

# North Shore Central School District

## iPad Policies, Procedures, and Other Information 2018-2019

The focus of the iPad program within the North Shore Schools is to provide tools and resources to the 21st Century Learner. Increasing access to technology is essential for that future, and one of the learning tools to accomplish this goal for our students will be the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum, providing students with valuable learning opportunities that otherwise would not be accessible.

The policies, procedures and information within this document apply to all iPads used within the North Shore Schools, as well as any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

***IMPORTANT: The following pages of this document must be signed and returned only to CENTRAL OFFICE before a student may receive an iPad:***

***Page 35: iPad Protection Plan***

***Page 36: iPad MOU***

***Page 37: Student AUP Agreement***

***Page 38: Parent AUP Agreement***

Please visit <http://www.northshoreschools.org/ipad> to find the most current versions of all iPad-related forms, paperwork, and policies.

## 1. RECEIVING/RETURNING YOUR IPAD

Upon successful completion of paperwork and protection plan payment, all 5<sup>th</sup> – 12<sup>th</sup> grade student are eligible to receive the following equipment:

Apple iPad (\$299)

Genuine Apple iPad Power Adapter (\$20)

Genuine Apple Lightning to USB Charging Cable (\$20)

Otterbox Protective Case (\$45)

Once issued, individual **student iPads and all related accessories including case, charger, and cable (Hereafter collectively referred to as “iPad ”)** will remain in the possession of each student throughout his or her entire enrollment at North Shore. Students will always retain their iPads during all school breaks and at the end of each school year unless otherwise specified. Students are expected to return every September from summer break with his or her iPad.

Students that are in 12<sup>th</sup> grade or the Life Skills program and are graduating from the District must turn in their iPads prior to leaving North Shore. Cap and gowns will only be issued to a graduating student upon receipt of his or her iPad. **District iPad Protection Plans do not cover lost or missing iPads in this circumstance.**

Students who graduate early, withdraw, are expelled, or terminate enrollment within the North Shore Schools for any other reason must return his or her individual school iPad to the Technology Office on or before the date of departure from the District. Failure to do so will result in a withholding of final student grades or academic transcripts until the iPad is returned or the District is reimbursed for the full cost of the iPad (\$299) and all related accessories (\$85). **District iPad Protection Plans do not apply towards this type of loss.**

Similarly, if a departing student returns an iPad that was not covered by a District protection plan in damaged or non-working condition, he or she will be responsible for reimbursing the full cost of replacing that iPad. Failure to return the iPad or provide the District with reimbursement in either case will also result in a theft report being filed with the local Police Department. The student may additionally be subject to criminal prosecution or civil liability.

## 2. IPAD AND RELATED ACCESSORY CARE

Students are responsible at all times for the general care of their District iPad. **Students must take the necessary precautions at all times when his or her iPad is not in use on by storing it in a secure location.** iPads that are damaged or fail to work properly must be taken to the Technology Office or the building's computer lab for an evaluation of the equipment.

### 2.1 General Precautions

- The iPad is school property and all students will follow the District's Technology Acceptable Use Policy (hereafter referred to as "AUP") for iPads and technology within the North Shore Schools ([http://www.northshoreschools.org/boe/Policies/4000\\_series.pdf#page=78](http://www.northshoreschools.org/boe/Policies/4000_series.pdf#page=78)).
- Students are responsible for keeping their iPad battery sufficiently charged for school each day.
- The charging cable must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not placed on the iPad by the North Shore Technology Department.
- Labels that have been placed on the iPad by the Technology Department must not be removed.
- **The iPad must never be removed from its protective case at any time.**
- Students should never run or roughhouse in any way with an iPad in his or her possession.
- **iPads must never be left in an unlocked locker, visible in a car, or any other unsupervised area.**
- If a student brings his or her iPad to a Physical Education period or after-school athletics event, he or she is responsible for storing the iPad in a secure, locked location.

**Violation of any of the above precautions may result in the nullification of any protection plan that covers the iPad.**

### 2.3 Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure placed on top of it. Students must observe the following precautions:

- Do not lean any part of your body on the top of the iPad when it is closed.
- Do not place anything near or on top of the iPad that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.
- Do not place the iPad in-between any books or other class materials.
- Only use a clean, non-abrasive cloth to clean the screen, and no cleansers of any type.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc.
- Do not drop the iPad on tables, chairs, couches, beds, cushions, etc., even from a short height.

### 3. USING YOUR IPAD AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

#### 3.1 iPads Left At Home

If students leave their iPad at home, they are responsible for completing the coursework as if they had their iPad present. The technology department will not be responsible for providing any student with a loaner iPad for devices that are left home under any circumstances.

#### 3.2 iPad Hardware Defects

If an iPad becomes unusable due to a hardware defect that is **NOT** caused by accidental damage, misuse, or mishandling of the iPad, a replacement unit will usually be issued to a student within the same day **provided that the student drops off the iPad to his or her building's computer lab at or before 9 AM**. Any iPad undergoing repairs as a result of accidental damage, misuse, or mishandling of the iPad will be replaced under the terms and conditions set forth in the District's iPad replacement policies.

#### 3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged state. Students need to charge their iPads each evening by plugging them into an electrical wall outlet only with the supplied genuine Apple iPad power adapter. The technology department will not be responsible for providing any student with a loaner iPad or power adapter for devices that are not charged under any circumstances.

#### 3.4 Home Internet Access

Students are permitted to configure additional wireless networks on their iPads for use at home. However, students are not permitted to configure or use non-District wireless networks while in District. Any attempt to do so will be treated as a violation of the District's AUP and will result in the confiscation of the iPad and further disciplinary actions.

## 4. MANAGING YOUR FILES & SAVING YOUR WORK

All students are issued a District iPad with the understanding that **backing up all data on his or her iPad is the exclusive responsibility of each student**. The Technology Department cannot be held responsible for, nor guarantee the success of the recovery of any data from an iPad that has been accidentally damaged or erased as a result of a hardware failure or student misuse.

