

Frankfort-Schuyler CSD

Computer Network and Internet Access: Quick Reference Guide & Parental / Student Agreement Form

Below is a Quick Reference Guide to the attached full document. Please review and sign below. Chromebooks cannot be issued until signatures from both parent/guardian and student have been obtained.

CHROMEBOOK PROGRAM OVERVIEW

Each student receives a Chromebook to support learning
Devices are loaned for the school year and must be returned at year-end
Parents and students must sign the agreement form
Paper assignments will be provided if digital access is suspended

CARE AND RESPONSIBILITY

Chromebooks must be handled with care at all times
Keep your Chromebook clean and dry
Charge your Chromebook every night
Bring it to school full charged each day
Do not share devices or passwords

DAMAGES, LOSS OR THEFT

Students are responsible for repairs and/or replacements up to \$350
Report theft or loss by the next school day
Contact Kacey Sheppard (Asst. Superintendent of Business & Technology) if payment causes financial hardship
Loaner Chromebooks are available if a student's Chromebook is being repaired

APPROPRIATE USE

Chromebooks are for schoolwork only
No games, movies or personal apps without teacher approval
Inappropriate content (weapons, drugs, hate speech, etc.) and intentional damage will lead to disciplinary action
District staff can monitor files and usage at anytime
Use appropriate language and always be respectful online
Failure to follow guidelines may result in loss of privileges, fines, or other disciplinary actions

INTERNET & SAFETY

School filters apply at school but may not apply at home
Parents should monitor at-home use
Accessing blocked content or using proxy sites is a violation
Use Google Apps to save schoolwork
Do not hack, damage, or alter school devices or networks
NEVER share your personal information online

I have read and understand the information presented above and give my permission for my child to participate in this program:

Parent or Legal Guardian Name _____ Signature _____ Date _____

I have read and understand the information as presented above and I hereby agree to abide by the District's policy and guidelines, as well as all directions I receive from District Personnel, regarding the appropriate use of computer resources made available to me by the District.

Student Name _____ Signature _____ Date _____

Frankfort-Schuyler CSD

1:1 Chromebook Handbook

Parental and Student Informational Packet

UPDATED: May 2025

The Frankfort-Schuyler Central School District employs computers as one way of furthering its mission to teach the skill, knowledge and behavior that students will need as successful and responsible adults. Students are issued a Chromebook computer to enable them to use a varied and exciting set of resources including computer applications, multimedia, and the Internet. While the Chromebook is available to go home with many of our students, it must be remembered that it is to be used as a learning tool.

Parents are an integral partner to the success of this program. As with all forms of technology, home monitoring should be embraced and practiced. In order to keep the Chromebook program successful, school officials, teachers, students and parents must act as partners committed to this same goal.

TERMS OF THE CHROMEBOOK LOAN

Terms: Students and parents must read, accept and follow the Frankfort-Schuyler Central School District's Chromebook Handbook Parental and Student Informational Packet and the Parental Notification/Student Agreement Form must be signed by both the parent and student before a computer will be issued to the student. A review of the RESPONSIBLE USE POLICY is also required, and a signature will be needed for that as well. The policies in this handbook must be compiled with at all times. Any failure to comply may terminate the student's privilege of possession effective immediately and the District may repossess the Chromebook.

Title: Legal title to the property is with the District and shall at all times remain with the District. The student's privilege of possession and use is limited to and conditioned upon full and complete compliance with the regulations and conditions set forth in the Chromebook Handbook for Students and Parents.

Chromebooks will be distributed to students as early as possible, but not before the Chromebook Handbook Parental and Student Informational Packet and the Parental Notification/Student Agreement Form has been signed by both the parent and student. Chromebooks will remain in circulation until the end of the school year, at which time notice will be given as to the process for them to be returned. These dates will vary according to

testing schedules. Chromebooks must be returned to the school each summer for software updates and general maintenance.

All data on the Chromebook is considered property of the Frankfort-Schuyler Central School District. All data will be searched and cleared during the summer, no data will be saved for the students unless saved in their google drives. It is the responsibility of the student to save any files they deem necessary for their school career on their google account.

Files stored in the Google Apps or Google Classroom, any school network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to insure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Loss or Damage: If the Chromebook or charger is damaged, lost, or stolen, the student and parent are responsible for the cost of the repair or replacement, up to \$350. Loss or theft of the property must be reported to the District by the next school day following the occurrence. In the case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent within 48 hours of the occurrence and a copy of the report be brought to the school.

The cost of other parts needed for repairs will be based on the manufacturer's current price list. Failure to pay for damages/loss may result in the District withholding the grades, diploma, and transcripts of the pupil responsible for the damage/loss until the pupil or pupil's parents or guardians have paid for the damages.

Financial Hardship: In the event that the fee for loss or damage to a Chromebook creates a financial hardship on the student or parent, please contact the Director of Technology, Mrs. Kacey Sheppard, about payment options. A payment plan may be created to allow the student to pay the fee over time.

Repossession: If you do not fully comply with the terms of the handbook, Internet Agreement and Responsible use policy, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence or other location of the property and take possession of the property.

Term of Agreement: Your privilege to use and possess the property terminates no later than the last day of the school year unless terminated by the District or upon withdrawal from the District. Failure to return the property in a timely manner and the continued use of it for non-

school purposes without the District's consent may be considered unlawful appropriation of the District's property.

