



Digital Device User Agreement

Bainbridge-Guilford Central School District

18 Juliand Street
Bainbridge, NY 13733
©2022

Dear Parent/Guardian & Student:

The focus of the Digital Device Program at Bainbridge-Guilford Central School District is to provide tools and resources to the 21st Century Learner. One of the learning tools of these 21st Century students is a digital device. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The individual use of a digital device is a way to empower students to maximize their full potential and prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with digital devices integrates technology into the curriculum anytime, anyplace, to support and enhance instruction and learning. Students are granted technology privileges to be used as a tool for research, collaboration, creation, presentation, management, composition, and communication. The use of technology at BGCSD is a privilege, not a right, and inappropriate use may result in the cancelation of those privileges.

The procedures, policies, and information within this document apply to all digital devices used at Bainbridge-Guilford Central School District, including any other device or accessories considered by the administration to come under this document. Teachers may set additional requirements for use in their individual classrooms. It is the School District's intent to have the digital devices used as an educational tool that will continue to prepare all of our students to be 21st Century Learners, in addition to being College and Career Ready. If you have any questions regarding the Digital Device User Agreement, please do not hesitate to contact the respective building's Main Office.

Sincerely,

William Zakrajsek
High School Principal

Jennifer Henderson
Greenlawn School Principal

Linda Maynard
Guilford School Principal

Table of Contents

<u>Content:</u>	<u>Page(s)</u>
General Overview	2
Table of Contents	3
Receiving Your Digital Device & Check-In	4
Receiving Your Digital Device	
Digital Device Check-In	
Acceptable Use Policy	4-5
Parent/Guardian Responsibilities	
Student Responsibilities	
Student Activities Strictly Prohibited	
Digital Device Care and Responsibility	
Legal Propriety	
Taking Care of Your Digital Device	6
General Precautions	
Using Your Digital Device at School	6
Digital Devices Left at Home	
Digital Devices Undergoing Repair	
Charging Your Digital Device’s Battery	
Screensavers	
Home Internet Access	6
Inspection	6
Software on Digital Devices	6-7
Sound, Music, Games or Programs	
Originally Installed Software	
Additional Software	
Procedure for Re-loading Software	
Software Upgrades	7
Student Discipline	7
Digital Device Identification	7
Repairing or Replacing Your Digital Device	7
Claims	
Damaged, Lost, or Stolen Devices	8
BGCSD Parent/Student Pledge for Digital Device Use	8
BGCSD Digital Device User Agreement	9
Additional Documents	10-12
BGCSD Parent/Student Pledge for Digital Device Use (School Copy)	
BGCSD Parent/Student Digital Device User Agreement (School Copy)	

Receiving Your Digital Device & Check-In

Receiving Your Digital Device

Digital Devices will be distributed during students' classes. Students must complete the Digital Driver's License course. Parents/Guardians and students must sign and return copies of the Digital Device Student Pledge and User Agreement documents before the digital device will be allowed to be taken home.

Digital Device Check-In

Digital Devices and accessories will be returned during the student's last week of school during student check-in so they can be examined for serviceability. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Bainbridge-Guilford Central School for any other reason must return their individual, school-issued digital device on the date of termination.

Acceptable Use Policy

The use of the Bainbridge-Guilford Central School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Bainbridge-Guilford Central School District is not transferable or extendible by students to people or groups outside the district. It is intended for individual use only, and unauthorized family and non-family use is prohibited. This privilege terminates when a student is no longer enrolled in the Bainbridge-Guilford Central School District. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Bainbridge-Guilford Central School District's Acceptable Use Policy, as well as the Student Handbook, shall be applied to student infractions. Students may not compromise the operating system of the device and/or software applications of the device. Students may not take any actions that would void the warranty of the device. Devices with recording capability must not be used to impinge upon the privacy of students and staff. **Violations may result in disciplinary action for students, (reference Student Discipline section). When applicable, law enforcement agencies may be involved.**

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and music.
- Should you want your student to opt-out of taking their digital device home, you will need to indicate this on the Digital Device User Agreement and understand that your student is still responsible for meeting the course requirements.

