

**Somers Central School District**

**Personal Learning Device Agreement**

**Overview:**

The Somers Central School District (SCSD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of SCSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources, there are responsibilities for the parent and for the student.

When signing the Student/Parent Agreement, you are acknowledging that you understand and accept the information in this document.

SCSD students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. All users of the SCSD network and equipment must comply at all times with the **SCSD Acceptable Use Policy**.
3. Personal Learning Devices (PLD) are on loan to students and remain the property of SCSD.
4. All users are responsible for following all school, and district rules, policies and procedures, and local, state, and federal laws and regulations.
5. Use of the PLD and network must support learning.
6. Students and families must follow all guidelines set forth in this document and by SCSD staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all SCSD computers whether on or off the school campus.
8. All files stored on SCSD equipment or the network are property of the district and may be subject to review and monitoring.
9. The term “equipment” or “technology” refers to tablets, batteries, power cord/chargers and cases. Each piece of equipment is issued as a learning resource. The conditions surrounding this equipment can be equated to those of a textbook or a school-issued calculator.
10. Students are expected to keep the PLD in good condition. Failure to do so may result in bills to families for repair or replacement.
11. The tablet manufacturer’s warranty will cover manufacturing defects during the 1st year of normal use of the PLD.
12. Students are expected to report any damage to their PLD as soon as possible. This means no later than the next school day.
13. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

14. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
15. All users are expected to follow existing copyright laws and educational fair use policies.
16. Students may only log in under their assigned username. Students may not share their password with other students.
17. Students may not loan their assigned PLD to other students for any reason. Students who do so are responsible for any loss of components.
18. PLDs come with a standardized image already loaded. Students may not install their own software unless approved by the technology department.
19. All students have access to an Office 365 account to store data. It is the responsibility of the student to back up critical files regularly to this location.
20. Any failure to comply with the District's Acceptable Use Policy and this Personal Learning Device Agreement may result in disciplinary action. SCSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
21. SCSD reserves the right to repossess the PLD at any time.
22. SCSD Technology Support Services does not provide support for personal/home equipment.

### **Parent/Guardian Responsibilities**

SCSD makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the laptops in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

### **Personal Learning Device Rules and Guidelines**

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned computer. In general, this requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

- **Acceptable Use Procedures**  
General Guidelines: All technology must support learning, follow local, state, and federal laws and regulations and be appropriate for school (*or* for the school environment).
- **PLD Use, Care, and Classroom Routines**
  - Always use two hands to carry the PLD or place in a backpack or protective case.
  - Never leave the PLD unattended for any reason.
  - Log-off or lock the computer before you change classes.
- **Email for Students**  
All SCSD students are issued a Microsoft Outlook Office 365 email account. Outlook allows students to safely and effectively communicate and collaborate with SCSD staff and classmates, giving them an authentic purpose for writing.
  - The effective use of email is...
    - A 21st Century communication tool.

- Used in careers and higher education settings.
    - A way to meet the National Educational Technology Standards (NETS).
  - Guidelines and Reminders:
    - Email should be used for learning purposes only.
    - Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students 'email. All e-mail and all contents are property of the district.
    - Email should only be used by the authorized owner of the account.
    - Students need to protect their passwords.
  - Unacceptable Use Examples:
    - Non-education related forwards (e.g. jokes, chain letters, images).
    - Harassment, profanity, obscenity, racist terms.
    - Cyber-bullying, hate mail, discriminatory remarks.
    - Email for individual profit or gain, advertisement, or political activities.
- **Using PLD at School**
  - Listening to music, watching movies and online gaming on your PLD is not allowed during school hours without permission from the teacher. Permission will be given only for media used to support school work.
  - PLDs will not be setup to print at school. Students should email their work to a teacher or print items to their OneNote notebook of choice.
- **Using PLD at Home**
  - Listening to music on your PLD is allowed at home with permission from parents/guardians.
  - Watching movies on your PLD is allowed at home with permission from parents/guardians.
  - Online gaming is allowed at home if all the following conditions are met:
    - The content of the game is school appropriate.
    - You have permission from your parent/guardian.
    - The game is in support of education.
    - All school work is complete.
    - No download of any kind is needed.
- **Web Cams**
  - Each student PLD is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st century communication skills.
    - Examples of Use: Web cams are to be used for learning purposes only, under the direction of a teacher. Examples include accessing remote classroom lessons and/or taking pictures or videos to include in a project and/or recording a student giving a speech and playing it back for rehearsal and improvement.
- **Desktop Backgrounds and Screensavers**
  - Any images set as the desktop background must comply with the [Acceptable Use](#) guidelines.

