



Central Islip School District Technology Department One-to-One Program

Information & Agreements



Grades K–12

Visit <https://www.centralislip.k12.ny.us/technology> to view this document in alternate languages

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Welcome

Dear Central Islip Parents, Caregivers and Students,

All Central Islip students receive a district-issued device. Students in Grades PREK-2 are issued an iPad for in-school use and use at home as needed or for inclement weather virtual days. Students in grades 3-6 are issued a Chromebook for in-school use and use at home as needed or for inclement weather virtual days. Students in grades 7-12 are issued a Chromebook that is used both in and out of school as one of the ways teachers deliver curriculum and instruction. This type of device program called a "One-to-One" since each student is individually assigned their own device for their sole use.

"If we teach today as we taught yesterday, we rob our children of tomorrow."
– John Dewey

The 1:1 Technology Program enables interactive and engaging instruction, increases student collaboration, facilitates personalized & blended learning, expands learning resources, and extends the learning environment beyond the classroom.

We understand that you may have questions about this program. This guide serves to help answers your questions and provide information on our One-to-One Program.

If you have additional questions or comments, please don't hesitate to contact your child's teacher (grades PreK-6) or guidance counselor (grades 7-12) or reach out to your building Principal.

Respectfully



Philip K. Voigt

Central Islip Director of Music Education and Technology



How is One-to-One Technology Used in Central Islip

It's important to note that these devices are in no way intended to replace quality instruction delivered by top-notch teachers. They are, rather, one additional tool that our outstanding teachers can use to enhance the educational experience for students by enabling unprecedented access to information, programs, and collaboration that support our curriculum and mission.

Examples of how One-to-One Technology can be used in the classroom:

- Our teachers regularly create, discover, and direct students toward qualitative online resources that help explain or reinforce key concepts covered in class. This gives students a greater opportunity to approach and understand topics in a way that aligns with their learning style. This also ensures that information on a given topic is up-to-date and relevant.
- Formative assessments provide both teachers and students with invaluable information about what students understand and what they don't. Our teachers engage in the best practice of formative assessments in a variety of ways. For many subjects, web-based formative assessments can be particularly effective because of the frequency and speed at which they can be administered. Chromebooks are a vital tool in this regard. Students regularly take formative assessments using Chromebooks and, in doing so, know what they have mastered and what areas they must target for improvement. Teachers often use the information gathered to modify lesson plans and provide targeted support for individual students.

Can a student purchase and use a personal device?

NO! Students must use a district-supplied device in order to ensure network security, maintain support service levels, and ensure compatibility the tools and technologies that our teachers use.

This is to ensure all cybersecurity, privacy and student protections meet all of the New York State Ed Law 2D and other security guidelines. Students will not be able to use a personal device on the district's network.



Are Student Devices Filtered, Monitored and Reported?

Yes! We take the safety of our students very seriously. We use advanced filtering technologies to protect students from dangerous and inappropriate internet activity. All internet access from district-issued devices is logged and filtered, regardless of where the device is used (i.e., whether at school or off campus). Any illegal or explicit activity (or activity attempt) will be automatically forwarded to the building Principal for review.

While filters are an integral part of protecting students, we encourage parents to play an active role in ensuring student safety by staying engaged with them and fully understanding how and why they are accessing internet-based applications and content.

IMPORTANT NOTE: Regardless of who is physically using the device or where the device is being used (home, school, public WIFI, etc.) every single action and website visited is tracked, monitored, and reported. Only the student assigned to the Chromebook utilize the Chromebook. Any illegal or inappropriate uses by other users on a student's device will be the responsibility of the assigned student. In other words, if a family member, sibling, friend, or any other individual performs illegal or inappropriate actions the student to whom the iPad or Chromebook is assigned will be held responsible.

How Much Does the Device Cost?

Central Islip students do not pay a fee to be issued a device. Devices are assigned to students at the building level. If you student has not received their device within 5 school days after registration, please speak to your child's classroom teacher or the Building Principal.