Student Responsibilities

- Students should always turn off and secure their digital devices after they are done working to protect their work and information.
- Students will return their digital devices per the established schedule at the end of their academic school year. Students, who graduate early, withdraw, are suspended, or terminate enrollment at Bainbridge-Guilford Central School District for any other reason must return their individual school digital device on the date of termination.

Student Activities Strictly Prohibited

- Changing digital device settings (exceptions include font size, brightness, etc.).
- Downloading non-academic apps.
- Deleting academic apps without authorization.
- Accessing or capturing inappropriate or pornographic content.

- Harassment, cyber-bullying, or sexting using any digital device.
- Capturing video, photo, or audio content of faculty, staff, or students without prior authorization by a faculty member or administrator.
- Giving out your login information or using another's password.

Digital Device Care and Responsibility

Students will be held responsible for maintaining their individual, school-issued digital devices/ accessories and keeping them in good working order. Students will be responsible for any damage to the digital device/ accessories.

- Digital devices must be fully charged and ready for school each day. When charging, be sure to place the device in an area that will prevent people from tripping over the power cord, thus resulting in personal injury or damage to the device.
- Do not store the digital device with other materials. Keep it separate from textbooks, sporting equipment, and other heavy objects that could potentially damage the screen or the device.
- Do not add any stickers or other decorative items that would alter the appearance of the device unless you have purchased an approved protective cover.
- Never leave the device unattended.
- Handle with care. Do not leave it overnight in the car, extreme heat and cold will damage the device.
- Keep food and drink away from the digital device.
- **Do not hold the digital device by the screen and be sure to close it before walking with it.**
- Care should be taken when cleaning the device. Only static-free, microfiber, soft cloths should be used. No solvents, solutions, chemicals, or other liquids should be used.
- Digital devices/accessories that malfunction or are damaged must be reported to the Library. The school district will be responsible for repairing digital devices that malfunction.
- Do not drop, toss, or throw digital devices from any distance. You must always place your digital device on a secure surface.
- Digital devices that have been intentionally damaged by students will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs or replacement of digital devices.
- Digital devices that are stolen or lost must be reported immediately to the Assistant Principal's office within 24 hours.
- In the event of theft, a report must be filed with the NYS Police Department by the parent/guardian of the student that was issued the device with a copy submitted to Bainbridge-Guilford Central School District. Failure to return the digital device will result in the filing of a Theft Report with the NY State Police Department by the Bainbridge-Guilford Central School District, and civil or criminal charges may be filed.
- Individual, school-issued digital devices and accessories must be returned to the designated location at the end of each school year.
- If a student fails to return the digital device at the end of the school year or upon the termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the digital device.

Legal Propriety

- Students must comply with trademark and copyright laws, and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Bainbridge-Guilford Central School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

Taking Care of Your Digital Device

Students are responsible for the general care of their school-issued digital devices. Digital devices that are broken or fail to work properly must be taken to the Library for an evaluation of the equipment.

General Precautions

- The digital device is school property and all users will follow these procedures and the Acceptable Use Policy for technology.
- Cords and cables must be inserted carefully into the digital device to prevent damage.
- Digital devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Bainbridge-Guilford Central School District.
- Digital devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their digital device battery charged for school each day.

Using Your Digital Device at School

Students may use their school-issued digital devices during specific courses and select study halls for educational purposes only.

Digital Devices Left at Home

If a student leaves the digital device at home, he or she is responsible for getting the course work completed and may have the opportunity to sign out a device for the day. If a student repeatedly (three or more times, as determined by any staff member) leaves the digital device at home, they will be required to return it to the Library and then “check out” their digital device from the Library daily for three weeks.

Digital Device Undergoing Repair

Loaner digital devices may be issued to students when they leave their school-issued digital devices for repair in the Library. There may be a delay in getting a digital device should the school not have enough to loan.

