

**Student**

**(Only students in grades 4-12 need to complete this section)**

I have read, or had the information above read to me, and fully understand the Elba Central School Acceptable Use of Electronic Resources and Internet Safety Policy and the 1:1 Student/Parent Agreement. I understand these rules and agree to fully comply with all of them. Should I violate any of these rules at any time, I understand that I will be held accountable for my actions.

Student Name \_\_\_\_\_

Student Grade \_\_\_\_\_

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

Date \_\_\_/\_\_\_/\_\_\_

**Parent/Guardian**

**(Parents/Guardians of K-12 students need to complete this section)**

As the parent or legal guardian of the minor/student signing above, I grant permission for my child to access Elba Central School's computer resources, including Internet accessibility and their assigned 1:1 device. The District will provide an Internet filter to block access to a large percentage of inappropriate sites. However, it should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. I fully understand that some materials on the Internet may be considered controversial, inappropriate or offensive. I further understand that my child may keep his/her access as long as the procedures and rules described in the Acceptable Use of Electronic Resources and Internet Safety Policy are followed. Should my son or daughter violate any of the previously cited rules or procedures, they will be held accountable for their actions by Elba Central School.

I have also read the 1:1 Student/Parent Agreement and understand the costs and responsibilities associated with it.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

**Parents of Grades 7-12**

**(Please check this box if you do NOT want your child to bring his/her chromebook home or out of the school building)**

My child attends ECS and we have decided to **opt-out** of having a Chromebook available for use outside of the school building.

### **Estudiante**

**(Solo los estudiantes en los grados 4-12 deben completar esta sección)**

He leído o se me ha leído la información anterior, y entiendo completamente el uso aceptable de la Escuela Central de Elba de los recursos electrónicos y la política de seguridad en Internet y el Acuerdo de 1: 1 para padres y alumnos. Entiendo estas reglas y acepto cumplirlas completamente. Si yo violo cualquiera de estas reglas en cualquier momento, entiendo que seré responsable de mis acciones.

Nombre del Estudiante \_\_\_\_\_

Grado del Estudiante \_\_\_\_\_

Firma del Estudiante \_\_\_\_\_

Fecha \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Padre/ tutor**

**(Los padres / tutores de los estudiantes K-12 deben completar esta sección)**

Como padre o tutor legal del menor / estudiante que firma arriba, concedo permiso para que mi hijo/a tenga acceso a los recursos informáticos de la Escuela Central de Elba, incluida la accesibilidad al Internet y su dispositivo 1: 1 asignado. El Distrito proporcionará un filtro de Internet para bloquear el acceso a un gran porcentaje de sitios inapropiados. Sin embargo, no se debe suponer que los usuarios no pueden acceder a materiales inapropiados o enviar o recibir comunicaciones objetables. Entiendo completamente que algunos materiales en Internet pueden considerarse controversiales, inapropiados u ofensivos. Además, entiendo que mi hijo/a puede mantener su acceso siempre que se sigan los procedimientos y reglas descritos en el Uso Aceptable de los Recursos Electrónicos y la Política de Seguridad en Internet. Si mi hijo o hija viola cualquiera de las reglas o procedimientos anteriormente citados, la Escuela Central de Elba se asegurará que el/la estudiante sea responsable de sus acciones.

También he leído el acuerdo 1: 1 para estudiantes / padres y entiendo los costos y las responsabilidades asociadas con el.

Nombre del padre/ Nombre del tutor \_\_\_\_\_

Firma del padre / Firma del tutor \_\_\_\_\_

Fecha \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Padres de Grados 7-12**

**(Marque esta casilla si NO quiere que su hijo/a traiga su computadora a casa o fuera de la escuela)**

Mi hijo asiste a ECS y hemos decidido **Optar por No** tener la computadora disponible para usar fuera del edificio de la escuela.

# Chromebook Student/Parent Agreement

## Description:

- ECS has adopted a 1:1 program which will provide an electronic device to each student. These devices will be issued at the beginning of the school year, allowed to be taken home, and returned at the end of the school year.

## Educational Goals and Vision:

- Provide on-demand Internet access to electronic resources in the classroom.
- Align with common core standards' electronic communications expectations.
- Allow students to document and express themselves using digital resources.
- Encourage integration and development of ability on an individual level.

## Costs:

- There is no cost to receive the device.
- A \$25-\$299 incident fee will be charged every time a hardware repair is required from accidental damage.
- Lost, stolen or questionable damage will be reviewed by the administration on a case-by-case basis to determine fees.
- Students will be charged for missing/broken items:

Power cord = \$25, Case = \$25, Replace Screen = \$40 Lost or Destroyed Device = \$299

## Device Information:

- After evaluating the options on the market the school has decided on Chromebooks as our 1:1 device. Chromebooks only have a web browser on them so they are easy to manage and boot up very quickly.
- Chromebooks are designed to be used online, but do have some basic programs that provide offline capability.
- The battery is rated to last 8-10 hours and should be strong enough to last all school day, without plugging in, as long as it is fully charged overnight.