### 4.1 File Management / Backing Up

There are several methods that the District recommends for managing data on the iPad:

- Email: Most iPad productivity apps support the ability to email copies of Word documents, PowerPoints, spreadsheets, PDF's, images, or other common file types. Students and teachers can exchange course-related files through their school-supplied e-mail accounts.
- iCloud: Students are strongly encouraged to enable and use Apple's iCloud backup service with their personal Apple ID's. iCloud will automatically back up data and user settings on a student's iPad, and can make recovery of data possible in the event of loss or damage to the device.
- Cloud-Based Services: Students also have the option to utilize any number of free cloud-based options such as Google Drive, OneDrive, Dropbox, or others. The District will allow the use of such services by students on their iPads, but the District cannot be held responsible for the support of these services or the data that the students may store on these services.

### 4.2 Network and Student Email Connectivity

The North Shore School District makes no guarantee that the wireless network will be accessible 100% of the time or fully responsive in all building locations as it relates to latency and speed, nor can it guarantee the uninterrupted availability of student email services. In the event that either provided service is inaccessible or performing poorly/unpredictably, the District will not be responsible for lost or missing data.

## 5. APPS/EBOOKS/OTHER MEDIA ON IPADS

### 5.1 General Guidelines

- Music, videos, images, and non-educational apps loaded onto the iPad may not be opened, accessed, displayed, or played back at any time in class unless otherwise specified by the teacher for instructional purposes.
- Presence of guns, weapons, pornographic materials, vulgar language, alcohol, drug, gang related symbols or other inappropriate elements found in a student's apps and other will be treated as a violation of the iPad AUP and result in the confiscation of the student's iPad and further disciplinary actions.
- All sound on the iPad must be muted at all times in class unless otherwise specified by the teacher for instructional purposes.

### 5.2 Apple ID

All students are required to establish a personal Apple ID to use for downloading apps and backing up data on his or her iPad to iCloud. This Apple ID may be tied to any email address owned by the student, as well as his or her District-issued email address. **It is the sole responsibility of each student to maintain the login details of his or her Apple ID.**

### 5.3 District-Provided Content

The District will provide at its own expense commercial apps, ebooks, and other media that it deems to be educationally relevant to students. All such content provided by the District must remain on the iPad and be accessible at the request of classroom teachers. The District may offer additional content for use in a particular course at the request of a classroom teacher or curriculum director.

### 5.4 Self-Service/App Store

Each iPad will come pre-loaded with an app called Self-Service that provides a District-curated front-end to the App Store. Self-Service will permit students to download approved commercial apps directly to his or her iPad at no cost. The District will not provide multiple copies of any commercial content to students.

All students will be responsible for using Self-Service or the App Store to acquire any commercial or free content that is requested by his or her teacher. Specific commercial content such as ebooks will not be available to the student through Self-Service. The Technology Department will be responsible for coordinating the loading of all ebooks onto student iPads.

## **5.5 Circumvention of Managed Settings**

All student iPads are initially provisioned by the Technology Department for the purposes of managing District iPads in a secure and organized fashion. Any attempts by students to circumvent any District management settings through software alterations, restoration or jailbreaking will be treated as a violation of the District's AUP and result in the confiscation of the student's iPad and further disciplinary actions.

Provisioning profiles are assigned to all District iPads in order to provide limited tracking and remote management capabilities for the technology department. All Middle School iPads are also assigned parental control passcodes to block use of downloaded games and instant messaging. **Deliberately removing of any of the provisioning profiles or locking the iPad through efforts to crack the parental controls passcode may additionally result in the nullification of any protection plan that covers the iPad.**

## **5.6 Inspection/Recall**

Students may be selected at random to provide their iPad for inspection or recall by the Technology Department at any time. Summer recalls may also occur for one or more entire grades if acceptable use changes require that all iPads are updated to remain in compliance.

## **5.7 Reloading Deleted Content**

If a student deletes commercial content from his or her iPad that was provided by the District through Self-Service, or if the student iPad need to be replaced with a new unit, it is the responsibility of the student to download all missing data from the App Store or from a backup. The District will not provide new copies of any commercial content to students. A student must use the same Apple ID to recover all District-provided content. If an ebook is deleted from a student's iPad, he or she must return the iPad to the Technology Department for reloading and allow a 24-hour period of time for completion and pick-up.

## **5.8 Software/App Updates**

All students are exclusively responsible for updating any apps or software on his or her District iPad. Subsequent app updates or downloads for 5<sup>th</sup> grade students must be coordinated with each building's computer lab aide.

Specific District-controlled content such as ebooks may only be updated by the Technology Department. Students that wish to receive this update must drop off his or her iPad to the Technology Department, and allow a 24-hour period for completion and pick-up.





## 6. ACCEPTABLE USE

The use of North Shore School District's technology resources is a privilege, not a right. The privilege of using any technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, as well as the District AUP, privileges may be terminated, access to the school District technology resources may be denied, and the appropriate disciplinary action shall be applied. The North Shore School District's Student Code of Conduct shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

### 6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards they 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 radio. Establish a policy of digital responsibility at home with your child's use of his or her iPad. If necessary, parents may also enforce appropriate iPad use through the iPad's Parental Controls settings. **Please be aware that the District is not responsible for managing parental controls or the associated passcode if you opt to enable them on your child's iPad.**

Parents or guardians are also expected to be familiar with the contents of this handbook, select his or her preferred iPad protection plan option, and complete and submit all necessary paperwork and payments to Central Office in a timely fashion to avoid delays in issuing your child's iPad.

### 6.2 District Responsibilities

- Provide Internet and student email service to students with District iPads.
- Provide Self-Service to allow students free access to required commercial apps.
- Provide in-District Internet filtering of inappropriate materials as required by CIPA.
- Provide technical support to aid students in iPad troubleshooting and replacements.

### 6.3 Students Responsibilities

- Use his or her District iPad in a responsible and ethical manner.

