

Eden CSD

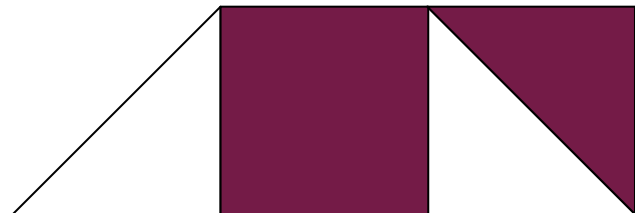
1:1 User Agreement

Table of Contents:

- 1:1 Intro
- Educational Resources Online
- Distribution
- Parent & Guardian Expectations
- Understanding Student Use
- Filtering
- Etiquette Online
- Care
- Damage
- Device Collection
- Waiver

1:1 Devices in the Classroom and at Home

As parents and teachers we are lifelong learners. The amount of information we have access to expands exponentially every day. Although the fundamental knowledge does not change, the way people are using it to develop new technology or way of doing things is constantly evolving. With all the information available at our fingertips, it is important we teach our children and students to be critical thinkers. The current skills they need in their academics now extend into navigating and communicating on the internet and social media. Parents, Guardians, Teachers and students will work together to guide the students towards the best educational resources both in the classroom, and online.



Educational Resources Online

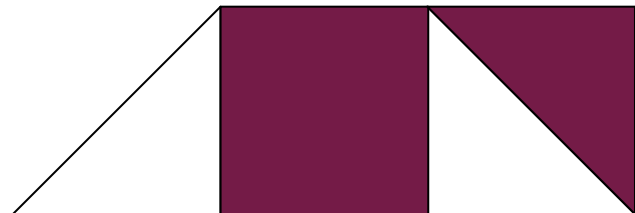
Be sure to familiarize yourself with the following online tools/platforms, as your child/children's teacher will use them in his/her instruction:

[Google Classroom](#)

[Powerschool Parent Portal](#)

[Kami](#)

[Zoom](#)



Distribution

For this school year students in grades Pre K-2 will be assigned an iPad Mini and students in grades 3 - 12 will be assigned a Chromebook that they may take home for daily use. This will be the students' responsibility for the school year. Starting in 6th grade the same device will be assigned to the student year-to-year until graduation, so proper care by the student is important.

The plan for distribution is as follows:

- Parents/Guardians and students will be notified to read this 1:1 Eden CSD User Agreement available on the school website.
- The User Policy Agreement needs to be completed. (Located at the end of the document)
- OPTIONAL - The insurance portal will be open until the end of September online at:
<https://gpo.worthavegroup.com/gpo/edencsd/>

Assigned Items:

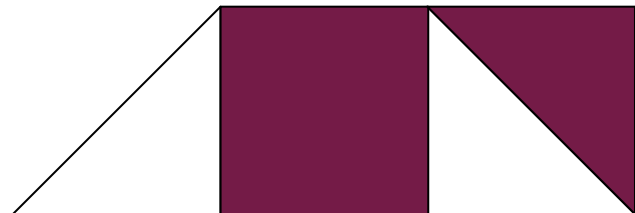
- a device (Chromebook, iPad mini)
- a protective shell
- a charging cord
- a stylus* (Lenovo only)

All assigned pieces must be returned at the end of the year in working order.

Serial numbers and school markings on equipment may not be removed by students.

Parent & Guardian Expectations

- Parents are encouraged to monitor and limit use time. While the use of technology allows students to improve depth of knowledge and collaboration, it is important to balance work and play. Encourage your child to explore other outlets that don't involve "screen time".
- Require that your child share usernames and password with you (and only you) and monitor their accounts. (Information is accessible through Parent Portal Accounts)
- Take online safety seriously. Remind students not to share personal information online. The age old "Do Not Talk to Strangers" (online) still applies.
- School devices and accounts should **not** be used for social media.
- School devices should **not** be used for games or entertainment unless assigned by a teacher.
- Any broken or non-working items must be returned and reported ASAP to the classroom teacher (GLP and EE) and to the Student Tech. Support in room 107 (MS/HS). (See Damage/Care Section)
- You will be billed for missing and damaged items.
- Insurance to cover accidental damage is recommended.



