

DEER PARK UNION FREE SCHOOL DISTRICT INSTRUCTIONAL TECHNOLOGY

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James Cummings
Superintendent

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District Administrator for
Instructional Technology

June 2019

Dear Parent/Guardian,

As part of the Deer Park School District's Blended Learning initiative, all 9th grade students will be receiving a new Dell 3189 Chromebook, a carrying case, and a charger. These devices will be brought to and from school each day and will be used for educational purposes only.

Prior to your child receiving a Chromebook, the following **MUST** be completed, and all signed paperwork needs to be returned to your child's ELA teacher by Thursday, June 13th.

Review the Chromebook Handbook -

- https://docs.google.com/document/d/1kSk2mOGp45LVEyBqG_xnewjQBoGuBEJK2PaUulqQAz4/edit?usp=sharing

Review, Sign and Return Chromebook User Agreement (this will be sent home with your child) -

- <https://docs.google.com/document/d/1xJ0l-u1RQUTQlvayRfNDclvwGw1Wx8RLhBBLrtxUwPc/edit?usp=sharing>

Review and Complete Online Parent Orientation -

- <https://docs.google.com/forms/d/e/1FAIpQLSdOvTIOXXDHvTAOnOdTpU6lwsrGmTHz2la29TlhNj5Baz1dTQ/viewform>

Sign and Return Parent Orientation Certificate (this will be sent home with your child) -

- https://docs.google.com/document/d/1ICHfy5zx81_zCS4FteDK4GcLG4_9AwusnLQeQ1fzcU/edit?usp=sharing

The students will be given the devices in when they enter the high school, therefore all paperwork and orientation materials must be completed and received by Thursday, June 13th. If those materials are not completed nor received, students will not be issued their Chromebooks. Chromebooks will not be issued to students until all necessary paperwork is signed by a guardian.

If you have questions, please contact the Instructional Technology department at (631) 274-4380.

Thank you for your cooperation. We're excited to begin this District initiative with your children.

Most sincerely,

Jay Murphy
District Administrator
Instructional Technology

Eliana K. Levey, Ed.D.
Principal
Robert Frost Middle School



Deer Park UFSD Chromebook User Agreement

We acknowledge that we have received the following documents and have read and understood them:

- Deer Park UFSD Chromebook Procedures and Information Handbook for Parents and Students
- Deer Park UFSD Chromebook Agreement

It is important for parents and students to realize that security and privacy are handled differently in G Suite for Education. Please review the frequently asked questions located at <https://edu.google.com/trust/>

Student Pledge for Chromebook Use

1. I will use my Chromebook for educational purposes only.
2. I will neither alter nor attempt to change, disable, or circumvent the management settings, content filters, or virus protection software on my Chromebook.
3. I will not install or download software that is not approved by the administration or teachers.
4. I will take good care of my Chromebook and understand that this device will be issued for Four School years.
5. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
6. I will never loan out my Chromebook to other individuals.
7. I will know where my Chromebook is at all times.
8. I will store my Chromebook in a safe place, such as my locker, when not in use.
9. I will charge my Chromebook's battery to full capacity each night.
10. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
11. I will not disassemble any part of my Chromebook or attempt any repairs.
12. I will report any issues with the Chromebook to the technician located in my school.
13. I will protect my Chromebook by always carrying it in my district-issued carrying case to avoid damage and take all responsible precautions to prevent careless or intentional damage.
14. I will not decorate (stickers, adhesives, drawings) or write on the Chromebook.
15. I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Deer Park UFSD.
16. I will follow the policies outlined in the Chromebook Procedures and Information Handbook for Parents and Students and the District's [Computer Network for Education](#) and [Internet Safety](#) Policies both in and out of school.
17. I agree to return the Chromebook to the District upon graduation, suspension, expulsion, enrollment termination or withdrawal from the District.
18. I will accurately represent myself at all times while keeping further personal information such as my address or phone number private.

Student and Parent/Guardian(s) Pledge for Chromebook Use

1. I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any digital content or applications not authorized by their teachers or approved by District administration.
2. I/we understand that the District may require me to file a police report in the event of theft or vandalism.
3. I/we agree to pay the full replacement cost of my Chromebook (or any part of), charger and/or case in the event that any part becomes broken or damaged (by any means other than normal use or wear-and-tear), in accordance to the following:
 - a. Accidental Damage (after 1st instance), Intentional Damage, Loss of Chromebook: The student/parent will

be charged for repair and/or replacement up to full replacement cost of \$300 (or a higher amount depending on cost at the time of repair/replacement).

- b. Power Cord: Cost for a lost power cord is \$40 (or a higher amount depending on cost at the time of repair/replacement)
- c. Case: Cost for a lost case is \$18 (or a higher amount depending on cost at the time of repair/replacement)

- 4. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook
- 5. I/we understand that students may take Chromebooks home in the evenings for school-related use, however, I/we understand that students must have Chromebooks in school every day.
- 6. I/we understand that I must report any problems or damage to the Chromebook to the school administration.
- 7. I/we understand that the District reserves the right to conduct unannounced inspections of student Chromebooks.
- 8. I/we understand that the use of Chromebooks will be governed by all terms and conditions of District policies and regulations, including but not limited to the Deer Park UFSD [Computer Network for Education Policy 4526](#) and [Internet Safety Policy 4526.1](#), Deer Park UFSD Chromebook Procedures and Information Handbook for Parents and Students and this Agreement.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Deer Park UFSD for any other reason must return their individual school Chromebook computer on the date of termination. Failure to hand in your Chromebook under any of these circumstances will result in you being financially responsible for the replacement cost.

I/we have read, understand, and accept the terms and conditions of the Deer Park UFSD:

- Chromebook Procedures and Information Handbook for Parents and Students (see District's website)
- [Computer Network for Instruction Policy 4526](#) (see District's website)
- [Internet Safety Policy 4526.1](#) (see District's website)
- Chromebook Agreement herein.
- Student Pledge for Chromebook Use herein.
- Student and Parent/Guardian(s) Pledge for Chromebook Use herein.

A printed copy of these policies can be obtained in the Main Office.

Policy	URL	Adopted
Acceptable Use Policy	https://boardpolicyonline.com/?b=deer_park&s=54975	2017
Computer Network for Education Policy	https://boardpolicyonline.com/?b=deer_park&s=27459	2017
Internet Safety/Cyberbullying	https://boardpolicyonline.com/?b=deer_park&s=27461	2017

Note: All payments for Chromebook Repairs or Replacements must be paid by check or money order payable to "Deer Park UFSD".



Deer Park UFSD Chromebook Agreement

Please return this signed Agreement with your child School so they can receive their Chromebook. I understand that any violation of this Agreement may result in the suspension or loss of use of my Chromebook and/or school network privileges.

Please Print Clearly

Student Name (Last Name, First Name): _____

Student ID# _____

Grade Level: (Circle) 5 6 7 8 9

School Year - _____

Parent/Guardian Name _____

Parent Signature _____

Date: _____

First Reading: December 11, 2018
Second Reading: January 8, 2019



Educational Technology

Deer Park Union Free School District // Deer Park, NY

Certificate of Completion

This is to certify that we have successfully completed the DPSD Parent Orientation/ Presentation Online.

Date: _____

Parent/guardian signature: _____

Student signature: _____

Please bring this certificate, along with your signed Chromebook User Agreement, to school to receive your Chromebook.