- Obey general school rules concerning behavior and communication that applies to iPad use.
- Use his or her iPad in an appropriate manner so as to not damage it.
- Secure his or her iPad when not in use to protect against loss or theft.
- Keeping his or her iPad in the District-issued protective case at all times.
- If a student receives email or other communications containing inappropriate or abusive language, or if the subject matter is questionable, the student must report the incident to his or her building principal.
- Report any damage, loss, or theft of his or her iPad to the Technology Department as soon as it is discovered.
- Turn in to the Technology Department any unattended iPads that are discovered on school grounds.
- Students who graduate early, withdraw, are expelled, or terminate enrollment for any other reason must return their individual school iPad on or before the date of enrollment termination.
- Create and maintain a personal Apple ID for use with iCloud and app redemptions.
- Enroll his or her iPad with Apple’s iCloud backup service and enable “Find my iPad” location services.

#### **6.4 Student Activities Strictly Prohibited**

- Illegal transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of plagiarism sites or services offering term papers, book reports, exam answers, or any other forms of student work.
- Messaging services, social media, games, or any other Internet service in class without the express permission of the classroom teacher.
- Use of social media or messaging services to bully, harass, or intimidate others.
- Use of peripherals for external data access without prior approval from the Technology Department.
- Installation of profiles on his or her iPad that are not from the District.
- Changing of iPad settings so as to cause damage or inaccessibility to the device from District staff.
- Jailbreaking/hacking his or her iPad.
- Use of apps or other content in class that is in violation of the District’s AUP or creates a disruption to the instructional environment.

- Transmission of inappropriate, obscene, intimidating, or otherwise harassing content.
- Use of the iPad as a concealed recording device of another party that has not given explicit consent to be recorded.
- Gaining unauthorized access to any other user's accounts, email, or other data.
- Exchanging iPads with other students, and/or switching iPad identification labels to conceal damage.
- Use of the school's Internet/email accounts for financial or commercial gain or any illegal activity.
- Use of anonymizing and/or masquerading communication proxy services.
- Students are not permitted to release personal information for any reason over the District's network.
- Participation in fraud, forgery, identity theft, or other forms of illegal behavior.
- Any malicious attempts to vandalize or destroy District hardware, software, or data.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the North Shore Internet filter through the use of a VPN or web proxy.

## **6.5 iPad Care**

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order and available for class as required by teachers.
- iPads must be charged and ready for school each day.
- Only labels or stickers approved by the North Shore Technology Department may be applied to the iPad.
- All iPad accessories furnished by the school District must be used with only normal wear and no alterations.
- iPads that experience a hardware malfunction or are damaged by accidental student misuse or mishandling must be reported immediately to the Technology Department.
- Students will be responsible for the full cost of replacing an iPad (\$300) that is damaged intentionally through vandalism or gross negligence, and any protection plan's provisions will be rendered void.
- iPads that are lost stolen must be reported immediately to the Technology Department. The student must attempt to locate the iPad within 24 hours of the reported incident, after which he or she must file a police report if the iPad remains missing. The report must be sent to Central Office for processing before a replacement iPad process can begin.

## 7. PROTECTING & STORING YOUR IPAD

### 7.1 iPad Identification

Student iPads are uniquely assigned to a student in the following ways:

- iPad labeled with asset tag barcode number
- Record of iPad serial number
- Setup of student email account
- Completion of District's AUP by parent and student
- Enrollment of iPad in District's mobile device management server
- Installation of District's provisioning profiles on iPad

### 7.2 Storing Your iPad

When students are not using their iPads in school, they should be stored in their lockers.

Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home and should never be left unattended or in the possession of another person.

### 7.3 iPads Left in Unsupervised Areas

**Under no circumstances should iPads be left in unsupervised areas.** Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. iPads that are reported as lost or stolen as a result of being left unattended in an unsupervised area may result in the nullification of any protection plan that covers the iPad.

If an iPad is lost or found in an unsupervised area, **it must be returned to the building's computer lab of District's Technology Office.** The recovered iPad will only be released to the student that it is assigned to.

## 8. REPLACING AN IPAD

### 8.1 Cost of Replacements

Should the damaged iPad NOT be covered by a District protection plan, the student will be responsible for the replacement value of an iPad (\$299). This includes but is not limited to:

- Broken or scratched screens
- Inoperability from jailbreaking
- Dented bezels/raised glass
- Stuck volume buttons
- Damaged charging port
- Damaged headphone jack
- Inoperable home buttons
- Pinched Wi-Fi antenna
- Cracked/damaged protective case
- Frayed charge cables
- Broken power adapter
- Lost or stolen items

**Damaged or lost accessories such as protective cases (\$45), power adapters (\$20), and charge cables (\$20) will always be invoiced for the actual replacement cost or require replacement by the student, as none of these items are covered by the District protection plan.**

The District has 2 options for protecting against iPad damage or loss:

- **District Protection Plan/Retainer Agreement**
- **Bring your own device (available to High School students only)**

**Under no circumstances should a parent attempt to repair a damaged District iPad with a third-party service. This will result in the nullification of a protection plan or retainer agreement, and parents will assume the full cost of replacement (\$300).**

### 8.2 District Protection Plans

*NOTE: The most current versions of iPad replacement paperwork are always available on the District's website: <http://www.northshoreschools.org/ipad>*

District iPad Protection Plans are available for students and parents to cover the full replacement cost of a District iPad (**excluding accessories such as power adapter, charger cable, and protective case**) in the event of theft, loss, or accidental damage.

**Protection plans are available for purchase from the beginning of the school year to June 1<sup>st</sup>.** After this date, students will have to wait until the start of the new school year before reporting a damaged or missing iPad. Please note that availability of Technology Department staff will vary during extended holidays and breaks, which may result in unexpected delays to processing new protection plan requests.