- Inappropriate media may not be used as a PLD background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or images prohibited by the District's Code of Conduct or the Acceptable Use Policy will result in disciplinary action and/or loss of PLD privileges.

### **Actions Requiring Disciplinary Actions**

Misuse of PLD has the potential to warrant/result in disciplinary consequences. Discipline is progressive. Low-level, first-time infractions will have lesser consequences than subsequent infractions or infractions that are more serious in nature. Examples of progressive disciplinary steps may include, but are not limited to, Teacher/Administrator warning, In-class consequence, School-based consequence, Parent contact, Short-term to long-term confiscation of PLD and Suspensions.

Examples of actions requiring disciplinary actions:

- Email, instant messaging, internet surfing, computer games during class (off-task behavior)
- Cutting and pasting without citing sources [Plagiarism]
- Damaging, defacing, or endangering laptop or accessories [Vandalism, property damage]
- Using profanity, obscenity, racist terms [Inappropriate language]
- Presence of pornographic material, inappropriate files, or files dangerous to the integrity of the network
- Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities/lobbying; or for excessive personal use.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
- Unauthorized downloading or installing software, games, music, images, videos, or other media.
- Attempts to defeat or bypass the district's Internet filter and/or device security software.
- Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- Willfully and/or maliciously damaging PLD hardware and/or related peripherals.
- Attempting to access the BIOS.
- Using the network for illegal activities, including copyright, license, or contract violations.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
- Gaining unauthorized access anywhere on the network.
- Revealing personal information of one's self or others, without the permission and supervision of their parents or a school staff member, over the internet.
- Invading the privacy of other individuals.
- Using another user's account or password or allowing another user to access your account or password.

- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the network.
- Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.
- Attempting to access or accessing sites blocked by the District’s filtering system.
- Sending or forwarding social or non-school related email.

### PLD & Internet Security

- Two primary forms of security exist: PLD security (antivirus and antimalware) and internet filtering. Each of the PLDs has a security program installed on it. SCSD strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the SCSD network. Internet Filtering at SCSD maintains an on-site/off-site internet filtering software package. This program automatically filters all student access to the internet.
- Parents should be aware that students using their own personal devices from home **Are Not Internet Filtered**. To that extend, SCSD is **not** responsible for providing security software (antivirus and antimalware) to those personally owned devices. The internet filtering (at home) and the security protection of those devices is the owner’s responsibility.

### Damage, Lost or Stolen SCSD Equipment

**Financial Responsibility - The circumstances of each situation involving damage and lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment.**

Occasionally, unexpected problems do occur with the PLDs that are not the fault of the user (computer crashes, software errors, etc.). The Technology Support Services team will assist students with having these fixed. These issues will be remedied at no cost.

The following fees apply to damaged devices and accessories

Device Type	1st Damage Occurrence Repair Cost	2nd Damage Occurrence Repair Cost	3rd Damage Occurrence Repair Cost
iPad	\$75.00	\$150.00	\$225.00
Surface Go	\$138.00	\$275.00	\$413.00
Dell Latitude	\$129.00	\$258.00	\$387.00
Keyboards	\$25.00	\$50.00	\$75.00
Chargers	\$8.00	\$15.00	\$23.00

The following fees apply to lost and/or beyond repair devices and accessories (keyboards, chargers etc.) For example, if the district paid \$100.00 for the device and if the device is lost or broken beyond repair within the first year, the fee would be \$100.00 (100% of the purchase cost), or if in the second year, the fee would be \$75.00 (75% of the purchase cost), or if in the 3rd year, the fee would be \$50.00 (50% of the purchase cost) etc.

Age of Device	Depreciated Replacement Cost
1st Year	100% of Purchase Cost
2nd Year	75% of Purchase Cost
3rd Year	50% of Purchase Cost
4th Year	25% of Purchase Cost

### Lost or Stolen Equipment

- If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.
- If the equipment is stolen, a police report must be filed, and a copy of the report must be provided to the school by the student or parent in a timely manner. If there is no clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s). Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for the full replacement cost to the student.

### PLD Accessories

- The family will be responsible for replacing a lost or damaged charger or keyboard with one that meets the specifications of the PLD. The technology department can provide specifications for acceptable chargers.

### PLD Loaner

- Temporary replacements, known as “loaners”, are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner while issued to them. The same rules and regulations apply to loaners as to the PLD originally issued to the student.