

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT



Chromebook / iPad Procedures and Student Technology Information Handbook

2026 - 2027 School Year

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Lewiston-Porter Central School District

Technology Committee Mission Statement

Our purpose is to ensure that when students leave Lewiston-Porter they will be ready to face the world with confidence in themselves and what they can contribute. While students are here they will be challenged to grow all their **PATHWAY** and discover their personal best because we **PROMISE** to give them our best.

At Lewiston-Porter, we recognize that technology is an essential teaching and learning tool that prepares students for success in college, careers, and life. At the same time, we are committed to ensuring that technology is used thoughtfully and in age-appropriate ways that support—not replace—high-quality instruction, meaningful teacher-student interaction, hands-on learning, collaboration, creativity, and physical activity. Teachers carefully select digital resources that align with curriculum goals and are developmentally appropriate for students, balancing screen-based activities with traditional instructional methods whenever possible. The District continually reviews its instructional practices, technology resources, and screen time expectations to ensure they reflect educational best practices and the developmental needs of learners at every grade level. Through this balanced approach, Lewiston-Porter remains committed to providing engaging, effective, and responsible learning experiences while supporting the healthy development and well-being of every student.

1. Appropriate Uses and Digital Citizenship (Internet Safety)

School-issued devices should be used for educational purposes, and students are to adhere to the technology guidelines and all of its corresponding administrative procedures within the Acceptable Use Policy signed at the start of the school year at all times. Students in violation of these guidelines or other procedures in this manual will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her device confiscated, and network privileges to all devices at school could then be turned off.

- a. Users should recognize that communicating over the Internet brings risks associated with the lack of face-to face contact.
- b. Users should always use the Internet, network resources, and online services in a courteous and respectful manner.
- c. Users should never share personal information, including names, email addresses, passwords, phone number, address, social security number, birthday, or financial information over the Internet without parent and/or teacher permission.
- d. Users should recognize that with valuable content, there is also unverified, incorrect, and/or inappropriate content.
- e. Users should carefully safeguard their personal information and that of others.
- f. Students should never agree to meet someone they meet online in person.
- g. If the user sees a message, comment, image, or anything else online that makes him or her concerned for his or her personal safety, it should be brought to the attention of school personnel or a parent immediately.

Pupil nondiscrimination statement: It is the policy of the Lewiston-Porter Central School District that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

2. Content Filtering

The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks within the School District network will have all internet activity monitored by the District. If an educationally valuable site is blocked, a student should contact his/her teacher to request the site be unblocked. When a student is using the device out of the school network, the responsibility of internet usage is the responsibility of the student and the parent. However, the District still has the ability to monitor the internet activity on the District-owned device. Students may face consequences if they attempt to use the device or the school network for activities that are deemed inappropriate for an educational environment.

3. Cyber-Bullying

All cyber-bullying incidents reported will be investigated and when necessary, discipline matters will be taken.

- a. The National Crime Prevention Council defines cyber-bullying as "when the Internet, cell phone or other device are used to send or post text or images intended to hurt or embarrass another person."
- b. Cyber-Bullying will not be tolerated and is forbidden.
- c. The user should remember that digital activities are monitored and retained.
- d. Report cyber-bullying immediately to school personnel.

4. Daily Use and Care of the Chromebook or iPad

- a. Never pile anything on top of the Chromebook or iPad.
- b. Limit the number of items carried within a backpack with the Chromebook or iPad to limit the amount of pressure applied to the Chromebook or iPad screen.
- c. Do not leave the Chromebook or iPad out in extreme heat or cold.
- d. Do not leave the Chromebook or iPad in a vehicle or place it on top of a vehicle.
- e. Keep food, drink, pets, etc. away from the Chromebook or iPad when in use.
- f. Do not drop the Chromebook or iPad as the screen is made of glass and will break.
- g. Do not leave the Chromebook or iPad unattended at any time.
- h. Do not alter the Chromebook or iPad in any manner that will change the District settings.
- i. Do not remove the serial number or Low-Port identification tag on the Chromebook or iPad. If the Low-Port identification tag falls off of the device while in your possession, please notify the District Technology Office.
- j. Do not lend your Chromebook or iPad to a classmate, friend or family member.
- k. Clean the Chromebook or iPad with a soft, dry, anti-static, cloth or with a screen cleaner designed specifically for electronics.