The details of District Protection Plans are as follows:

- **The protection cost is \$50.00\* (non-refundable)** to cover the full cost of one iPad replacement (\$299) incident. **Protection plans do not cover the loss of any iPad accessories (power adapter, charge cable, protective case),** and the student or parent assumes full responsibility for replacement or reimbursement of these items in all circumstances. Any attempt to repair the iPad with a third-party service will result in the nullification of the protection plan, and parents will assume the full cost of replacement.
- Once purchased, a protection plan will be linked to a specific iPad and “follow it” indefinitely across all school years. The protection plan coverage will also extend into the summer break and other vacation periods throughout the school year. Once that specific iPad with the linked protection plan is damaged or reported as missing/stolen, that protection plan is then considered “consumed” by the iPad loss. A new protection plan must be purchased prior to receiving a replacement iPad. This new protection plan will subsequently link to the new iPad and follow it in the same way.
- **Students who graduate, withdraw, are expelled, or terminate enrollment within the North Shore Schools for any other reason must return his or her individual school iPad to the Technology Office on or before the date of departure from the District. Protection Plans cannot be applied towards this type of loss.**
- **A limit of two District protection plans\*\*** may be purchased for any one student in perpetuity of his or her North Shore enrollment from 5<sup>th</sup> grade to graduation. This counter does not reset between school years, and the record of iPad damage or loss follows the student through the end of his or her enrollment at North Shore.

- If a student consumes two iPad replacement/protection plan cycles and requests a **third iPad, a retainer agreement** must be initiated between the parent/guardian and the District. The retainer agreement acts the same way as the protection plan by linking to the replacement iPad and following it indefinitely across all school years. The retainer agreement coverage will also extend into the summer break and other vacation periods throughout the school year.
- A security deposit via a check or money order for \$300 made payable to North Shore Schools will be required as a condition of establishing the retainer agreement before the replacement iPad can be issued to the student.
- If the student under a retainer agreement returns his or her iPad to the Technology Department at or before the end of his or her North Shore enrollment without damage to the device, the full deposit of \$299 will be returned to the parent.
- If a student under a retainer agreement reports his or her iPad as lost or stolen, or does not return it at the end of his or her North Shore enrollment, or returns it with visible or operational damage, the full \$299 deposit will be forfeit to the District and not reimbursed under any circumstances. If any related accessories are not returned, applicable fees will be deducted from the deposit for each missing accessory item.
- If an iPad is deemed intentionally lost or damaged as a result of pre-meditated student negligence or misuse, any District protection plan or retainer agreement covering that iPad will be rendered void and the student will incur the full cost of replacement.
- **A police report must be filed by a parent or guardian in response to a missing or stolen iPad within 24 hours of the incident occurring.** This process is discussed in detail in the next section. A copy of the report must be sent to Central Office for processing before a replacement iPad process can begin.

**\* The FIRST \$50 Protection Plan fee will be waived for students whose families qualify for and are registered with the District for Free and Reduced Lunch**

**\*\* Students whose families qualify for and are registered with the District for Free and Reduced Lunch are not subject to this protection plan limit. If at any time a student's free and reduced lunch registration is denied or revoked, the protection plan limit will be reinstated.**



***IMPORTANT: All iPad replacement forms, payments, or police reports must be reported only to Lois Straber in Central Office. All other District teachers and staff will be explicitly instructed to not accept any forms or payments from students, and the District cannot be held responsible for any monetary loss that results in a student not following these procedures.***

District Protection Plans and all associated paperwork or payments must be submitted to Central Office prior to receiving a District iPad:

**North Shore CSD  
Attn: Lois Straber  
112 Franklin Avenue  
Sea Cliff, NY 11579**

Any additional questions not covered in this section may be referred to Lois Straber at 516.277.7815 or [straberl@northshoreschools.org](mailto:straberl@northshoreschools.org).

### **8.3 Bring Your Own Device (High School Only, iPads Only)**

All high school students may opt to use his or her personal **iPad (Air or later generation)** by enrolling in BYOD. Parents and students that choose this option are subject to the following conditions:

- A student in BYOD will not be eligible for a District iPad or any related accessories (power adapter, charge cable, and protective case). If a student is currently in possession of a District iPad and wishes to enroll a personal iPad into BYOD, he or she must turn in the District iPad and all related accessories to the Technology Department.
- **BYOD does not allow for use of any electronic device in District other than an iPad.** A laptop, cell phone, or other tablet model will not be permitted access to any North Shore network assets or use of the District's wireless network.
- A student in BYOD must agree to allow the Technology Department to configure his or her personal iPad with settings to ensure compatibility and security when using the District's network. These settings include the **installation of provisioning profiles that enrolls the iPad into a mobile device management server** which enforces the use of a passcode, provides access to a Self-Service portal, provides a passphrase to the wireless network, and adheres to a device naming convention.
- The District reserves the right to deny and prevent the use of any personal iPads that are jailbroken or modified in any way, or if they possess software that may be used to

inflict harm, circumvent security, or gain unauthorized access to network assets for any reason.

- **Parents or guardians of a student that opts to enroll in BYOD must sign a separate Hold Harmless form that indemnifies the District against any loss or damage to personal iPads that are being used on school property, or damage or loss that occurs to personal iPads at any school-related functions that do not take place on school property.**

## 9. IPAD REPLACEMENT POLICY

**IMPORTANT: iPad replacements will be handled from the beginning of the school year to June 1<sup>st</sup>. After this date, students will have to wait until the start of the new school year before reporting a damaged or missing iPad.**

*Please allow 24-48 hours lead time for each step in this process, as timeframes may vary depending upon staff availability.*

### **9.1 iPad Damage**

If a student damages his or her iPad (cracked glass, broken buttons, etc.), it must be delivered for evaluation **by that student** with the District-issued protective case to the following locations by building:

High School: Computer Lab (Mr. Torre)

Middle School: Library Office (Mr. Spampinato)

Glen Head: Computer Lab (Ms. Statile)

Glenwood Landing: Computer Lab (Ms. Barry)

Sea Cliff: Computer Lab (Ms. Tanner)

- It is important that **any cracked glass be reported immediately** due to the danger of the glass breaking into small shards and injuring a student.
- **Do not deliver damaged iPads to classroom teachers, guidance counselors or building secretaries under any circumstances, as this will cause delays in the process or potential loss of the iPad.**

### **9.2 iPad Loss**

If a student **loses** his or her iPad, the following steps must be taken **within 24 hours of the loss**:

- The student or parent must report the loss to the designated person in his or her building (detailed above), and agree to spend a period of **24 hours backtracking** to locations visited with the iPad during the previous day's activities.
- If the student is enrolled in iCloud/Find My iPad, the student must log into the portal at <https://icloud.com> and attempt to locate the iPad as part of the search effort.
- If the iPad is still missing after this search, the parent must file a police report with the **3rd Police Precinct (214 Hillside Ave, Williston Park, 11596)** that documents the loss. The number for the operator is **516.573.6300**.
- A copy of the completed police report must be submitted to Central Office for review.