- Students in PreK-6 will keep their device in-school, but may bring them home for assignments, projects, homework or in case of inclement weather. Devices will be taken home for inclement weather days, emergencies, long-term absences, special projects, school closures or at the discretion of the building Principal.
- Students in Grades 7-12 will bring their Chromebook home each day. Students are expected to charge their Chromebook overnight and bring it with them to school every day. Students in grades 7-12 will receive a charger with their Chromebook. While students do not pay for their device, students are responsible for any replacement chargers in the event of a lost or damaged



charger. Students with financial hardships who need financial assistance and qualify may speak to their building Principal about a free replacement charger. Please speak directly to the building Principal.

NOTE: Students are not charged any fees for their device, however, in the event of repeated lost or damaged devices students will be assessed a fee.

Technical or Non-Student Related Damages		
Hard Drives, Batteries, Processor, Charging Issues, WIFI Issues, Memory, Crashed System		
Occurrence	Fee	Administrative Action
Unlimited	NONE	NONE

Accidental Damage, Vandalism & Intentional Damages		
Light Damage, Small Screen Cracks or Repairable Drop/Liquid Damage		
Any Non-Repairable Damages and/or Damages based on Intentional or Irresponsible Actions		
Occurrence	Fee	Administrative Action
First Occurrence	NONE	Parent Notified
Second Occurrence	\$25	Parent Notified & Disciplinary Action from the Principal
Third Occurrence	\$50	Parent Notified & Disciplinary Action from the Principal
Fourth Occurrence	\$100	Parent Notified & Disciplinary Action from the Principal
Fifth Occurrence	\$200	Parent Notified & Disciplinary Action from the Principal
**Each Additional	\$400	Parent Notified & Disciplinary Action from the Principal

**After the 5th occurrence, the full replacement value of \$400 will be required for each occurrence.

Students with outstanding replacement device fees must settle them in full before receiving a replacement device. Students remain responsible for completing all digital assignments, schoolwork, projects, virtual sessions, Google Classroom tasks, etc., even if a replacement device is not provided due to non-payment. Loaner devices are not available from the school district for students with outstanding fees or those who forget or fail to charge their device for school use.



Student Device Support

Basic repairs include the replacement of components (such as keyboards, bezels, screens, batteries, and even mainboards) that succumb to the rigors or heavy student usage. Sometimes, however, device repairs or replacements are necessary because of purposefully damage or neglect by a student. In these instances, a repair or replacement cost is likely to be charged.

Because a computing device is an integral part of the student experience, our technology centers offer "replacement" devices to students, while their devices are being charged or repaired. This ensures that students always have a working device available so that they can take active part in whatever activities their teachers have planned.

Elementary Students (PreK-6) Device Support

If a device needs repairs, support or the device is damaged the device will be brought to the Assistant Principal. If there is a replacement device available, the Assistant Principal will immediately assign the student a replacement device at no charge. (The replacement device may not be new, but it will be a similar model of the device in need of support). The replacement device becomes the student's assigned device moving forward. This ensures that students always have a working device available so that they can take active part in whatever activities their teachers have planned. Once the device in need of support is repaired it will be placed in the building inventory for assigned to the next student in need. **If a parent has any concerns about a device in need of support and feels your child does not have access to working technology please speak to your child's classroom teacher, building Assistant Principal or the Building Principal.**

Please visit our website for additional support resources for parents & students.



Reed Middle School (7-8) Device Support

If a device needs repairs, support or the device is damaged the device will be brought to the Chromebook Support Aide (Mrs. Hamel) in the Guidance Department. If there is a replacement device available, the Chromebook Support Aide (Mrs. Hamel) will immediately assign the student a replacement device at no charge. (The replacement device may not be new, but it will be a similar model of the device in need of support). The replacement device becomes the student's assigned device moving forward. This ensures that students always have a working device available so that they can take active part in whatever activities their teachers have planned. Once the device in need of support is repaired it will be placed in the building inventory for assigned to the next student in need. **If a parent has any concerns about a device in need of support and feels your child does not have access to working technology, please speak to the Building Principal.**

Please visit our website for additional support resources for parents & students.

