allowed to connect to wireless networks on their assigned learning device outside of school, however, they are not required to have wireless access at home.

## Other Technology Tools

From time to time other technology may be provided with other technology tools to aid in their learning and development. If these tools are provided for student use it should be understood that these are for student use on a temporary basis and the student will be responsible for its proper care. Students and families will be accountable for any damage or loss which may occur when these devices are checked out to the student.

## LyonCSD Learning with Chromebooks/iPads/Laptops Student Pledge for Responsible Use

(K-3 Students please review with a parent/guardian)

\_\_\_\_\_ I will avoid actions which may result in damage to the assigned learning device.

\_\_\_\_\_ I will bring my learning device fully charged to school with my power cord.

\_\_\_\_\_ I will not leave my learning device unattended.

\_\_\_\_\_ I will close my learning device when not in use to protect the screen.

\_\_\_\_\_ I will keep food and beverages away from the learning device.

\_\_\_\_\_ I will not disassemble any part of my learning device or attempt any repairs.

\_\_\_\_\_ I will use a school-issued Chromebook while at school or an approved device of my own.

\_\_\_\_\_ I will use my learning device in ways that are educational and appropriate.

\_\_\_\_\_ I will not deface the serial number or other District issued labels.

\_\_\_\_\_ I understand that the learning device may be inspected by staff at any time.

\_\_\_\_\_ I will not install apps on the assigned learning device unless directed to by my teacher.

\_\_\_\_\_ I am financially responsible for damage to my assigned learning device caused by accident, neglect or abuse.

\_\_\_\_\_ I will notify teachers if the assigned learning device is damaged or not working properly.

\_\_\_\_\_ I understand that law enforcement will be called upon if necessary.

\_\_\_\_\_ I understand that this device is intended for educational purposes and that the Lyon County School District is not responsible for the misuse of said device, including chats, videos, downloads, emails, streaming, etc.

Parents/Guardians are responsible for monitoring student use of this device when used by students off district property.

\_\_\_\_\_ I agree to the rules and policies set forth by LyonCSD.

**Device Insurance Options:**

\_\_\_\_\_ I will purchase insurance

\_\_\_\_\_ I am declining the option of purchasing insurance, understanding that I will be responsible for damages incurred, including replacement for a lost or stolen device.

*If you have indicated that you will purchase insurance but fail to do so, then you will be responsible for damages incurred, including replacement for a lost or stolen device.*

Student Name and Grade (Please Print)

Student Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*If you wish to see a copy of the entire handbook, please see the document "LyonCSD Learning With Chromebook/iPad/Laptop Student Handbook" This can be accessed online at <https://bit.ly/lyonCSDAUP>*