### **9.3 Central Office Notification**

If a damaged iPad is found to require replacement or an iPad is still reported as lost after 24 hours of search, the Technology Office will notify Central Office of the incident:

- Central Office will mail paperwork to the parent's home address for completion.
- If you do not receive mailed paperwork within this timeframe, the most current iPad forms and policies can also be downloaded at <http://northshoreschools.org/ipad>.
- If this is a **first replacement iPad**, the paperwork will require parents to submit a non-refundable payment of **\$50 protection payment** to cover the new iPad.
- If this is a **second replacement iPad**, Central Office will contact the parents to discuss payment and liability options for a new iPad.

### **9.4 Paperwork/Payment**

Paperwork received by parents must be completed and submitted in full with payment to the following address by regular mail or in-person delivery:

**North Shore CSD**  
**Attn: Lois Straber**  
**112 Franklin Avenue**  
**Sea Cliff, NY 11579**

- Payments must be made payable to **North Shore CSD** and may be personal check or money order only.
- **Do not submit paperwork or payment to classroom teachers, guidance counselors, or building secretaries under any circumstances, as this will cause delays in the process or potential loss of the paperwork and payment.**
- Upon receipt of the paperwork and payments, Central Office will review and ensure that all submissions are verified as accurate and complete.
- Central Office will send a receipt of successful submission of paperwork and payment via postal mail.
- If either paperwork or payment is incomplete or missing, Central Office will notify the parent of the required corrections.

### **9.5 New iPad Pickup**

Once paperwork and payment are verified, Central Office will notify the Technology Office that the student is cleared to receive a replacement iPad:

- A replacement iPad will be provisioned for the student.
- If the student attends the High School, his or her new iPad will be available for pick-up from **each building's computer lab**.

- If the student attends the Middle School, his or her new iPad will be **delivered to the student by the building's computer lab aide.**

### **9.6 Accessories**

**The District will issue only one charge cable and one power adapter per issued iPad.** All costs to replace lost iPad power adapter or cables are the responsibility of the student.

## 12. District Technology Acceptable Use Policy

4526-E.2

NORTH SHORE SCHOOL DISTRICT

COMPUTER NETWORK

ACCEPTABLE USE POLICY

Please read the following before signing the attached legally binding contract.

### Introduction

Internet access is now available to students, teachers, staff, administrators, and community members in the North Shore School District. The District's goal in providing such access is to promote educational excellence in the North Shore Schools by facilitating resource sharing innovation, and communication. The District regards this access as a privilege, not a right.

The North Shore School District's Wide Area Network Computer Network is an electronic network with accesses to the Internet, an electronic highway connecting thousands of computers and millions of individual subscribers throughout the world. It provides access to electronic mail (e-mail) communication, news from libraries and other research institutions, public domain and shareware of types, and discussion groups on a variety of topics.

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 the school setting. The North Shore School District has taken available precautions, which are limited to filter access to objectionable materials. However, it is impossible to control access to all materials and information on the Internet.

Because we firmly believe that 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 educational goals of the District, we have developed the following guidelines for acceptable use. In general, these guidelines require that end users (students, faculty, administrators, community members and staff) utilize the Network in an efficient, ethical and legal manner. The failure of any user to comply with the District's Acceptable Use Policy may result in disciplinary action as well as suspension and/or revocation of access privileges, and/or legal action.

A user's signature on the attached legally binding Contract Agreement and Application for a North Shore School District Internet Account indicates that the user has carefully read and fully understands this Introduction and the Terms and Conditions of Acceptable Use that follow.

### North Shore School District Network – Terms and Conditions for Acceptable Use

1. A student's account can only be used to research information in support of his or her education.
2. All users must abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. You must not write or send messages meant to abuse, harass, intimidate or defame others.
- b. You must use appropriate language. This means that you must not swear or use vulgarities.
- c. You must not attempt to receive, transmit or make available to others obscene, offensive or sexually explicit material.
- d. You should never reveal your personal address or telephone number, and you must never reveal the address or telephone of anyone else.
- e. You must not use the Network in any way that might disrupt the use of the Network by others. Examples of this include, but are not restricted to:
  - i. Downloading extensive files;
  - ii. Sending mass e-mail messages or transmitting or propagating chain letters;
  - iii. Annoying others by using chat functions or instant messaging unless instructed by a teacher as part of an instructional project.
- f. You must not create or spread viruses, degrade system performance, disrupt service or damage files.
- g. You must never access someone else's account. You must not use another person's email account at anytime.
- h. You must immediately notify the system administrator if you think you have identified a security problem. You must not talk about this security problem, or demonstrate it to other users.
- i. You must not attempt to login to the North Shore District Network as a system administrator.
- j. You must not vandalize any computer software, data of another user on the North Shore Network or any information connected to the North Shore Network.
- k. You must not vandalize any computer hardware, hardware peripherals, furniture or materials in any of the computer rooms, classrooms or library.
- l. You must not give out or allow the use of your personal network password(s). You must not log-on with any other password than your own.
- m. You must not change, add or delete a preference file or system file at any time.
- n. You must not attempt to gain unauthorized access to any file, resources, or computer or phone systems (including those of the District).
- o. You must not use the Network to play or download games, movies, or other forms of entertainment.

There is NO PRIVACY GUARANTEE for electronic mail (e-mail) or any use of the District Computer Network. Students, faculty, administrators, community members and staff must understand that e-mail and the Network are not guaranteed to be private and that the Network is the sole property of the District. Consequently, the system administrator may examine the account, e-mail and disks, files, etc. used in conjunction with the District Network of any user. Moreover, student violations of the Acceptable Use Policy will be immediately reported to the student's parents and may result in disciplinary action.

