



Building Bridges for today's students to cross into tomorrow's world with equity, innovation and optimism

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Susan Yom
Superintendent of Schools

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Dear Parents and Guardians,

Re: Devices for Students for 2023-2024 School Year

We are pleased to be launching a one-to-one initiative again this school year to enhance student learning by providing every student with 24/7 access to a mobile learning device to be used for educational purposes.

This one-to-one initiative is designed to provide students with access to a wide array of resources to support their learning in the District.

Students in grade K-8 will receive a Dell Chromebook and all high school students will receive a Dell laptop. The devices are being loaned to the students until the earlier of when they graduate or otherwise leave the District. The use of personal devices requires prior authorization and permission from school administration.

Please be aware that any damage to, or theft or loss of the device or charger must be reported to the District immediately.

The full replacement cost of the device will be charged to the student and his or her parent/guardian if the device is not returned within 30 days after the date on which the student graduates or otherwise leaves the District, whichever occurs earlier.

Kindly review, sign, and have your child bring the attached consent form in order to receive their device. We will be discussing the rules and responsibilities with the students. In addition, we ask that you and your child review and discuss all of the student expectations on the next pages.

Thank you for your cooperation.

Superintendent of Schools

Nyack Public Schools Device Loan Usage Agreement

This Device Loan Usage Agreement, which sets forth the guidelines and expectations for student use and possession of District owned devices, shall be signed by a parent/guardian and student and will be kept on file in the office of the Technology Department. A copy will be given to the parent/guardian upon request.

Each student will receive one (1) device (Chromebook or Dell Laptop) and a charging cable. Students are responsible for the safety and upkeep of all equipment.

The devices are being loaned to the students until the earlier of when they graduate or otherwise leave the District.

Any damage, theft or loss of or to the device or charger must be reported to the District immediately.

Throughout a student's possession of the device, it is the sole property of Nyack Public Schools. The device and charger must be returned upon graduation or leaving the district for any reason, whichever occurs earlier, in the condition in which it was given, reasonable wear and tear excepted. The full replacement cost of the device will be charged to the student and his or her parent/guardian if the device is not returned within 30 days after the date on which the student graduates or leaves the district, whichever occurs earlier.

Student Expectations

1. Student use of devices is subject to the rules and regulations outlined the District's Acceptable Use Policy (AUP) for technology. Use of devices for any purpose other than educational use may violate the AUP and may result in the loss of device privileges and/or disciplinary action which may include detention, suspension, or expulsion. Specifically, the following uses are prohibited:
 - a. Accessing pornographic or obscene content;
 - b. Downloading, uploading, sending, or importing inappropriate content;
 - c. Illegal use or transfer of copyrighted materials to a school owned computer;
 - d. Sharing of any passwords for any reason, other than with a teacher or staff member;
 - e. Students may not remove any filters, parental controls or monitoring applications installed on the device;
 - f. All software or peripherals installed or provided for use with the equipment shall be used only in conjunction with the use of equipment as authorized in this contract, and the student/parent/guardian agree that they will not uninstall, copy or transfer such software or peripherals or use them for any other purpose.
2. Devices are to be used solely for school-related work. Students may not add, modify, or delete files, applications, filters or system preferences on school equipment unless directed to do so by a District teacher or staff member. It is the responsibility of each student to ensure that any student-loaded files and applications do not consume device memory needed for instructional or educational requirements.
3. Never leave a device unattended. Unattended devices, if found in school, will be collected and stored in the Technology Department office in the District office.
4. When not in your personal possession, the device should be in a secure, locked environment.

5. Never expose a device to long-term temperature extremes or direct sunlight. An automobile is not a good place to store a device.
6. Students shall refrain from drinking or eating around their device or using liquids in close proximity to the device. In the event the device needs to be cleaned, a soft, slightly water dampened, lint-free cloth may be used. Students shall refrain from getting moisture on the device, particularly keyboard, battery and ports. Under no circumstance shall window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives be used to clean the device. Use of unapproved cleaners may damage the device.
7. Avoid using any sharp object(s) on or near the device.
8. Avoid placing weight on the device.
9. Never throw or slide the device.
10. Be aware your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
11. Each device has the ability to be remotely located and the application indicating the location of the device shall be turned on at all times. Modifying, disabling or attempting to disable the locator is a violation of the District's Acceptable Use Policy and will result in immediate revocation of the student's device use.
12. Please be aware that each device has a unique identification number and at no time are the numbers or labels be modified or removed.
13. Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device solely rests with that individual. Do not carry a device that belongs to another student.
14. You are responsible for your device. Please understand that the device is an electronic device and care must be exercised when handling the device. Devices must be carried responsibly in the closed position. Devices should not be carried in a student's book bag without being in a secure laptop case. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
15. All students are responsible for bringing their school-issued devices fully charged to school every day along with their chargers.
16. The device must be situated securely on the working surface at all times.
17. Students must follow all directions given by the teacher regarding device use in class.
18. The District reserves the right to check the devices at any time for inappropriate use. The devices remain the property of the district, which has the right to confiscate and search any device at any time.
19. Students are required to turn their devices in at the end of each school year for maintenance. Students who leave the district through transfer or graduation are responsible to turn in their devices and charger. Failure to do so will result in a charge for a replacement device/charger.
20. Students must use their school-issued devices. Personal devices are not allowed without consultation with and permission of the School administration as personal devices present the following challenges:
 - a. Personal devices pose a threat to our network security;
 - b. Personal devices are on a different Wi-Fi network which hinders student access and course continuity;

- c. Personal devices cannot access all programs/apps that are deployed to our students; and
- d. District IT staff are not permitted to troubleshoot issues on personal devices.

A NOTE TO PARENTS: When a school device is taken home, the student will have access to internet sites. The District's Acceptable Use Policy is in effect at all times, including times the device is taken home by the student. In accordance with the District's AUP, the student is not allowed to visit websites that are not educationally related or not in compliance with that policy. Although the District's internet filter will be active at home it is important that parents monitor their child's use of the device appropriately.

Violation of the above expectations or the District's AUP may result in a loss of student's access to a District owned device or the internet privileges through the District.

*****Additionally – If your child did not return their device at the end of the school year they must bring that device back in at the start of the school year. *****

Signature of Agreement

I have read all of the details of this Device Loan Usage Agreement and the District's Acceptable Use Policy and agree to abide by all of the above terms and conditions.

Student Signature

Date

Print Student Name

Parent/Guardian Signature

Date

Print Parent Guardian Name