Understanding Student Use

- **Devices need to be brought to school on the days you are required to attend.**
 - Chronic failure to be prepared for class may lead to disciplinary action.
 - Students are assigned an individual device to be responsible for.
 - At the MS/HS, devices cannot be borrowed from the Student Tech. Support room unless needed while being repaired.
 - At the GLP/Elementary, if your device is being repaired, contact student's teacher for borrowed device while out for repair.
- **Devices need to be charged regularly.**
 - Students are assigned an individual device charger to be responsible for.
 - Charging should be done at home.
 - If charging is needed at the MS/HS school, charging stations are available in the library, MS hallway and cafeteria.
 - In GLP/Elementary buildings, charging is available in each teacher's classroom.
 - MS/HS Students may also drop off Chromebooks in the Student Tech. Support room to be charged. Drop off and pick up needs to be during office hours. (Office hours are posted on the district technology website and tech support office door- room 107)

Understanding Student Use

- **Students are expected to use their school device as a learning tool.**
 - They are to be used when necessary and as required by course instructors. Students are expected to be on task, on the assigned websites/apps, and are to avoid unnecessary distractions from their lessons.
 - Any student caught cheating with his/her device will be referred to the building principal. (See student handbook for further details)
- **Devices are to be secure at all times.**
 - Students should not share devices, usernames and passwords. (Exception: usernames and passwords may be shared with parents/guardians)
 - Usernames and passwords can be located in the Parent Portal
 - Devices should be carried closed.
 - Do NOT remove the protective cover: removing protective cover may affect insurance coverage. (Chromebooks turned in without covers will be invoiced)
 - When leaving the school campus, devices should be kept in a safe location.
(See Damage/Care Sections)

Understanding Student Use

- **Content**
 - Webcam, Photos, Videos, Apps and Games on school devices should be those assigned by a teacher or for an educational purpose directly related to classroom learning.
- **Webcam**
 - Webcam use and photos are used for educational purposes and only under the direction of an instructor. Recording images of others without their permission will not be tolerated. *All images taken are saved to student's school Google account.*
- **No Lending/Borrowing**
 - Students are not allowed to share devices.
 - Passwords and usernames may not be shared. (Except with parents/guardians)
 - Students are responsible for their assigned device and content.

Understanding Student Use

- **Copyright/Plagiarism**

- Students are expected to follow all Copyright Laws. The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may be safely taken without permission.
- Acknowledging the source of the copyrighted material does not substitute for obtaining permission.
- The best option is to get the originator's permission before using copyrighted material.
- Plagiarism is passing of the ideas or words of another as your own without crediting the source. It is both stealing and lying.
- Teachers have access to many resources to check papers for plagiarism.
- <https://www.copyright.gov/what-is-copyright/>
- <https://kidshealth.org/en/kids/plagiarism.html>
- [Creativity, Copyright and Fair Use Video](#)
- [Plagiarism Video](#)
- [BrainPop Plagiarism Video](#) (Students must login)

- **Easy to Remove Personalizing**

- Students should place a note card under the case cover to make it easily identifiable.
- Do **NOT** place stickers directly on device or cover or place any markings that would cause permanent damage.

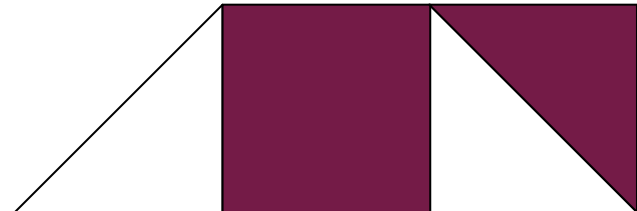
Filtering

Eden CSD has filtering for its devices in place while the device is used both in and out of school. While filters catch a great deal of inappropriate material, none is 100%, and some content may get by the filter. Faculty and family members may submit specific websites to be filtered by the district. Recommendations should be made via email to techsupportteam@edencsd.org and will be evaluated by the Technology Team.

Some students may require increased restrictive filtering. Causes for individual restrictions:

- Request from parent/guardian.
- Chronic off-task behavior in school.
- Inappropriate device use outside of school.
- Bullying.
- Failing Grades.
- General device mistreatment.

Faculty will have the ability to monitor, limit, view, and screenshot student's screens in action during class time. Disciplinary actions will be taken if needed.



Etiquette Online

All communication between students should pertain to school related topics and is scanned and monitored. If any inappropriate language, content, or bullying of any nature is found or reported, disciplinary action will be taken.

- **Posting**

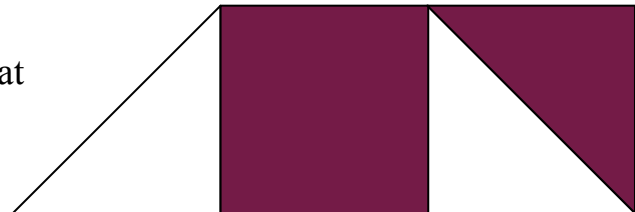
- Posting, Chatting, Commenting, etc. within Google Docs, Slides, or in Google Classroom or any other apps, should be done at the direction of your teacher or to communicate appropriately about the learning in a course. All comments should be positive and encouraging to enhance the education experience of all parties. Complete sentences with school appropriate language is expected at all times.

- **E-mail**

- All students have access to a school assigned Google account. This includes a Google Drive and gmail. Students have the ability to email all faculty, staff, and peers in the school domain. All email is scanned, monitored, and archived. There is not the ability to “delete” emails; they are archived and can be retrieved.
- For security and safety reasons, students can **ONLY** send/receive emails from the **@edencsd.org** domain.