Use of another organization's networks or computing resources must comply with the rules of the District Network and such other network. Illegal activities are strictly prohibited. Information pertaining to or implicating illegal or unlawful activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Users must respect all intellectual and property rights and laws.

In accord with the Copyright Act of 1976, a user may make "fair use" of a copyrighted work for purposes of criticism, comment, news reporting, teaching, scholarship, or research. Of course, students must always avoid plagiarism.

Use of the District Network for day-trading, on-line auctions, commercial activities by for-profit institutions, product advertisement, or for commercial gain is also prohibited.

Reliability - The North Shore School District makes no warranties of any kind, whether expressed or implied, and assumes no responsibility as to the quality, availability, or reliability of the service it is providing. Users navigate the Internet and use information at their own risk. The District will not be responsible to any user for any damages sustained or incurred in connection with the use, operation or inability to use the District Network, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the District's own negligence, errors or omissions (even where the District has been advised of the possibility of such loss), or those of the user.

The terms and conditions stated in this Policy reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the state of New York and the United States of America.



## 15. Computer Network & Internet Safety Policy 4526

### COMPUTER NETWORK FOR EDUCATION

The Board of Education is committed to optimizing student learning. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer related technology in district classrooms

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide intra-district, regional, statewide, national and global communication opportunities for staff and students.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility.

The Superintendent of Schools shall establish regulations governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and those regulations. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

The Superintendent shall be responsible for designating a Director of Technology to oversee the use of district computer resources. The Director of Technology will prepare in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

The Director of Technology, working in conjunction with the building principals, assistant superintendents and superintendent shall develop for the Board's approval a comprehensive multiyear technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Adoption date: June 15, 2006

COMPUTER NETWORK FOR EDUCATION  
REGULATION

The following rules and regulations govern the use of the district's computer network system and access to the Internet.

I. Administration

- The Superintendent of Schools shall designate a Director of Technology to oversee the district's computer network.
- The Director of Technology shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
- The Director of Technology shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network at the building level with all network users.
- The Director of Technology shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations governing use of the district's network.
- The Director of Technology shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.
- All student agreements to abide by district policy and regulations and parental consent forms shall be kept on file in the office of the district director of technology.

II. Internet Access

- Students will be provided access during class time; during the school day when the students are not in class; and before or after school hours
- Students will be provided with classroom accounts.
- Students may browse the World Wide Web, provided that district approved filters are operational
- Students may not participate in chat rooms.
- Students may read news groups.
- Students may not construct their own web pages using district computer resources.
- Students will have class/group e-mail address.
- Students are allowed to belong to mailing lists
- A staff member will be required to monitor all of these activities.

### III. Acceptable Use and Conduct

1. A student's account can only be used to research information in support of his or her education.
2. All users must abide by the generally accepted rules of network etiquette, including but not limited to the following:

YOU MUST: immediately notify the system administrator if you think you have identified a security problem, do not show or demonstrate it to other users.

#### DO NOT!!!:

- a. write or send messages meant to abuse, harass, intimidate or defame others.
- b. use inappropriate language. This means that you must not swear or use vulgarities.
- c. attempt to receive, transmit or make available to others obscene, offensive or sexually explicit material.
- d. reveal your personal address or telephone number, or the address or telephone of anyone else.
- e. use the Network in any way that might disrupt the use of the Network by others. Examples of this include, but are not restricted to:
  - i. Downloading extensive files;
  - ii. Sending mass e-mail messages or transmitting or propagating chain letters;
  - iii. Annoying others by using chat functions or instant messaging unless instructed by a teacher as part of an instructional project.
- f. create or spread viruses, degrade system performance, disrupt service or damage files.
- g. access someone else's account. You must not use another person's email account at anytime.
- h. attempt to login to the North Shore District Network as a system administrator.
- i. vandalize any computer software, data of another user on the North Shore Network or any information connected to the North Shore Network.
- j. vandalize any computer hardware, hardware peripherals, furniture or materials in any of the computer rooms, classrooms or library.
- k. give out or allow the use of your personal network password(s) or log-on with any other password than your own.
- l. change, add or delete a preference file or system file at any time.

- m. attempt to gain unauthorized access to any file, resources, or computer or phone systems (including those of the District).
- n not use the Network to play or download games, movies, or other forms of entertainment.

#### IV. No Privacy Guarantee

There is NO PRIVACY GUARANTEE for electronic mail (e-mail) or any use of the District Computer Network. Students, faculty, administrators, community members and staff must understand that e-mail and the Network are not guaranteed to be private and that the Network is the sole property of the district. Consequently, the system administrator may examine the account, e-mail and disks, files, etc. used in conjunction with the District Network of any user. Moreover, student violations of the Acceptable Use Policy will be immediately reported to the student's parents and may result in disciplinary action.

#### V. Sanctions

Use of another organization's networks or computing resources must comply with the rules of the District Network and such other network. Illegal activities are strictly prohibited. Information pertaining to or implicating illegal or unlawful activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Users must respect all intellectual and property rights and laws.

In accord with the Copyright Act of 1976, a user may make "fair use" of a copyrighted work for purposes of criticism, comment, news reporting, teaching, scholarship, or research. Of course, students must always avoid plagiarism.

Use of the District Network for day-trading, on-line auctions, commercial activities by for-profit institutions, product advertisement, or for commercial gain is also prohibited.

#### VII. District Responsibilities

Reliability - The North Shore School District makes no warranties of any kind, whether expressed or implied, and assumes no responsibility as to the quality, availability, or reliability of the service it is providing. Users navigate the Internet and use information at their own risk. The District will not be responsible to any user for any damages sustained or incurred in connection with the use, operation or inability to use the District Network, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the District's own negligence, errors or omissions (even where the District has been advised of the possibility of such loss), or those of the user.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

Adoption date: June 15, 2006

4526.1

## INTERNET SAFETY

The Board of Education is committed to undertaking efforts that serve to make safe for children the use of district computers for access to the Internet and World Wide Web. To this end, although unable to guarantee that any selected filtering and blocking technology will work perfectly, the Board directs the Superintendent of Schools to procure and implement the use of technology protection measures that block or filter Internet access by:

- adults to visual depictions that are obscene or child pornography, and
- minors to visual depictions that are obscene, child pornography, or harmful to minors, as defined in the Children's Internet Protection Act.