High School (9-12) Device Support

If a device needs repairs, support or the device is damaged the device will be brought to the Chromebook Support Staff in the Main Office. If there is a replacement device available, the Chromebook Staff in the Main Office will immediately assign the student a replacement device at no charge. (The replacement device may not be new, but it will be a similar model of the device in need of support). The replacement device becomes the student's assigned device moving forward. This ensures that students always have a working device available so that they can take active part in whatever activities their teachers have planned. Once the device in need of support is repaired it will be placed in the building inventory for assigned to the next student in need. **If a parent has any concerns about a device in need of support and feels your child does not have access to working technology, please speak to the Building Principal.**

Please visit our website for additional support resources for parents & students.



What if the Device is Lost or Stolen?

The district's policy regarding lost or stolen devices can be summarized as follows:
On the first instance of a device being lost or stolen: The student will be issued a replacement device at no charge. (The replacement device may not be new, but it will be a similar model, age, and condition of the missing device.)

On any subsequent instances of a device being lost or stolen: The student may be charged a replacement fee for the device. The replacement device fee is \$425.

Lost & Stolen Devices are immediately LOCKED remotely and useless to anyone until it is returned to the district. All lost & stolen devices are reported to the Suffolk County Police Department and the Cybercrimes division. If a device appears on-line after it is reported lost or stolen the SCPD can track its location and current user.

Can Elementary Students (Grades K-6) Bring Their Device Home?

Students in PreK-6 will keep their device in-school, but may bring them home for assignments, projects, homework or in case of inclement weather. Devices will be taken home for inclement weather days, emergencies, long-term absences, special projects, school closures or at the discretion of the building Principal.

In the event of individual need or long-term closure and parents do not have adequate access to home internet, we strongly recommend you review the FREE and discounted options for Central Islip Families to have home internet on our Free & Discount Home Internet page.

Can Secondary Students (Grades 7-12) Bring Their Device Home?

YES! In fact, it is required that students bring their Chromebooks home and to school daily. Students are expected to charge their Chromebooks overnight and bring their Chromebook to school fully charged and ready for class on a daily basis.

Students in grades 7-12 are assigned a Chromebook for at home and in school use as part of the district's One-to-One program. ALL STUDENTS in grades 7-12 are assigned



an individual device for in school and at home use. **If you have any questions on your child's device assignment, please speak to the building principal.**

In the event of individual need or long-term closure and parents do not have adequate access to home internet, we strongly recommend you review the FREE and discounted options for Central Islip Families to have home internet on our Free & Discount Home Internet page.

Device Software & Management

District Force Installed Applications, Monitoring and Management Tools

- All applications installed by Central Islip School District must remain on the iPad or Chromebook at all times.
- Any attempt to change system configurations, installed applications or district monitoring tools will force the device to reboot and reinstall all district tools. This is automatic and the actions are reported to the Director of Technology.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required applications.
- Any attempt to remove district monitoring and/or management tools will trigger an alert to the district administration.

Additional Software

- Students are not permitted to install applications or extensions. District approved applications and extensions are automatically installed over WIFI.
- Any attempt to "jailbreak" the Chromebook or changes the configuration will result in an immediate disciplinary action. Any attempt to remove district monitoring and/or management tools will trigger an alert to the district administration.
- **ALL ACTIVITY IS MONITORED AT ALL TIMES** (In School and At Home)! Any program or website that violates any policies, or that is deemed inappropriate for use in school will be flagged and immediately reported to the Building Administration for follow-up.

Students may be selected at random to provide their Chromebook for inspection. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.



District Network and Connectivity

The Central Islip School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

If the District Network is unavailable, students will not be penalized for incomplete work assigned during the outage. This does not include incomplete work assigned outside the window of the outage.

District WiFi Access

All Central Islip Devices are automatically connected to WiFi. If a student's devices (district owned) is not connected to WiFi the student would follow the process for device support. Students are not permitted to join personally owned devices to WiFi.