l. Fully charge the Chromebook or iPad each night with the proper charger so you are prepared for class.

m. Do not attempt to repair a damaged or malfunctioning Chromebook or iPad. All devices in need of repair must be brought to the Library as soon as possible. Staff will create a managed service ticket and have the device shipped for service. In the interim, if possible, the library will provide a loaner device to the student while the device is out for repair. Upon return, the student will return the loaner and receive their assigned device.

n. Do not try to manually install updates to the Chromebook or iPads operating systems. The devices will receive updates to the operating systems as needed on specific cycles.

o. Do not remove or circumvent the management system installed on each Chromebook or iPad. This includes removing restrictions or “jailbreaking” the device.

p. Avoid touching the screen with pens or pencils. Use an appropriate stylus or clean finger.

q. Students are responsible for the safety and security of their Chromebook or laptop at all times.

5. Device Wellness Checks

Staff will perform incremental “wellness checks” on your assigned device. Depending on the student, the device, and the grade level, this may occur on almost a daily basis by the teacher if students are using class sets of devices such as iPads in the Primary Education Center. In higher grade levels this may occur each quarter or semester. Staff will check to see if the student is in possession of the correct device and they will inspect the condition of the device. Written reports will be sent home to parents/guardians as needed to report missing or damaged devices.

6. District-Owned Mobile WIFI Hotspots

Families meeting certain criteria may be issued a District-Owned Mobile WiFi Hotspot. The hotspot will provide internet access to families that otherwise do not have a means to provide their own. The mobile hotspots will feature robust content filtering coupled with the built in security of the device. The data is limited and is only to be used for educational purposes. At the conclusion of the school year, the mobile hotspot and all its components must be returned to the district or the family may be held responsible for the cost of replacement.

7. Google Apps for Education (G-Suite)

The Lewiston-Porter Central School District utilizes the Google Apps for Education for students, teachers and staff.. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services will be available to all students in Grades 3- 12 that are hosted by Google as part of Lewiston-Porter’s online presence in G-Suite:

- a. **Drive/Docs/Sheets/Slides** - these are productivity applications that give students the ability to create documents, spreadsheets and presentations and work collaboratively in a cloud environment. This is very similar to Microsoft Office.
- b. **Calendar** - an individual calendar to organize schedules, daily activities and assignments
- c. **Classroom** - an online interactive classroom that is moderated by your child's teacher where students can find information (documents, videos or posts from the teacher or classmates) around the clock. This platform is utilized to assign and collect assignments to/from students. Classroom also allows for communication to students and parents and allows for guardian email summaries for work that is completed or missing.
- d. **Mail** - At the 6-12 level, we are going to allow students to use GMail on a closed domain. All students have Google Accounts (username@lew-port.com) and will be able to correspond with other students and teachers in an electronic format. Email accounts will not be able to send/receive messages outside of the domain - meaning any address that does not end with @lew-port.com will not be able to send or receive messages from students.
- e. **Meet**- Utilized for video conferencing.
- f. **Productivity Apps available in the Chrome Store** - teachers and administrators are constantly receiving professional development in G-Suite and new applications and extensions are being created and tested on a continuous basis. There are Apps that are content specific that will be used by teachers within certain departments.

Technology use in the Lewiston-Porter Central School District is governed by federal laws including:

- **Children's Online Privacy Protection Act (COPPA)**
 - COPPA applies to commercial companies and limits their ability to collect personal information from students. Advertising is turned off for Lewiston-Porter's presence in G-Suite. No personal information is collected for commercial reasons.
- **Family Education Rights and Privacy Act (FERPA)**
 - FERPA - <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use for G-Suite by students:

- a. **Official Google Account** - All students will be assigned a username@lew-port.com account. This account will be considered the student's official Lewiston-Porter CSD Google account until such time as the student is no longer enrolled with the Lewiston Porter Central School District.
- b. **Prohibited Conduct** - Please refer to the copy of the code of conduct found within your student's planner and on the district website, Board of Education Policies #7315 (Student Use of Computerized Information Resources), #7316 (Use of Internet Enabled Devices During the School Day)

c. Access Restriction - Access to and use of G-Suite is considered a privilege accorded at the discretion of the Lewiston-Porter Central School District. The District maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication.

d. Security - Lewiston-Porter Central School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter and firewall in place, the District cannot assure that users will not be exposed to unsolicited information.

e. Privacy - The general right of privacy will be extended to the extent possible in the electronic environment. Lewiston-Porter CSD and all electronic users should treat electronically stored information in individuals's files as confidential and private. However, users are strictly prohibited from accessing files and information other than their own or those shared with them. The District reserves the right to access the student's Google account, including current and archival files of user accounts when there is reasonable suspicion and unacceptable use has occurred.

f. Personal Use - The use of student Email and the G-Suite is for educational purposes only and should not be used in the creation of social media or any other personal accounts. Failure to comply with this restriction will result in disciplinary action based on the Code of Conduct and potential shutdown of student accounts.

8. Lewiston-Porter Acceptable Use Policy

This can be found on the district website, lew-port.com, under the Technology Department.

9. Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date and time of the loss of a Chromebook or iPad, the charging cable, case (when applicable) and the charging block if the property is:

- a. Not returned
- b. Intentionally damaged
- c. Lost or damaged because of negligence
- d. Stolen, but not reported to the school and/or the police but the end of the next school day

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits the use of personal technology in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.

10. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a District-owned device, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the District. When using a District-owned device, students agree to such access, monitoring, and recording of their use. A paper/electronic report can be generated to include, but not limited to, the user log, and record of use. The report generated may be shared with Lewiston-Porter Central School District Personnel and/or Law Enforcement.

11. Non Educational Games on Devices

- a. Students may not play games on the Chromebooks or iPads unless they are given permission by the teacher **and** the game supports education.
- b. The content of any games played at home must be appropriate to school.
- c. Students must have parental permission to play games outside of school hours.

12. Operating System, Security & Virus Protection

A student may not use or install any operating system on his/her Chromebook other than the current version of Chrome OS that is supported and managed by the District. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Likewise, a student may not use or install any operating system on his/her iPad other than the current version of iOS that is supported and managed by the District. The iPad and apps will update automatically as long as it is charged and connected to the internet. Please perform regular resets to ensure the device updates are installed. It is recommended that devices are reset once daily.

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection on either iPads or Chromebooks.

13. Personal Devices for Instructional and Non-Instructional Use

Instructional Use

Students' use of personal technology during instructional periods is limited and may be granted at the discretion of the classroom teacher and/or building principal. Students will follow

teacher directions for online lessons and searches. Students must comply with all teacher and administrator requests related to the use of the personal device. If a student's use of personal technology is disruptive to other students or in any way inhibits their learning, the privilege of use will be revoked at the teacher's discretion. If a student uses his/her personal device outside of the approved usage as designated by the teacher or staff during class time, the student will receive disciplinary consequences as outlined in the District *Code of Conduct*.

Non-Instructional Use

- a. Student use of personal technology during non-instructional periods is permitted, provided that it does not create a substantial disruption to the school environment.
- b. Students must be aware of the appropriateness of usage and communications when utilizing District or personal devices. If a student is told to stop inappropriate usage, that student must cease the activity immediately.
- c. Personal devices should be placed on silent or vibrate mode to minimize noise and disruption.
- d. While using school transportation, use of devices is permitted as long as the device is in silent mode or used with headphones.
- e. The use of any personal technology is prohibited in locker rooms, Health Offices, restrooms or any other area where an individual would have a reasonable expectation of privacy.
- f. During an emergency or drill situation, students are expected to follow directions of staff. Therefore, use of personal devices should only be used to support emergency efforts and should otherwise be turned off.
- g. All rules on the use of personal technology remain in effect during all off-campus activities such as field trips, sporting events, music competitions, and/or other school sponsored events.