Subject to staff supervision, however, any such measures may be disabled or relaxed for adults conducting bona fide research or other lawful purposes, in accordance with criteria established by the Superintendent or his or her designee.

The Superintendent or his or her designee also shall develop and implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using district computers; and restricting student access to materials that are harmful to minors.

In addition, the Board prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet and World Wide Web. The Superintendent or his or her designee shall establish and implement procedures that enforce these restrictions.

The Director of Technology designated under the district's Computer Network or Acceptable Use Policy (4526), shall monitor and examine all district computer network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible for ensuring that staff and students receive training on their requirements.

All users of the district's computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to generally accepted rules of network etiquette, and the district's Acceptable Use Policy. Failure to

comply may result in disciplinary action including, but not limited to, the revocation of computer access privileges.

Cross-ref: 4526, Computer Network for Education

Ref: Public Law No. 106-554

47 USC §254

20 USC §6801

Adoption date: June 15, 2006

## INTERNET SAFETY REGULATION

The following rules and regulations implement the Internet Safety Policy adopted by the Board of Education to make safe for children the use of district computers for access to the Internet and World Wide Web.

### I. Definitions

In accordance with the Children's Internet Protection Act,

- Child pornography refers to any visual depiction, including any photograph, film, video, picture or computer or computer generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct. It also includes any such visual depiction that (a) is, or appears to be, of a minor engaging in sexually explicit conduct; or (b) has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (c) is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
- Harmful to minors means any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### II. Blocking and Filtering Measures

- The Superintendent or his or her designee shall secure information about, and ensure the purchase or provision of, a technology protection measure that blocks access from all district computers to visual depictions on the Internet and World Wide Web that are obscene, child pornography or harmful to minors.
- The district's Director of Technology shall be responsible for ensuring the installation and proper use of any Internet blocking and filtering technology protection measure obtained by the district.
- The Director of Technology or his or her designee may disable or relax the district's Internet blocking and filtering technology measure only for adult staff members conducting research related to the discharge of their official responsibilities.

- The Director of Technology shall monitor the online activities of adult staff members for whom the blocking and filtering technology measure has been disabled or relaxed to ensure there is not access to visual depictions that are obscene or child pornography.

### III. Monitoring of Online Activities

- The district's Director of Technology shall be responsible for monitoring to ensure that the online activities of staff and students are consistent with the district's Internet Safety Policy and this regulation. He or she may inspect, copy, review, and store at any time, and without prior notice, any and all usage of the district's computer network for accessing the Internet and World Wide Web and direct electronic communications, as well as any and all information transmitted or received during such use. All users of the district's computer network shall have no expectation of privacy regarding any such materials.
- Except as otherwise authorized under the district's Computer Network or Acceptable Use Policy, students may use the district's computer network to access the Internet and World Wide Web only during supervised class time, study periods or at the school library, and exclusively for research related to their course work.
- Staff supervising students using district computers shall help to monitor student online activities to ensure students access the Internet and World Wide Web, and/or participate in authorized forms of direct electronic communications in accordance with the district's Internet Safety Policy and this regulation.
- The district's Director of Technology shall monitor student online activities to ensure students are not engaging in hacking (gaining or attempting to gain unauthorized access to other computers or computer systems), and other unlawful activities.

### IV. Training

- The district's Director of Technology shall provide training to staff and students on the requirements of the Internet Safety Policy and this regulation at the beginning of each school year.
- The training of staff and students shall highlight the various activities prohibited by the Internet Safety Policy, and the responsibility of staff to monitor student online activities to ensure compliance therewith.
- Students shall be directed to consult with their classroom teacher if they are unsure whether their contemplated activities when accessing the Internet or Worldwide Web are directly related to their course work.
- Staff and students will be advised to not disclose, use and disseminate personal information about students when accessing the Internet or engaging in authorized forms of direct electronic communications.



- Staff and students will also be informed of the range of possible consequences attendant to a violation of the Internet Safety Policy and this regulation.

V. Reporting of Violations

- Violations of the Internet Safety Policy and this regulation by students and staff shall be reported to the Building Principal.
- The Principal shall take appropriate corrective action in accordance with authorized disciplinary procedures.
- Penalties may include, but are not limited to, the revocation of computer access privileges, as well as school suspension in the case of students and disciplinary charges in the case of teachers.

Adoption date: June 15, 2006

### **ACCOUNTABILITY FOR SCHOOL PROPERTY**

Students are issued various materials throughout the year (textbooks, calculators, digital mobile devices, etc.) for which they are held responsible. In the event that any of the materials are destroyed, defaced or lost, the student will be issued an accountability slip – that is, a requirement to pay an amount of money in lieu of the material issued. Destruction or defacement of school property in any form will result in serious disciplinary action. Should materials become lost during the school year, the student is to report this to his/her teacher and make arrangements to pay for the replacement. Students who owe an accountability will be unable to attend any formal social function (i.e. sports night, prom, etc.) until it is paid. In the case of seniors, caps and gowns for graduation will not be issued until all accountabilities are settled by the student.

Adopted: February 17, 2011

Revised: January 17, 2013

## IPAD PROTECTION PLAN

Please review the entire iPad Student Handbook prior to completing this form. The most recent version may be found at <http://www.northshoreschools.org/ipad>.

Date: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Name (Please Print): \_\_\_\_\_

### ***Required attachment: \$50.00 check or money order payable to North Shore Schools***

You agree to pay the District a non-refundable fee of \$50.00 for a non-transferrable protection plan that provides full coverage of theft, loss, or damage to one District-issued iPad. This Protection Plan is valid only for the iPad that is assigned to the student and will be in effect across all school years and extended breaks until the iPad becomes damaged or lost/stolen.