If a school owned Chromebook is not connecting to WiFi, the student should bring the Chromebook to the Chromebook service depot.

Reed Students (Grades 7-8) Report all damages, repair requests, service requests, loss or theft to the Chromebook service depot located in the Reed Guidance Office.

High School Students (Grades 9-12) Report all damages, repair requests, service requests, loss or theft to the Chromebook service center located in the High School Main Office.

Home WiFi & Internet Access

All students in grades 7-12 are expected to complete at home assignments and will have the ability to connect to their home WiFi.

- [How to connect your Chromebook to WiFi.](#)
- Students are allowed to set up access to home wireless networks on their Chromebook. This will assist students with the ability to complete, retrieve, access, etc., educational content used in classes with the Chromebook successfully.



- If parents/guardians are interested in providing content filter at home, it is suggested that parents/guardians contact their internet provider for details and support.
- Parents/guardians accept full responsibility for supervision of and when their child's use is not in school setting and will not hold the school district accountable for any content accessed on the device.

In the event of individual need or long term closure and parents do not have adequate access to home internet, we strongly recommend you review the FREE and discounted options for Central Islip Families to have home internet on our [Free & Discount Home Internet](#) page.

How to Access & Use Google Classroom

Please follow the instructions below to access Google Classroom using your nycstudents.net login.

Where to start

1. Go to the district portal (click [Login](#) from the upper right on any page on our website).
2. Enter your **Central Islip student account email** (it ends in **@centralislip.k12.ny.us**). If you don't know your Central Islip student account email address and password please speak to your teacher.
3. Enter your **password**.
4. Click **Sign In**.
5. If the username and password entered are correct, you will be signed into the Central Islip My Apps portal successfully.
6. Click on the Google Classroom icon.
7. Now you are in Google Classroom!

Next Steps

Here is guidance for using Google Classroom:

- [G Suite Learning Center](#)
- [Classroom Help](#)
- [Get a summary of your student's activity in Google Classroom](#)



GOOGLE CLASSROOM GUIDE FOR PARENTS IN MULTIPLE LANGUAGES:

[Albanian](#) | [Arabic](#) | [Bengali](#) | [Chinese](#) | [English](#) | [French](#) | [Haitian-Creole](#) | [Russian](#) | [Spanish](#) | [Korean](#) | [Urdu](#)

Google Classroom Tutorial Videos:

[English](#) | [Spanish](#) | [Wolof](#)

How do I log into the Student Portal?

From any page on the district or school websites click on the "Login" button in the upper right corner. Enter your school email address and school password.

Once logged in you will see your "My Apps" page with shortcuts to all district applications and programs. You can access this page from home, at school, or anywhere in the United States with an internet connection.

You will not be able to access your school account or programs from outside the United States. If you are going to be outside the United States for an extended period of time and would like to access your programs, please speak to your teacher who can open a help ticket on your behalf to assist.

Managing and Saving Schoolwork

Students may save work to their Google Drive or Microsoft OneDrive. All other cloud-based storage solutions will not work on a district owned device due to Ed Law 2D Requirements.

Storage space will not be available on the iPad or Chromebook. All files must be saved to the student's Google Drive or OneDrive.

It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.

iPad or Chromebook malfunctions are not an acceptable excuse for not submitting work. If the device is in need of repair or support, it is the student's responsibility to speak to their teacher ASAP about the inability to complete an assignment.



Responsibilities

These general responsibilities are in addition to the official district [Policies for Technology](#), Student Code of Conduct and all Federal, State and Local Laws.

- Provide Internet Safety lessons to their students.
- Provide Internet filtering and blocking of inappropriate materials to the best of the district's ability. All devices on the district's network are filtered and monitored at all times. Students in grades 7-12 are also filtered and monitored while off the district network (at home, hotspot, connected to a smartphone, public WIFI, etc.)
- The Central Islip School District reserves the right to review, monitor, and restrict information stored on or transmitted via Central Islip School District owned equipment and to investigate inappropriate use of resources. This includes off-site uses.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.
- Students are responsible for
- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Central Islip School District in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or guardian.
- Plagiarism is a violation of the Central Islip School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to Central Islip School District policies and procedures as outlined in the Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Students are required to return their iPad or Chromebook to the Technology Department at the end of their senior year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Central Islip School District for any other reason must return their individual school Chromebook and other peripherals on the date of termination



- Students are responsible for monitoring all activity on their account(s) and maintaining secure passwords for their accounts/devices.