14. Video Conference Expectations and Consent

We do not expect to have very frequent video conference sessions unless conducted during emergency weather closings or parent conferences. In those cases, we will follow the [emergency closing and virtual learning protocols](#). During these virtual learning days, please follow the expectations put forth below.

General Considerations and Expectations:

- a. Students, parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of video conferencing. This is a great tool to keep students connected, but please have your child(ren) use these tools somewhere near enough you can monitor, yet private enough to concentrate on their work.
- b. Students must dress appropriately when video conferencing and make sure that there are no distracting materials or backgrounds.
- c. We want to respect the privacy of our families and make this as comfortable an experience as possible. With that being said, students may join meetings without

sharing their video. They may join just to listen and participate with their audio. They can toggle their audio or video on and off when they need to participate if they choose.

d. When not interacting with the class, students should mute their microphone to avoid background noise disrupting the class.

e. Students should not join meetings unless they were invited by the teacher. Teachers may wish to set up meetings according to class period or some other grouping. If not invited to a meeting, students should ask permission from the teacher to join.

f. When a teacher ends a meeting session, students are expected to leave as well. Students should not be in unsupervised video conferences.

g. The same rules of conduct and behavior will apply in online conferences as they do in the classroom. Please refer to the Lewiston-Porter [Code of Conduct](#) and Acceptable Use Policy for more information.

h. Students/Parents/Guardians are not permitted to take photos, screenshots, or screen recordings of any kind during conference sessions. This would be a violation of our Acceptable Use Guidelines.

i. When participating in any virtual conference students should utilize their school-issued Google account.

Recording conference sessions: It is **not** our intention to record sessions with students and post them. Teachers may instruct a solo lesson and post for students that were not able to join live sessions. If recording does take place, the following guidelines would be followed:

a. The teacher must alert the students that they will be recording the session.

b. Students may turn off their video/audio if they do not wish to be recorded. In some cases the teacher may require this.

c. If the recording is taking place while students are present in the classroom, students will be excluded from the video except for when media consent is provided.

d. Recording is disabled for students.

Reminder: Students/Parents/Guardians are not permitted to take photos, screenshots, or screen recordings of any kind during conference sessions.

Policy References:

[Student Use of Computerized Information Resources \(Acceptable Use\) #7315](#)

[Use of Internet Enabled Devices During the School Day # 7316](#)

[Instructional Technology # 8270](#)

[Internet Safety/Internet Content Filtering # 8271](#)

Lewiston-Porter Central School District

ACCEPTABLE USE AGREEMENT Student Computer Use Agreement

In consideration for the use of the District's Computer System (DCS), I agree that I have been provided with a copy of the District's policy on student use of computer Information resources (AUP) and regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions later adopted by the District. I also agree to adhere to related policies published in the Student Handbook and Code of Conduct.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the DCS. Prior to suspension or revocation of access to the DCS, students may be afforded applicable due process rights. Violations of District policy and regulations may also result in the imposition of discipline under the District's school conduct and discipline policy and the *Code of Conduct*. I further understand that the District reserves the right to pursue legal action against me if I willingly, maliciously, or unlawfully damage or destroy property of the District. Further, the District may bring suit in civil court in accordance with General Obligation Law Section 3-112 against my parents or guardians if I willfully, maliciously, or unlawfully damage or destroy District property.

Student Name (PRINT)

Student Signature

Date

Building

Grade

PARENT OR GUARDIAN NOTIFICATION OF STUDENT AUP

I am the parent/guardian of _____, the minor student who has signed the District's agreement for student use of computerized information resources (AUP). I have been provided with a copy and I have read the District's policy and regulations concerning the use of the DCS.

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son or daughter access to external computer networks not controlled by the District. I understand that some of the materials available through these external computer networks may be inappropriate or objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use of technology to my son or daughter when he or she is using the DCS or any other electronic media or communications, including my son or daughter's own personal technology or electronic device on school grounds or at school events.

I agree to release the District, the Board of Education, its agents and employees from any and all claims of nature arising from my son or daughter's use of the DCS in any manner whatsoever.