Charging Your Digital Device’s Battery

Digital devices must be brought to school each day in fully charged condition.

Screensavers

Inappropriate media may not be used as a screensaver or background photo. This includes any media that violates the Bainbridge-Guilford Central School District Code of Conduct, including, but not limited to: the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures that will result in disciplinary actions.

Home Internet Access

Students are allowed to set up wireless networks on their school-issued digital devices.

Inspection

Students’ school-issued digital devices are subject to inspection at any time, without notice, and remain the property of the Bainbridge-Guilford Central School District.

Software on Digital Devices

Sound, Music, Games, or Programs

Music is allowed on the digital device for educational purposes and can be used at the discretion of the teacher. Additional software should be educationally appropriate.

Originally Installed Software

The software/apps originally installed by Bainbridge-Guilford Central School District must remain on the

digital devices in usable condition and always be easily accessible. From time to time, the school may add software applications or extensions for use in a particular course. The licenses for this software require that the software be deleted from digital devices at the completion of the course.

Additional Software

Bainbridge-Guilford Central School District will sync the digital devices so that they contain the necessary apps for schoolwork. Students will not sync digital devices or add apps to their assigned digital devices.

Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Bainbridge-Guilford Central School installed apps are discovered, the digital device will be restored from backup. The school does not accept responsibility for the loss of any software, apps, extensions, documents, pictures, videos, or other content deleted due to a reformat and reimage.

Software Upgrades

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their school-issued digital devices for periodic updates and syncing.

Student Discipline

If a student violates any part of the Acceptable Use Policy, he or she will be subject to consequences as outlined herein and, in the Bainbridge- Guilford Central School District Student Code of Conduct.

Digital Device Identification

Student digital devices will be labeled in the manner specified by the school. Digital devices can be identified in the following ways:

- Record of the serial number and correlated asset tag.
- Bainbridge-Guilford Central School inventory label.
- **Students are prohibited from tampering with all school tags that are present on their digital devices.**

Repairing or Replacing Your Digital Device

If students or parents/guardians wish to carry their own additional personal insurance to protect the digital device in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the digital device computer. Most insurance companies will require a rider for electronics.

Claims

All claims for accidental damage and maintenance must be reported to the library (high school), or classroom teachers (elementary) for servicing within 24 hours.

In cases of theft or loss, students or parents/guardians must notify the main office of their child's building within 24 hours and a police report will be filed. The tracking system will then be activated to locate the digital device.

Damaged, Lost, or Stolen Devices

Students will be financially responsible for the damages to their digital devices including, but not limited to broken screens, cracked plastic pieces, inoperability, etc.

All repairs necessary on a digital device will be handled by the Bainbridge-Guilford Central School District. Any repairs not authorized by the Bainbridge-Guilford Central School District may void the warranty of the device.

Bainbridge-Guilford Central School District Parent/Student Pledge for Digital Device Use

- I will take good care of my school-issued digital devices.
- I understand that this is my device throughout my academic career at BGCSD.
- I will never leave my school-issued digital device unattended.
- I will never loan my school-issued digital device to other individuals.
- I will know where my school-issued digital device is at all times.
- I will charge my school-issued digital device's battery daily.
- I will keep food and beverages away from my school-issued digital device.
- I will not disassemble any part of my school-issued digital device or attempt to make any repairs.
- I will not use my school-issued digital device non-educationally for social media, messaging, communication, entertainment, gaming, taking and sending personal pictures, audio, video, etc.
- I will not place decorative stickers, markings, drawings, or labels that are not the property of the BGCSD on my digital device.
- I will not deface the serial number digital device sticker on any digital device.
- I will use my school-issued digital device in ways that are appropriate, meet Bainbridge-Guilford Central School District's expectations, and are educational.
- I understand that my school-issued digital device is subject to inspection at any time, without notice, and remains the property of the Bainbridge-Guilford Central School District.
- I will follow the information outlined in the Digital Device User Agreement, and the BGCSD's Student Code of Conduct while on campus, as well as off-campus.
- I will file a police report, in addition to a report from the Bainbridge-Guilford Central School District, in the case of theft, vandalism, and any other acts covered by insurance.
- I will be financially responsible for all damage to, or loss of the digital device, power cords, and/ or any other accessories.
- I agree to return the digital device, power cords, and any other accessories in good, working condition.
- I agree to return the digital device at the end of the academic school year.
- **I agree to the stipulations set forth in the Digital Device User Agreement for the duration of my academic career at BGCSD.**