Students Acceptable Use and Prohibited Actions

These general responsibilities are in addition to the official district [Policies for Technology](#), Student Code of Conduct and all Federal, State and Local Laws.

Student Activities Strictly Prohibited:

Students are strictly prohibited from performing the following actions while using their iPad or Chromebook. Failure to comply may result in disciplinary action.

- The device may only be used by the student to whom it was assigned. Student ID Numbers are tied to the device Serial Numbers. Students are not permitted to:
 - Trade/Exchange iPads or Chromebooks with another student
 - Login to another students iPad or Chromebook
 - Allow anyone (including home family members/siblings) use of their assigned iPad or Chromebook.
 - Allow someone to borrow their iPad or Chromebook.
 - Attempt to return a Chromebook that is was not assigned to their specific ID number.
- Students should never remove any school ID Labels or Tags
- Illegal installation or transmission of copyrighted materials.
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Changing of iPad or Chromebook settings (except personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (Yahoo, Hotmail), Facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Sending anonymous or misleading communications for any inappropriate purpose by any means.
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the



Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, social media, email, etc.

- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Central Islip School District web filter through a web proxy, VPN or any other means.
- Using the iPad or Chromebook camera and/or microphone to record teachers, students or any other person without their permission and/or for any reason other than educational purposes.
- Downloading or using non-approved websites and/or programs. [Approved websites & programs list](#).
- Leaving the Chromebook unattended or unlocked.
- Deleting school monitoring and/or management tools
- Adjusting settings or using someone else's Chromebook.
- Logging in under a personal Google account to download purchased apps for yourself or another student(s).
- Leaving the Chromebook at home. Lack of preparation for classes.
- Loaning of student devices to other students inside and outside of school.
- Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.
- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Central Islip School District may be applied to the device.
- Chromebooks that malfunction or are damaged must be reported to the administration and the Technology Department. The school district will be responsible for repairing Chromebooks that malfunction.
- Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Students that are given access to their Chromebooks over the summer must report damages or malfunctions as they occur, and not wait until the beginning of the following school year.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the Police Department (the police report must be submitted) and to school administration.



- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Central Islip School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to Central Islip School District Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Taking Care of Your Device

Every student responsible for the general care of their device that has been issued by the district. Devices that are broken or fail to work properly must be reported to the Classroom Teacher & Assistant Principal as soon as possible.

General Precautions

The iPads and Chromebooks are school property, and all users will follow this policy and the Central Islip School District acceptable policy for technology and other related Board of Education policies.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad or Chromebook to prevent damage.
- iPads or Chromebooks must remain free of any writing, drawing, stickers, or labels that are not property of the Central Islip School District.
- iPads or Chromebooks must never be left in an unlocked room, unlocked care or any unsupervised area. Students are responsible for keeping their iPad & Chromebook battery charged for school each day by ensuring they are properly stored in the classroom charging cart at the end of each use.
- iPads and Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. Which may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc., on top of the iPad or Chromebook as it could cause the device to break.
- The iPad or Chromebook screens can be damaged and are subject to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the iPad or Chromebook.



- Do not place anything near the iPad or Chromebook that could put pressure on the screen.
- Do not place anything in the backpacks that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.