I agree that my son or daughter will have access to the DCS and I agree that this may include remote access from our home.

Parent / Guardian Signature

Date

Lewiston-Porter Central School District

1:1 Device Policy and User Agreement

I hereby acknowledge that I have received, read, and understand the 1:1 Device Policy and User Agreement. My signature confirms that I agree to adhere to the guidelines and policies stated within this agreement.

PARENT SIGNATURE: _____ **DATE:** _____

STUDENT SIGNATURE: _____ **DATE:** _____

Shared Device Agreement for Parent(s)

I hereby acknowledge that I have received, read, understand the Shared Device Agreement for Parents. My signature confirms that I agree to adhere to the guidelines and policies stated within this agreement.

PARENT SIGNATURE: _____ **DATE:** _____

Lewiston-Porter Central School District

G-Suite Permission (Grades K - 12)

By signing below, I confirm that I have read and understand the following: Under FERPA and corresponding New York State and Federal law, a student's education records are protected from disclosure to third parties. I understand that my students' schoolwork (i.e. assignments they've worked on, calendar of assignments, etc.) created and stored in G-Suite may be accessible to someone other than my student and the Lewiston-Porter Central School District by virtue of this online environment. My signature below confirms my consent to allow my student's schoolwork to be stored by Google.

I understand that by participating in G-Suite, information my child produces (i.e. assignments, notes, etc.) will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education (<https://support.google.com/work/answer/6056693?hl=en>)

_____ **YES**, I give permission for my child to be assigned a full Lewiston-Porter Central School District AG-Suite account. This means my child will receive a Lewiston-Porter Google account to access to Docs, Sheets, Slides, Calendar, Mail (for 6-12 students on a closed domain only) and other productivity Apps.

PARENT SIGNATURE: _____ **DATE:** _____

Lewiston-Porter Central School District

Student Use of Personal Technology Permission Form

(Signature allows the student to use a personally owned technology device such as a computer, headphones (NO EAR BUDS are allowed during the instructional day) phone (NO CELL PHONES are allowed during the instructional day) or tablet on school property.)

I hereby acknowledge that I have received, read, and understand the Student Use of Personal Technology Permission Form. My signature confirms that I agree to adhere to the guidelines and policies stated within this agreement.

_____ My child will **NOT** be using any personally owned technology on school property.

_____ My child will be using any personally owned technology on school property.

Type of device(s) to be brought to school:

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT SIGNATURE: _____ **DATE:** _____

Lewiston-Porter Central School District

Video Conference Consent

I have read and accept the guidelines set forth with regard to video conferencing using both Zoom and Google Meet. I understand both the safety concerns and precautions associated with this method of instruction as well as the District's expectations while using video conferencing.

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT SIGNATURE: _____ **DATE:** _____

STUDENT NAME: _____ **GRADE:** _____ **DATE:** _____

PARENT NAME COMPLETING THIS FORM: _____

Media Release Form

PHOTO, PICTURE, IMAGE RELEASE OR WEBSITE
(Choose either Option I or Option II)

Option I

Approval for use of Photo, Picture, Video, Image for District Publications, Website, Live Streaming, and Yearbook:

I/we hereby grant permission to Lewiston-Porter Central School District to:

Release or use any image of my child, his/her name, or reproduce same, whether by photograph, video, live stream, email, or on a web page, and to use any photos or image in any school district publications, official press release, or to newspapers, TV stations, or on the school web page, or for any purpose deemed by school administrators to be carrying out the education goals of the District.

Signed: _____

Relationship: _____

Date: ____/____/____

Option II

District publications and yearbook ONLY:

I/we hereby grant permission to Lewiston-Porter Central School District to:

Release or use any image of my child, his/her name, or reproduce the same, whether by photograph, or video, or livestream, in District/building level publications **ONLY**. This includes placing my child's picture in his/her building level yearbook. Photos and names are not to be used in any outside publications without my express permission.

Signed: _____

Relationship: _____

Date: ____/____/____

*If you wish to request further media restrictions, please contact the main office of your child's school.

For Office Use Only: Media Permission Contact