LYNBROOK
TABLET INITIATIVE
INFORMATION
PACKET

ABSTRACT
The following document explains the goals and expectation of the middle school & high school “One to World” Initiative.

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Dear Parent/Guardian,

Lynbrook Public Schools is very pleased to offer our “One to World” tablet initiative to all middle school and high school students, and we are very excited to offer this learning opportunity.

All the students entering grade six through twelve will receive a district issued computer, and it is our expectation that your child will responsibly use the device and will protect it from harm. For every device purchased, the district purchased a warranty that fully protects against manufacturer defects and limited coverage for accidental breakages. Any breakages beyond that are considered out of warranty, are the financial responsibility of the family.

Students are expected to protect their devices and return them safely along with any accessories provided by the district (chargers, protective cases, sleeves, etc.). If additional breakages continue, families are expected to compensate for the cost of replacement.

For detailed information about the program please visit our website at Lynbrook - One to World Tablet Initiative. If you have any questions or concerns about the “One to World” program, please contact Neil MacDermott.

Yours truly,

Neil MacDermott
Instructional Technology Coordinator
Lynbrook Union Free School District
(516) 612-5447
Neil.macdermott@lynbrookschools.org
Network Acceptable Use Agreement

The Lynbrook School District has actively pursued making advanced technology available to our students and staff. Lynbrook has established a computer network to facilitate this goal. Likewise, the District has also secured online services and other cloud-based resources to assist with these learning objectives. We believe this digital technology will help propel the Lynbrook School Community into the Information Age.

Acceptable Use

The purpose of the District's technology, including access to the Internet, online services secured by the District, and other cloud-based resources, is to facilitate communications in support of research and education by providing access to unique resources and opportunities for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District.

The District endeavors to provide and maintain a school environment and computer network that is free from harassment, bullying and discrimination. Accordingly, the District expects all network users to comply with applicable anti-discrimination laws at all times. This includes, but is not limited to, compliance with the Dignity for All Students Act ("DASA") as well as the District's policies and regulations pertaining to harassment, bullying and discrimination.

Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, expressions of bigotry, racism or hate, or material protected by trade secret.

Privilege

The use of the District's technology, including access to the Internet, online services secured by the district, and other cloud-based resources, is a privilege and not a right. Inappropriate use, including any violation of this acceptable use agreement, may result in cancellation of this privilege. The District reserves the right to deny, revoke, or suspend user accounts.

There is no right to privacy when utilizing the District's technological resources including but not limited to the use of district email and the use of the district network to access the Internet, online services secured by the district, and other cloud-based resources. The District has established a network filtering system and implemented other monitoring software that has the ability to track and create reports regarding specific individuals' use of network resources. These tracking reports may be used to enforce the acceptable use of the district's technological resources on the part of its users. The District may provide these reports to law enforcement in the course of criminal investigations.

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to modify, harm, or destroy data of another user or the computer network itself. This provision extends to any online service or cloud-based resource provided by the District. This includes the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference with another user's work. Harassment includes, but is not limited to, the sending of unwanted email or other electronic communications.
Users are encouraged to report incidences of online harassment, bullying, and vandalism as they become aware of them. Reports may be made through the District’s Reportit.com account or directly to the Coordinator of Instructional Technology.

Security

Security of the District’s network and related online services and other cloud-based resources is a high priority. Users must never allow others to use their login information. Users must also protect their password(s) and regularly change it (them) in accord with District technology practices to ensure system security and their own privilege and ability to continue to use the system. Users are responsible for all activity that occurs under their user name and password. If a user thinks that his or her login credentials have been compromised, then it should be reported immediately to the Technology Office. Any person who uses the login information of another user will be subject to disciplinary action including but not limited to suspension or cancellation of the user’s account.

Encounter of Controversial Material

Users may from time to time encounter material which is controversial, and which users, parents, teachers or administrators may consider inappropriate or offensive. While the District provides a system that seeks to limit such exposure, this system is not capable of blocking all such material at all times. It is a user’s responsibility not to initiate access to such material and to immediately disengage from such content when encountered. Students must also immediately report any encounter with such materials to their teacher who will report the incident to the Coordinator of Instructional Technology.

Penalties for Improper Use

Any user violating these acceptable uses of the district technology, including the District network, online services secured by the District, and other cloud-based resources are subject to loss of network privileges and other disciplinary procedures. Any questions regarding this agreement should be directed to the Coordinator of Instructional Technology.