Individual school-issued digital devices and accessories must be returned to the Bainbridge-Guilford Central School District at the end of each academic school year. Students who graduate early, withdraw, are suspended, or terminate enrollment at the Bainbridge-Guilford Central School District for any other reason must return their individual school-issued digital device on the date of termination.

Bainbridge-Guilford Central School District Parent/Student Digital Device User Agreement

In this agreement, “we,” “us,” and “our” means the District. “You” and “your” means the parent/guardian and student enrolled in the Bainbridge-Guilford Central School District. The “property” is a digital device owned by the BGCS D with an assigned serial number.

Terms: You will read, understand and sign this Parent/Student Digital Device User Agreement before taking temporary possession of the Property. You will comply at all times with the BGCS D’s Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession, effective immediately, and the District may repossess the property. Violations may also subject the student to disciplinary action according to the Code of Conduct.

Title: Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement.

Software: Any software and/or applications will be installed as needed by the BGCS D. All installed software must be educationally appropriate. Failure to comply may terminate your rights of possession, effective immediately, and the District may repossess the property. Failure to comply may also subject the student to disciplinary action in accordance with the School District’s Code of Conduct. You may, however, set up wireless networks on your device for use when not on school grounds.

Loss or Damage: Accidental damage may be covered by the insurance policy secured by the District on school property. If the damage is intentional or negligent, you are responsible for the reasonable cost of repair or its replacement. On-campus loss or damage must be reported immediately to administrative personnel. Off-campus loss or theft must be reported within 24 hours to the appropriate law enforcement authority. A copy of the report filed with law enforcement must be turned in to school administrators by the next school day.

Search: At all times, the device and any software installed on the device remains property of the BGCS D. As such, neither students nor parents have any expectation of privacy in the data stored on the device. District representatives retain the right to search digital media associated with the device. This media will include specifics such as the local hard drive, USB storage Devices, and portable memory cards.

Repossession: If you do not fully comply in a timely manner with all terms of this Agreement, including the timely return of the property, the District shall be entitled to declare you in default and report the device as stolen to local law enforcement. If a transfer to another school takes place, you will have 48 hours to return the digital device to the Assistant Principal’s Office.

Term of Agreement: Your right to use, and possession of, the Property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation: Your failure to return the property in a timely manner, and the continued use of it for non-school purposes without the District’s consent, may be considered unlawful appropriation of the District’s Property and will subject you to criminal prosecution or a civil action for recovery of the Property, monetary damages, or both.

Duration: You will be subject to the Digital Device User Agreement Terms and Conditions for the duration of your academic career at BGCS D. Any updates to the Digital Device User Agreement will be available on the school’s website and parents/guardians will be notified.