Device Safety & Filtering

1. **Filter.** The district will filter or block any material on the device that the district in its sole discretion deems to be inappropriate, including certain Internet sites. The district may grant requests to adjust filters or unblock sites/services for educational purposes. Teachers may make a request to Director of Technology to have such filters or blocks adjusted. The presence of filters or blocks do not relieve the student and/or his/her parent(s)/guardian(s) of their responsibility to comply with requirements of this agreement does not relieve the parent(s)/guardian(s) of their responsibility for supervising the student's use outside of school.
2. The district will to the best of it's ability apply Internet filtering off school grounds. The student to whom the Chromebook is assigned is ultimately responsible for all activity on that Chromebook. **Under no circumstances should a student's assigned Chromebook be used by anyone else (family members, friends, or other students).**
3. Supervision Outside of School. The district's issuance of a device to the student does not create any duty on the part of the district to provide supervision of the use of the device or protection of the student regarding use of the device outside of school or outside of school hours. It is the sole responsibility of the parent(s)/guardians(s) to supervise the student use of the device when outside of school or outside of school hours.



Privacy

The Central Islip School District takes data privacy very seriously. We urge parents to review all of our Data Privacy regulations, agreements and the Parents' Bill of Rights for Data Privacy and Security. All district approved programs come with a NYS REQUIRED Data Privacy Agreement. Please visit our [Data Privacy webpage](#) for complete details on how the Central Islip School District ensures all student's privacy rights are upheld.

No Expectation of Privacy – District Officials

1. **District Right to Monitor.** Users have no expectation of privacy in materials or content created, received, sent, viewed, or otherwise accessed on the device, even if using a personal account (such as a personal webmail or social media account). This is because the student is using a district-owned device. The device contains monitoring software that allows the district to obtain and record information concerning use of the device. Students, parents, or guardians must notify school administrators if a device is missing. For safety reasons, students, parents, or guardians should not attempt to recover devices on their own. School administration will work with local law enforcement to recover lost/stolen devices.
2. **District Retention of Records Created by the Device.** The district may retain any records, including, but not limited to electronic communications, such as emails and messages on personal social media accounts, from the device that it determines must be retained by law, including public records under the Illinois Local Records Act, school student records under the federal Family Educational Rights and Privacy Act (FERPA).

Appropriate Use

1. **School-Related Uses.** Devices issued by Central Islip are intended for use by the student for school-related/educational purposes. Use of the device must comply with school rules and district policies and procedures.
2. **Lending of Device Prohibited.** The student may not lend the device or related resources to anyone, including members of the student's family.
3. **District Policies.** The student's use of the device must comply with requirements of district policies, other technology policies and procedures, and the student discipline code, regardless of where or when the student uses the device. This means that any use by a student of a device will be subject to discipline as if the activities had occurred during school hours on school grounds, regardless of whether the conduct occurs outside of school and/or on the student's free time. The district reserves its right to block application functionality, implement security measures, change device settings, or take any other administrative or security



steps, as deemed necessary in the district's sole discretion. Any attempt to modify (i.e., jailbreak, sideload) the device/equipment, including but not limited to changing Internet access settings, will be considered a violation of district policy.

4. **Installation of Applications.** The district may provide a district-managed Apple ID and/or a service to provide access to licensed apps (i.e., Jamf Self Service app). These services are intended to allow a student to download approved applications (apps), services, and content for learning. The district provides access to certain district-purchased software and services on devices. Parents/guardians acknowledge that the district is not responsible for activities performed while using any applications. Charges that are generated from within any application or content/media (i.e., "In-App Purchases") are the responsibility of the user. The district is not responsible for the disposition of personal applications when the device is returned. The district is not responsible for any software loaded on home devices or the effect or interaction that a district-provided device or its software may have on the other programs or systems of the home device.
5. **Storage Management.** School content takes priority over personal content such as photos, videos, music, or apps.
6. **Revocation of Use.** The use of a device and the district's network is a privilege, not a right. The district may revoke the student's privilege to use a device and related services any time, including where the student violates this agreement, district policy, or district procedures. Additional details are provided within Central Islip Board Policies, including, but not limited to:
 - a. [6:235—Access to Electronic Networks](#)
 - b. [7:180—Preventing Bullying, Intimidation, and Harassment](#)
7. **Indemnification.** The student and parents/guardians release, hold harmless, defend, and indemnify the district from any claims, liability, or money damages (including attorney fees) brought by a third person, the student, or the parents/guardians against the district and related to the student's use of the device or the student's or parents'/guardians' breach of this agreement.