Classroom and Computer Lab Usage

- All students should be assigned to a computer station or laptop. If an issue occurs, you will know who was using each computer that day.
- Classrooms and shared computer labs must always be supervised while students are in the room. Students should be instructed to wait outside the room until their teacher arrives.
- Lessons occurring in the computer labs should end approximately five minutes before the end of the period to provide ample time for students to save their work, log off and clean up their work area. Subsequently, teachers should inspect the computer equipment. Regular inspection of the equipment while the students are present sends a message to students that the staff takes note of use/misuse of the equipment. Any damage should be reported promptly to the building principal.
- If a computer repairs needed, send an email to "HELPDESK". Fully describe the problem as best you can.
Use of Copyrighted Material

It is the intent of the District that all employees abide by current copyright laws. Copyrighted materials in all forms, including electronic or printed material, should not be reproduced unless rights are granted by the copyright holder or the use meets the doctrine of "fair use". General "fair use" guidelines for classroom instruction include spontaneity (using material one or two times, such as a recent newspaper article), brevity (using parts of a document instead of the whole work). Copyright owners are not to be deprived of rightful earnings.

Further information on "fair use" is available from the US Copyright Office at http://www.copyright.gov. For help determining if an item falls within the realm of "fair use," please discuss your use with the building librarian.

Acceptable Use Agreement Questions

If you have any questions or comments about these email and network usage guidelines, please contact the Assistant Superintendent for Finance, Operations, and Information Systems. If you do not have any questions, the Lynbrook Union Free School District presumes that you understand and are aware of these guidelines and will adhere to them.
Tablet User Agreement

The Lynbrook Union Free School District ("District") hereby loans to the undersigned Student one tablet computer, charger cord, and protective sleeve for the Student’s use during the 2021-22 school year in connection with school-related work and assignments subject to the following terms and conditions.

Student Use of Equipment:
All District-issued tablets are treated as school computers under the District’s Computer Network and Acceptable Use Policy and are to be used for school-related work according to your teachers’ instructions and the guidelines set forth below. The District retains sole title and right of possession to the equipment. The District retains the right to repossess and withdraw authorization for further use of the tablet without any prior notice. The District also retains the right to collect and/or inspect the tablet at any time without any prior notice and to alter, add or delete installed software.

Student Responsibilities:
1. You must adhere to the District’s Computer Network Agreement and the Computer Network and Acceptable Use Policy provided to you by the District when using the tablet.
2. Inappropriate and/or illegal use of the tablet is improper and considered to be unauthorized and may result in suspension of your right to use the tablet and/or disciplinary action pursuant to the District’s Code of Conduct and/or referral to law enforcement as the situation may warrant.
3. You may not alter or delete school issued tablet applications ("apps"), school files, filters or system preferences on the tablet without your teacher’s express permission.
4. You may not download social networking applications, including but not limited to Facebook, Instagram, Twitter and the like.
5. You must bring your tablets to school fully-charged every day of the school week or as required by your teachers and instructors.
6. When using your tablet on the District’s wireless network, you must login using your school-issued user ID and password. You are not permitted to share your passwords with anyone other than your parents or guardians.
7. You are responsible for taking proper care of your tablet, both at school and at home. You must keep the tablet locked in your locker when it is at school and not in use. You must keep the tablet in a secure location when it is not at school. You must keep the equipment clean and dry.
8. You are not permitted to remove any identification or serial numbers from the equipment. You may not add other stickers, labels, tags, or markings of any kind to it.
9. You are not permitted to let anyone use your tablet, other than your parents or guardians for reviewing school related work.
10. You are required to report any problems, damage or theft immediately to a teacher or staff member. All repairs must be made by District technicians.
11. Any student owned applications, music, photos, and the like must be removed from the device prior to collection of the tablets by the District at the end of the year. The District will not be responsible for loss of personal apps, music, photos, and the like on the tablet.
12. Students are responsible for the protection and return of a properly functioning tablet, charger, keyboard at the end of the academic year.
13. Students are issued a protective case and carry sleeve for their device. Lost or damaged equipment is the responsibility of the family.
Parent Responsibilities:
1. You agree to purchase a one-year insurance policy through the district to cover theft and loss of the device. Terms of the insurance policy are posted on the district’s technology website.
2. You agree to return (or pay for the replacement of) the tablet and accessories, within 10 business days of the announced due date, or immediately if your child ceases attending Lynbrook schools. You also agree to pay for any repairs required because of your child’s misuse of the tablet.
3. You are encouraged to review the content of your child’s tablet on a regular basis to ensure that your child is utilizing the device in accordance with District policy and this tablet user agreement.
4. You individually, and on behalf of your child, waive and release the District, the Board of Education, its agents, officers and employees from any and all claims and damages of any nature arising from your child’s use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the tablet, including but limited to using the tablet for purposes unrelated to school work and assignments. For example, cyberbullying a peer by posting inappropriate comments/pictures in or on the internet or in collaborative workspaces.
5. The District utilizes a modern filtering system which protects students while on the district network. That filtering system is embedded in the tablet and will work in home and at school. You understand that, it is impossible for the District to restrict access to all inappropriate materials which may be accessed from the tablet, and you will not hold the District responsible for materials accessed on the network. You hereby individually, and on behalf of your child, waive and release the District, the Board of Education, its agents, officers and employees from any and all claims and damages of any nature arising from your child’s use of the tablet and material accessed on the network or Internet, including but not limited to content that may be considered inappropriate.
6. It is the Student/Parent’s responsibility to return the tablet and all related equipment on the announced due date and in the same condition issued, with normal wear and tear excepted as determined by the District. [Note: if the student is withdrawn from school, it is the responsibility of the parents to return the device to the student’s home school or District Office – 111 Atlantic Avenue]
7. The full replacement cost of the equipment will be charged to the student’s family if the tablet and all related equipment are not returned within 10 business days of the announced due date.
8. Breach of the above rules may result in loss of the privilege of using the equipment.