**Bainbridge-Guilford Central School District
Parent/Student Pledge for Digital Device Use (School Copy)**

- I will take good care of my school-issued digital device.
- I understand that this is my device throughout my academic career at BGCSD.
- I will never leave my school-issued digital device unattended.
- I will never loan my school-issued digital device to other individuals.
- I will know where my school-issued digital device is at all times.
- I will charge my school-issued digital device's battery daily.
- I will keep food and beverages away from my school-issued digital device.
- I will not disassemble any part of my school-issued digital device or attempt to make any repairs.
- I will not use my school-issued digital device non-educationally for social media, messaging, communication, entertainment, gaming, taking and sending personal pictures, audio, video, etc.
- I will not place decorative stickers, markings, drawings, or labels that are not the property of the BGCSD on my digital device or provided case.
- I will not deface the serial number digital device sticker on any digital device.
- I will use my school-issued digital device in ways that are appropriate, meet Bainbridge-Guilford Central School District's expectations, and are educational.
- I understand that my school-issued digital device is subject to inspection at any time, without notice, and remains the property of the Bainbridge-Guilford Central School District.
- I will follow the information outlined in the Digital Device User Agreement and the BGCSD's Student Code of Conduct while on campus, as well as off-campus.
- I will file a police report, in addition to a report from the Bainbridge-Guilford Central School District, in the case of theft, vandalism, and any other acts covered by insurance.
- I will be financially responsible for all damage to or loss of the digital device, power cords, and/ or any other accessories.
- I agree to return the digital device, power cords, and any other accessories in good, working condition.
- I agree to return the digital device at the end of the academic school year, or upon the date of termination of enrollment for any reason.
- **I agree to the stipulations set forth in the Digital Device User Agreement for the duration of my academic career at BGCSD.**

Student's Name (please print): _____

Student's Signature: _____ **Date:** _____

Parent's/Guardian's Name (please print): _____

Parent's/Guardian's Signature: _____ **Date:** _____

**Bainbridge-Guilford Central School District
Parent/Student Digital Device User Agreement (School Copy)**

(PLEASE PRINT ALL INFORMATION)

Student's Name: _____

Parent's/Guardian's Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Parent's/Guardian's Email: _____

In this agreement, “we,” “us,” and “our” means the District. “You” and “your” means the parent/guardian and student enrolled in the Bainbridge-Guilford Central School District. The “property” is a digital device owned by the BGCS D with an assigned serial number:

Terms: You will read, understand and sign this Parent/Student Digital Device User Agreement before taking temporary possession of the Property. You will comply at all times with the BGCS D’s Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession, effective immediately, and the District may repossess the property. Violations may also subject the student to disciplinary action in accordance with the School District’s Code of Conduct.

Title: Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement.

Software: Any software and/or applications will be installed as needed by the BGCS D. All installed software must be educationally appropriate. Failure to comply may terminate your rights of possession, effective immediately, and the District may repossess the property. Failure to comply may also subject the student to disciplinary action in accordance with the School District’s Code of Conduct. You may, however, set up wireless networks on your device for use when not on school grounds.

Loss or Damage: If the damage is intentional or negligent, you are responsible for the reasonable cost of repair or its replacement. On-campus loss or damage must be reported immediately to administrative personnel. Off-campus loss or theft must be reported within 24 hours to the appropriate law enforcement authority. A copy of the report filed with law enforcement must be turned in to school administrators by the next school day.

Search: The device and any software installed on the device remain the property of the BGCS D. As such, neither students nor parents have any expectation of privacy in the data stored on the device.

District representatives retain the right to search digital media associated with the device. This media will include specifics such as the local hard drive, USB storage devices, and portable memory cards.

Repossession: If you do not fully comply in a timely manner with all terms of this Agreement, including the timely return of the property, the District shall be entitled to declare you in default and report the property as stolen to local law enforcement. If a transfer to another school takes place, you will have 48 hours to return the digital device to the Assistant Principal's Office.

Term of Agreement: Your right to use, and be in possession of, the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation: Your failure to return the property in a timely manner, and the continued use of it for non-school purposes without the District's consent, may be considered unlawful appropriation of the District's property and will subject you to criminal prosecution or a civil action for recovery of the property, monetary damages, or both.

Instructions: Please check the appropriate box and Sign Below

<input type="checkbox"/>	<p>My child is allowed to bring his or her assigned Chromebook home.</p> <p>I understand the terms and conditions of the Bainbridge Guilford Digital Device User Agreement. I will support my child in upholding them.</p>
--------------------------	---

<input type="checkbox"/>	<p>My child is not allowed to bring a school-owned device home.</p> <p>My child may only use the device during the school day. I understand and agree to all of the terms and conditions in the Bainbridge Guilford Digital Device User Agreement.</p>
--------------------------	---

Parent/Guardian Signature

Date

Student Signature

Date