USE OF COMPUTERS AND CHROMEBOOKS ON THE NETWORK

The Frankfort-Schuyler Central School District is committed to the importance of a student being able to continue with their work when their Chromebook is experiencing problems or their rights have been suspended. To assist with this problem, the District is providing the following:

- **Paper Documents-** When a student's electronic rights have been suspended or terminated, students will be provided with paper packets of the work provided to other students.
- **Classroom Computers-** The District has loaner Chromebooks available during the school day for those who are experiencing technical issues.
- **Google Apps-** Student can access their work anywhere through Google Apps, a web-based educational application. This account can be accessed both inside and outside the school day on a multitude of devices.
- **Internet Safety-** There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District Network but may not be blocked at home. Students are in violation of District policy if they access these sites through proxies or other means with the intent of bypassing the safeguards put in place by the District. Parents are responsible for restricting their access while using sites not managed by the District.

No Loaning or Borrowing Chromebooks:

- Students must not loan Chromebooks or other equipment to other students or siblings
- Student must not borrow a Chromebook from another student.
- Students must not share passwords or usernames with others.

Do Not Leave the Chromebook Unattended:

- Students are responsible for their Chromebook at all times, in and out of school.

Care and Cleaning of Chromebooks:

- Students are responsible for the cleanliness of their Chromebooks
- General Rules for cleaning a Chromebook:
 - o Shut down the Chromebook and detach the power adapter.
 - o Use a damp, lint-free, soft cloth to clean the outside of the Chromebook. Avoid getting moisture in any of the openings.

- Do not spray any type of liquid directly on the computer.
- Do not use aerosol spray or any cleaning solutions. You may use eyeglass cleaner to wipe down the screen.

Charging:

- Students will arrive with their Chromebook fully charged each morning. Students are responsible for charging their Chromebooks nightly. There will be limited access to charging stations during school hours. These should be used only as an emergency backup.

Inappropriate Content:

- Inappropriate content will not be allowed on Chromebooks.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures will result in disciplinary actions.

Inappropriate Usage:

- Students who try to intentionally damage or ignite their Chromebooks will face disciplinary actions, including suspension, and will be held financially responsible.

Sound:

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Music, Games, Movies or Programs:

- Games and Software may not be downloaded from the Internet. This may be a violation of copyright laws.
- Watching movies is not permitted during school hours unless instructed by their teacher. Streaming video slows down the network.
- All software loaded onto the device must be District approved and District Loaded.

Unauthorized Access:

- Access to another person's account or computer without their consent or knowledge and/or tampering with the District- approved, student-safe image is considered hacking and is defined as a misdemeanor in NY State Penal Code and is punishable by law.

STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES

The following guidelines are provided to inform students and parents of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, digitized information, communications technologies and internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

Expectations:

- All users are expected to follow existing copyright laws.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses and/or software such as, but not limited to, hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as, but not limited to, pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account, username or password or allowing another user to access your account password or ID.
- Posting anonymous messages or unlawful information on the system.
- Engaging in harassment or using objectionable language in public or private messages, e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- Use of proxy websites to bypass firewall.
- Obtaining copies of, or modifying files, data or passwords belonging to others on the network.
- Knowingly placing a computer virus on the Chromebook and/or network.

USE OF THE FRANKFORT-SCHUYLER CENTRAL SCHOOL DISTRICT NETWORK ON ONLINE SERVICES:

General Guidelines:

- Students are responsible for their ethical and educational use of the network services at the Frankfort-Schuyler Central School District.
- All policies and restrictions of the network services must be followed.
- Access to the Frankfort-Schuyler Central School District network is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable User Agreement and adhere to the Acceptable Use Guidelines in order to be granted access to the computer and online services.
- The use of the computer network within the Frankfort-Schuyler Central School District must be in support of educational and research-based goals and objectives of the Frankfort-Schuyler Central School District.
- When placing, removing, or restricting access to specific databases or other computer network services, school officials shall apply the same criteria of educational suitability used for other education resources.
- Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without consent of the individual, administrator or technology director, will be considered an act of vandalism and subject to disciplinary action in accordance with the Frankfort-Schuyler Central School Code of Conduct.
- Parents concerned with the computer network services at their child's school should contact the Principal.
- Any parent who wishes to restrict their children's ability to avail themselves of a computer loan, or access to any on-line computer services, will provide this request in writing. Parents will assume responsibility for imposing restrictions only on their own children.
- At no time will a Chromebook not owned by the District be connected to the District network unless done so by and with the permission of the Technology Director.

Network Etiquette:

- Be polite
- Use appropriate language

- Do not reveal data (home address, phone or cell phone numbers, ID number or passwords) of yourself or others.
- Remember that the other users on the network are human beings whose culture, language, and humor have different points of reference from your own.
- Exhibit ethical and moral behavior at all times.

Consequences: The student in whose name, system account, and/or computer hardware is issued will be responsible at all times for its appropriate care and use. Non-compliance with the guidelines published in this handbook, Student Code of Conduct and Responsible Use Policy may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences as outlined in the Code of Conduct.

Non-payment of all fines or damage charges in a timely manner will result in repossession of the Chromebook by the District until time as fines are paid in full.

Violation of applicable State and Federal law may result in criminal prosecution or disciplinary action by the District.

Network usage and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.

The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communication are governed by state and federal law, and proper authorities will be given access to their content.