District Responsibilities:
The District reserves the right to:
1. Monitor tablet activity, including internet access or intranet access on the school's file servers.
2. Make determinations on whether specific uses of tablets are consistent with the District's policies.
3. Suspend the student’s access to the District’s network and/or use of the tablet if at any time it is determined that the student is engaged in unauthorized activity or is violating District policies.
4. Impose disciplinary action of a violation of the District’s Computer Network and Acceptable Use Policy while using the tablet, pursuant to the District’s Code of Conduct and/or referral to law enforcement as the situation may warrant.

Warranty & Insurance
Damage of Equipment:
1. In the event of any damage, the district will submit the device to the manufacturer for repair. All of the district tablets are covered under extended care warranties. Any cost of any damage not covered by the warranty is the responsibility of the student’s family.
2. Students are expected to safely use the tablets and protect them from harm. At the building principal’s discretion, a student’s privilege to take the device home may be rescinded.

Loss of Equipment
1. All families are required to purchase theft/vandalism insurance before devices are allowed to leave the school premises.

Required Paperwork
1. Each family must submit
   a. a signed Acceptable Use/Tablet User Agreement form
   b. a payment in the amount of twenty-seven dollars ($27) made out to Lynbrook Public Schools — include student name in the memo field.
Guidance

I. All families must sign and return the combined Acceptable Use Policy Agreement & Tablet User Agreement Form

II. All families strongly encouraged to purchase Theft/Vandalism Insurance
   i) Check for $27 made out to “Lynbrook Public Schools”
   ii) Please include the full student name in the MEMO field of your check
Worth Ave. Group Insurance Coverage

Lynbrook Union Free School District (Lynbrook, NY) has chosen Worth Ave. Group as the vendor of choice to insure school issued Microsoft Surface Pro i3 given to students and faculty. Insurance with Worth Ave. Group will protect the device against THEFT and VANDALISM. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off school grounds). The policy is also transferable to a replacement unit.

About Us

Worth Ave. Group is affiliated with National Student Services, Inc. Since 1971, WAG has been the leader in providing personal property insurance designed specifically for students, faculty and staff of colleges and universities. Our expertise has now expanded to include K-12 education, businesses and individuals. Our corporate Headquarters is located in Stillwater, Oklahoma. We are licensed in all states, including Alaska and Hawaii. Our underwriter, Hanover Insurance Company in Worcester, Massachusetts, has an Excellent rating of A from A.M. Best Company, an organization rating insurance companies based on operating performance and financial strength.

Coverage Options

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Unlimited Incidents For:

- Theft
- Vandalism

Please make all checks payable to:

Lynbrook Public Schools

Please include: Full student name in the MEMO field of the check

Worth Ave. Group

www.worthavegroup.com

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