- **Cyberbullying**

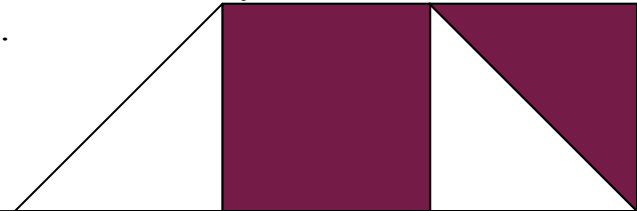
- Cyberbullying is a form of bullying and is not acceptable or allowed at Eden CSD or anywhere. All instances should be reported to building principals immediately.



Care

Students are responsible for their device, charger, protective shell and stylus* (*Stylus comes with Lenovo Chromebooks). Proper care of the assigned materials is necessary for the longevity of the device.

- Cleaning
 - Keep all items clean. This includes screens, protective shell, keyboard and charger.
 - When cleaning items use an electronic approved cloth. No chemical cleaner should be used at any time.
 - When cleaning electronics make sure they are turned off and unplugged.
- Care Outside of School
 - Use in a common room of the house (parent's choice)
 - Store in a safe area (aways from pets, not on floor, not in humid bathroom or basement)
 - Avoid extreme hot or cold (Do not leave in car)
 - Charge your device each night so it comes to school ready to be used for the day.
 - Avoid eating and drinking while operating devices (avoid spills).
 - Do not bring device to the beach, pool or other recreational areas where it may get damaged.



Damage

Students are responsible for their device, charger, protective shell and stylus* (*Lenovo Chromebooks). Invoices will be sent for damaged or missing items. If you purchase insurance, accidental damage (not negligent) will be covered.

Lost items are not covered by insurance.

- Lost Items
 - Report any lost items to your teacher and/or the Student Tech Support Desk immediately.
 - Lost items are not covered by insurance. If not found or replaced, the replacement cost will be billed to parents/guardians and handled through the business office just as a lost textbook.
- Stolen Items
 - Items that are stolen must be reported and documented by the Resource Officer immediately.
 - If you purchase theft insurance, a police report is required for coverage of stolen items.

Damage (Continued)

- Problems/Issues/Damages

- **MS/HS:** Report any problem with any of the assigned items to Technology Support (Room 107) right away.
- **GLP/Elementary:** Report any problem with any of the assigned items to the classroom teacher.
- The technology department will inspect all items and coordinate repairs through warranty with the company or insurance provider. If the item needs to be kept, a loaner may be signed out until the assigned item can be returned.
- Damages are assessed and given to the company or insurance for repair if covered.
- Any item that needs repair/replacement must be turned in for evaluation.
- Other repairs are done by technicians at the school and billed accordingly.
- If an item is broken due to neglect/malicious behavior and not due to normal use or accident, a loaner may be signed out with restricted use.
- Payment for repairs are expected in a timely manner.

Repair/Replace Invoice



Eden Central Schools
3150 Schoolview Rd.
Eden, NY 14057

INVOICE

Lost or Damaged Computer

Inv# _____

Student Name _____ Grade _____ Homeroom _____

Staff Name _____ Date _____

Brand and Service Tag or Serial #	Computer Name	Lost	Damaged	Replace/Repair	Charge

Comments: _____

1. This charge is to be paid immediately in the MS/HS main Office.
2. Make Checks payable to Eden Central Schools
3. No diploma/grades will be issued until charge is paid in full
4. Computer will be returned after payment is received
5. Refer questions regarding charges to the Principal of the school

[Click image for invoice pdf link](#)

Insurance Review

- Insurance covers accidental damage.
- Basic insurance costs \$ for the year.
- Lost items are not covered.

Repair costs without insurance*

- Repair hinge \$25
- Replace Chromebook screen \$249

Replacement cost for lost items*

- Lost stylus \$26
- Lost charger \$55
- Lost protective cover \$30
- Lost Chromebook \$329
- Lost iPad Mini \$379

*Costs are subject to change

Device Collection

All items assigned to students grades PreK-12 will be collected at the end of the year in June.

Students will turn in Device, Protective Shell, Charger and stylus* (*Lenovo).

Students should make sure devices and items are cleaned with electronic appropriate materials before turning them in.

Charging cords should be wrapped neatly with velcro or rubber band before turning in.

The Technology Department will inspect each item for serviceability. Devices will be inspected, inventoried, and updated.

Invoices for Missing/Damaged items will be sent out as soon as inspection and inventory is complete.

Verify

Please click on the link below to sign off that you have read and understood the information outlined in this presentation.

[Verify you have read the Eden 1:1 User Agreement by completing this survey](#)