If any term, covenant, condition, or provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.



Appendix A - Letter to Parents regarding Fees

Dear Parents/Guardians/Caregivers;

The Central Islip School District provides a one-to-one technology program, offering individually assigned iPads (Grades K-2) or Chromebooks (Grades 3-12) to students. While most students have demonstrated responsible device care, a small percentage have caused damage, either accidentally or intentionally. To ensure an optimal experience for all students, particularly those who responsibly handle their district devices, we are implementing the following replacement fees and policy.

Technical or Non-Student Related Damages		
Hard Drives, Batteries, Processor, Charging Issues, WIFI Issues, Memory, Crashed System		
Occurrence	Fee	Administrative Action
Unlimited	NONE	NONE
Accidental Damage, Vandalism & Intentional Damages		
Light Damage, Small Screen Cracks or Repairable Drop/Liquid Damage		
Any Non-Repairable Damages and/or Damages based on Intentional or Irresponsible Actions		
Occurrence	Fee	Administrative Action
First Occurrence	NONE	Parent Notified
Second Occurrence	\$25	Parent Notified & Disciplinary Action from the Principal
Third Occurrence	\$50	Parent Notified & Disciplinary Action from the Principal
Fourth Occurrence	\$100	Parent Notified & Disciplinary Action from the Principal
Fifth Occurrence	\$200	Parent Notified & Disciplinary Action from the Principal
**Each Additional	\$400	Parent Notified & Disciplinary Action from the Principal

**After the 5th occurrence, the full replacement value of \$400 will be required for each occurrence.

Students with outstanding replacement device fees must settle them in full before receiving a replacement device. Students remain responsible for completing all digital assignments, schoolwork, projects, virtual sessions, Google Classroom tasks, etc., even if a replacement device is not provided due to non-payment. Loaner devices are not available from the school district for students with outstanding fees or those who forget or fail to charge their device for school use.

For complete details on student device support, device care, parent support and guidance please visit: <https://www.centralislip.k12.ny.us/support>



Appendix B - Letter to Parents regarding at home use

Dear Parents/Guardians/Caregivers,

The Central Islip Union Free School District is committed to enhancing the educational experience of all students. We are pleased to provide Chromebooks for students in grades 3-12 and iPads for students in PreK-2 for both in-school and at-home learning. To maximize these learning opportunities, all students will be required to use their Chromebooks or iPads both at school and at home. Please be informed that students in grades 7-12 are expected to bring their Chromebooks home daily, while students in grades PreK-6 will bring them home as needed.

Virtual Instruction on Inclement Weather Days: Beginning September 1, 2024, students will engage in virtual instruction on inclement weather days via asynchronous learning through Google Classroom. In the event of inclement weather, students are required to log into their teachers' Google Classroom and complete any assignments posted.

Home Care Guidelines:

- Keep Chromebooks away from pets and young children.
- Avoid exposing devices to heat, direct sunlight, and liquids. Be cautious around wet swimsuits and towels.
- Always use a surge protector when charging the Chromebook.
- Ensure the Chromebook is powered on for at least one hour each week to receive updates.
- If a charger is lost, it is the family's responsibility to replace it. Chargers can be purchased online (typically \$20-\$25) or from local retailers.
- Chromebooks remain the property of the Central Islip School District, and all activities on the device are monitored.
- Students and their parents/guardians are responsible for the proper care and use of the Chromebook during the summer and while at home.
- In the event a Chromebook is lost or stolen, it must be reported to the school immediately, along with a police report. A replacement Chromebook will be provided by the district.
- If the Chromebook is damaged or requires technical support, it should be brought to your child's school for maintenance and repairs. **Do not attempt to repair the Chromebook at home.**

If you have any questions, please feel free to contact your child's teacher, school principal, or the main office. We remind all students to bring their Chromebook or iPad to school each day, fully charged and ready for use.

Respectfully;



Philip K. Voigt

Director of Music Education and Instructional Technology