## Expectations Responsibilities and Care:

- **Devices must have a full charge ready for the school day.** Students may not be permitted to plug them in during class. Repeated issues will be addressed by the administration.
- No stickers or writing on the device. However appropriate stickers on the top of the hard shell cases are welcome. Stickers may be removed during the summer or at the administrator's discretion.
- Students must take measures to protect the device from damage or theft. (**LOCK** lockers and do not leave device unattended.)
- At no time shall the device be used for unlawful or inappropriate activities.
- At no time shall the device be brought to the cafeteria, gymnasium, sports practice or any place that the device may be damaged.
- The device, power-cord and case that were assigned to the student are required to be handed in at the end of the school year. The student may be charged if any of these items are missing.
- Students are not allowed to let others use their assigned device.
- Be sure nothing is placed between the screen and the keyboard before you close it to prevent damage.
- While the Chromebook cases are sturdy, dropping the device will damage it.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees. (Don't leave it in your car.)
- Do not block air flow when device is on. (Do not place it on a soft object like a pillow.)

## At Home Expectations:

- It is the parent's responsibility to monitor the student's chromebook use while at home.
- Device must be charged at home each night.
- No food or drink shall be consumed while using the device.

## Violations:

- Students must follow the ECS Acceptable Use Policy at all times while using these devices.
- Violations of the Acceptable Use Policy or items stated in this document will be addressed by the school administration to determine the proper course of action.
- School Administration and Faculty have the right to view the contents of the device and drive at any time.

## Damages, Lost or Stolen (Incidents):

- Damages and other incidents must be reported to the school offices right away.
- Administration will be informed of any incidents that they need to address.
- A report will need to be filed with the school office if a device is stolen.
- Depending on the issue an incident fee may be charged.
- Unless directed otherwise by the administration the student will be able to sign out a loaner on a per-class basis from the library.

# ACCEPTABLE USE POLICY

Access to networked computer systems and the Internet are available to students and staff in the Elba Central School District. Our network offers vast, diverse, and unique resources to both students and staff members. Our goal in providing this service to students and staff members is to promote educational excellence in the Elba Central School District by facilitating resource sharing, innovation, and communication.

Through our network of computers, students and staff have access to the Internet. The Internet is a connection to thousands of computers all over the world and millions of individual subscribers. Students use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students, and to locate material to meet their educational information needs. School library media specialists, teachers, and support staff have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. The Elba Central School District has taken available precautions, which are limited, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the instructional goals of the district.

The operation of the Internet relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here, so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If an Elba Central School user violates any of these provisions, his or her access to the Internet may be terminated.

## Network - Terms and Conditions

### 1. Acceptable Use

- a. The use of Elba Central School District computer systems, including the internet, must be in support of education and research and consistent with the educational goals of the Elba Central School District.
- b. Transmission (requesting, sending and/or receiving) of any material in violation of any U.S. or state regulation or contrary to accepted school standards is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Downloading copyrighted material, storing, sharing, or distributing material that you have not purchased the right to use is prohibited. This includes but is not limited to: manuscripts, videos (movies), musical recordings, and software. This includes downloading such material to a personally owned device that is connected to the District network.
- d. The system administrators reserve the right to set quotas for disk usage on District Network Services. A member who exceeds his/her quota will be advised to delete files to bring their account back into compliance.
- e. Use of commercial activities for profit institutions or use of product advertisement is not allowed.
- f. Political lobbying is prohibited.
- g. Illegal activities are strictly prohibited.
- h. "Chat lines" and personal e-mail are prohibited.
- i. The use of personally owned technology equipment on the District Network (using a wired or wireless connection) is prohibited, unless permission is obtained from the Technology Coordinator. This includes but is not limited to laptops, wireless access points, personal hot spots, and mobile broadband devices.

### 2. Privilege

The use of the computer network and the Internet is a privilege, not a right. Inappropriate use, including violation of these conditions and rules may result in cancellation of the privilege. Based upon the acceptable use guidelines outlined in this document, the Technology Coordinator and/or building principals will deem what is inappropriate use.

### 3. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not write or send abusive messages to others.
- b. Use appropriate language. Do not swear, use vulgarities, or any other suggestive or inappropriate language.
- c. Do not reveal your personal address, full name, phone number or photograph, or that of another student or teacher.
- d. Do not use the network in such a way that you would disrupt the use of the network by other users. Do not tie up the network with idle activities or play games with others on the network or on the Internet. Networks are not designed for computer games. Print only the information you need. Do not download files without the permission of a network administrator.
- e. All communications and information accessible through the network should be assumed to be private property of the author.
- f. Use your access time efficiently.

#### 4. **Warranties**

The Elba Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.

- a. The Elba Central School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions.
- b. Use of any information obtained through the Internet is at the user's own risk. The Elba Central School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet service. All users need to consider the source of any information they obtain, and consider how valid that information may be.
- c. Any costs, charges, liability, or damages incurred as a result of seeing or accepting advice or information on the Internet are the responsibility of the user.
- d. Network storage areas are school property, as such are subject to maintenance and review by school officials to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would be private.