**In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the student or parent for the protection coverage to take place. Reports may be filed at the Third Police Precinct (214 Hillside Ave, Williston Park 11596). A copy of the police report must be provided to Central Office.**

Protection plans do NOT cover the loss of any iPad accessories (power adapter, charge cable, protective case). Any attempt to repair the iPad with a third-party service will result in the nullification of the protection plan, and parents will assume the full cost of replacement (\$299).

***IMPORTANT: Students who graduate, withdraw, are expelled, or terminate enrollment within the North Shore Schools for any other reason must return his or her individual school iPad to the Technology Office on or before the date of departure from the District. Protection Plans cannot be applied towards a missing iPad in this circumstance without an accompanying copy of a filed police report.***

Please send this completed form with accompanying payment and any additional documentation (Memorandum, AUP) as required by your selected option to:

**North Shore CSD  
Attn: Lois Straber  
112 Franklin Avenue  
Sea Cliff, NY 11579**

**NORTH SHORE CENTRAL SCHOOL DISTRICT**

**IPAD MEMORANDUM OF UNDERSTANDING**

By signing this Memorandum of Understanding, you and your child agree to accept all policies and procedures set forth in the iPad Student Handbook (<http://www.northshoreschools.org/ipad>), as well as all related documents including the iPad Protection Plan, the District Acceptable Use Policy, and the BYOD Agreement (if applicable). The District will not issue an iPad to your child nor allow his or her personal device to enroll in BYOD without consent to this Memorandum of Understanding.

**I have reviewed, understand, and agree to comply with the above stipulations.**

Date: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Name (Please Print): \_\_\_\_\_

Please send this completed form to:

**North Shore CSD  
Attn: Lois Straber  
112 Franklin Avenue  
Sea Cliff, NY 11579**

**NORTH SHORE CENTRAL SCHOOL DISTRICT**

**STUDENT AUP AGREEMENT**

I have read the North Shore School District Computer Network Introduction and the Terms and Conditions for Acceptable Use. I fully understand and will abide by the stated Terms and Conditions for the North Shore School District Computer Network. I understand that there is no privacy guarantee for e-mail or any use of the District Network.

I further understand that any violation of this Policy may result in disciplinary action and suspension and/or revocation of access privileges and/or legal action. Moreover, I am legally responsible for any action I take with regard to use of the Network and any evidence of violation of federal, state and/or local law will be forwarded to the proper authorities.

In consideration for the privilege of using the North Shore School District Computer Network, on behalf of myself, and my respective relatives, heirs, estates, and assigns, I hereby release and discharge the North Shore School District, and its respective officers, employees and agents, from any and all claims and liabilities arising out of or resulting from any use, operation, or inability to use the District Network. I further agree to defend and indemnify the District and hold the District harmless from and against any and all claims, proceedings, damages, injuries, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) relating to any acts taken by me or material or information transmitted by me in connection with any use of the District Network.

Student Name (Please Print): \_\_\_\_\_

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

Date: \_\_\_\_\_

Please send this completed form to:

**North Shore CSD**  
**Attn: Lois Straber**  
**112 Franklin Avenue**  
**Sea Cliff, NY 11579**

**NORTH SHORE CENTRAL SCHOOL DISTRICT**  
**PARENT AUP AGREEMENT**

As the parent or guardian of this student, I have read and fully understand the Introduction and the Terms and Conditions for Acceptable Technology Use in the North Shore School District Network. I understand that this access is designed for educational purposes only and have fully discussed this fact with my child. I assume responsibility for the content of messages transmitted or posted by my child.

I understand that although the North Shore School District has taken precautions to eliminate objectionable material, it is impossible for the North Shore School District to restrict all access to objectionable materials. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct. I understand that I am financially responsible for any and all charges made by my child to his or her account.

Finally, in consideration for my child's use of the District Network, on behalf of myself and my child, and our respective relatives, heirs, estates and assigns, I hereby release and discharge the North Shore School District, and its respective officers, employees and agents, for any and all claims and liabilities arising out of or resulting from my child's use, operation or inability to use the District Network. I further agree to defend and indemnify the District and hold the District harmless from and against any and all claims, proceedings, damages, injuries, liabilities, losses, costs, and expenses (including reasonable attorney's fees) relating to any acts taken by my child or material or information transmitted by my child in connection with any use of the District Network.

Parent or Guardian Name (Please Print): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send this completed form to:

**North Shore CSD**  
**Attn: Lois Straber**  
**112 Franklin Avenue**  
**Sea Cliff, NY 11579**

**NORTH SHORE CENTRAL SCHOOL DISTRICT**

**BRING YOUR OWN DEVICE AGREEMENT (HIGH SCHOOL ONLY)**

You agree to enroll a personal iPad Air or newer in the District’s BYOD program. No District iPad or any related accessories (power adapter, charger cable, and protective case) will be issued in conjunction with this option.

**Student BYOD Acceptable Use Agreement:**

\_\_\_\_\_

Print Student Name

\_\_\_\_\_

Grade Level

does hereby assert that I have read, understand, and agree to abide by all policies, terms, and conditions of iPad use as set forth in the North Shore CSD iPad Handbook located at <http://www.northshoreschools.org/ipad/iPad-Handbook.pdf>.

Should I commit any violation or in any way misuse my personal iPad in school or abuse my access to North Shore CSD’s network, I understand and agree that my BYOD and network access privileges may be revoked, and disciplinary action may be taken as a result of any violations in accordance with the District’s Acceptable Usage Policy as set forth in *Board of Education Policy 4526-E.2*.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**Parent or Guardian Hold Harmless Agreement:**

\_\_\_\_\_

Print Parent or Guardian Name

does hereby covenant and agree to defend, indemnify and hold harmless the North Shore Central School District, its agents and employees from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for personal injury, property damage, or loss, to the extent permissible by law, arising out of or in connection with the use of personal electronic equipment on school grounds or at school-sanctioned events.

\_\_\_\_\_

Parent or Guardian Signature

\_\_\_\_\_

Date