#### 5. **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Elba Central School network, you must notify Technology Coordinator and/or building principals. Do not demonstrate the problem to other users.

- a. Network accounts are to be used only by the authorized user of the account. (example: allowing anyone access to a workstation that you are currently logged in on.)
- b. Users shall not provide unauthorized users with access to the network or networked components including, but not limited to, SmartBoards, iPads, Chromebooks and computer workstations. Long term substitutes shall be considered authorized users when approved by the building principal. Daily substitutes are not to be considered authorized users.

#### 6. **Vandalism and Harassment**

- a. Vandalism and harassment will result in cancellation of user privileges.
- b. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the Internet, or other networks that are connected to the Elba system. This includes, but is not limited to, the uploading or creating of computer viruses.
- c. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

#### 7. **Procedures for Use**

- a. All users have the same right to the network resources. Therefore, no user will be permitted to engage in non-academic activities on the network or on the Internet.
- b. Internet users must seek approval from Technology Coordinator prior to posting permanent information such as a home page on the Internet. The Technology Coordinator has the authority to determine what information is acceptable and to determine the length of time the information may be posted.

#### 8. **Controversial Material**

Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.

#### 9. **Penalties for Improper Use**

Any user violating these rules, applicable state and federal laws, or district rules is subject to loss of network privileges and other district disciplinary options. Consequences of violations may include, but are not limited to:

- School detention
- Suspension of network access
- Revocation of network access
- School suspension
- Legal action and prosecution by the authorities.
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The administration of the Elba Central School District will determine the penalties for improper use.

The Elba Central School District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child should follow. The district supports and respects each family's right to decide whether or not to apply for Internet access.

## Internet Safety

### **Introduction**

It is the policy of Elba Central School District to: (a) prevent users access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communication, access to inappropriate information. At the current time Elba Central School subscribes to M86 which is maintained by LakeNet, a division of Edutech. Though the district makes reasonable efforts to filter Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the internet.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled, or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Elba Central School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Elba Central School District staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with the policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

All students in grades K-12 will be taught internet safety on a yearly basis. Students will also receive instruction on age appropriate "Internet Safety Rules" as part of their instruction. Students are also required to have a signed Acceptable Use Form on file in the District which states parental permission for internet use.

## Directory Information Notice

Dear Parents and Guardians,

The Family Educational Rights and Privacy Act (FERPA), requires that the Elba Central School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Elba Central School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- The "Elba Lancer" newsletter
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks, take school or sports pictures or provide other services to the students (Accelerated Reader, IXL Math, Castle Learning, etc.). In addition, federal laws require the District to provide military recruiters, upon request, with the following information - names, addresses, and telephone listings - unless parents have advised the District that they do not want their student's information disclosed without prior written consent.

As identified in Elba Board Policy 5404, the following information is considered directory information:

- parent or guardian name;
- student name, date and place of birth;
- student grade level;
- student major field of study;
- student participation in officially recognized activities and sports;
- student height, if member of an athletic team;
- student dates of attendance in this District;
- student degrees and awards received;
- student's most recently attended previous educational agency/institution;
- student photograph, image or likeness.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Elba Central School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Please address your notice to the building principal. Please be sure to submit one letter per child.

Any questions regarding student records, or the processes listed in this letter, can be directed to your child's building principal.

Sincerely,



Keith D. Palmer  
Superintendent



# Elba Central School



57 S Main Street, PO Box 370  
585-757-9967

Elba, New York 14058-0370  
fax 585-757-2713

## INTERNET PHOTOGRAPHY/VIDEO OPT-OUT FORM

Throughout the school year, photo opportunities/multi-media opportunities exist both in the classroom and during special events. These opportunities may include, but are not limited to class pictures, candid, theater productions, activities covered by media, award assemblies, and pictures posted on the school website/social media platforms.

This form permits you to “opt out” of having your child’s photos posted on the Elba CSD website and District social media tools. At the start of the school year, you are considered to be “opted in” (participating) unless you “opt out” (by using this form.) You may opt out at any time. If you wish to opt out, you need to complete the information below and return it to your school principal. (Please allow 7-10 days for processing.)

**PARENTS/GUARDIANS:** If you’re **OK** with having your child’s photo published online, **you don’t need to fill this out.**

*Thank you.*

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If you **DO NOT** want to have your child photographed for online news media or school/district communication/publicity purposes, **sign below and return this from to your school office.**

(This applies to the 2017-2018 school year only. Please fill out a new form each school year if you do not want your child’s photo published.)

Student’s full name (please print) \_\_\_\_\_ Grade level: \_\_\_\_\_

Parent/Guardian name (please print) \_\_\_\_\_

Parent/Guardian’s signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*Please note that if your child participates in public events (such as sporting events or drama productions that are open to the community) the school/district may have little or no control over photographs taken by media, other parents or community members attending the event.