

EAST HAMPTON UNION FREE SCHOOL DISTRICT

REGULAR MEETING OF THE BOARD OF EDUCATION Board Conference Room at 6:30 p.m.

Tuesday, August 18, 2015

AGENDA

1. Executive Session (5:30 p.m. to 6:30 p.m.) It is anticipated that the Board will make a motion to go into Executive Session and this session will likely run from 5:30 p.m. to 6:30 p.m.
2. Call Meeting to Order
3. Pledge
4. Public Comments (Agenda Items Only)
The EHUFSD Board of Education welcomes public comment. To maintain an orderly and efficient meeting, the Board has established the following guidelines for those wishing to address the Board:
 1. *Each speaker is permitted three minutes for their comments.*
 2. *The Board will listen to comments and input but will not necessarily debate or discuss items; operational matters will be directed to school administration for handling.*
 3. *The Board is not permitted to address personnel or individual student matters in open session.*
5. Consent Agenda
6. Superintendent's Report and Recommendations
7. Old Business
8. New Business
 1. 2015-2016 Board Goals
 2. Superintendent Evaluation
 3. Facilities – Building Walk-thrus, August 31st.
9. Public Comments
10. Adjournment

Consent Agenda:

1. Recommended: That the Board accept the Minutes of August 4, 2015 as written and place on file.
2. Recommended: That the Board accept the letter of resignation from Ashley Ullman, Interscholastic Coach for the 2015-2016 school year.
3. Recommended: That the Board approve a medical leave extension for Cornelius Fulford, Custodial Worker I, from August 3, 2015 through August 19, 2015.
4. Recommended: That the Board accept the letter of retirement from Joseph Pombo, Custodial Worker I, effective September 30, 2015.

Superintendent's Report and Recommendations:

1. Recommended: That the Board approve the following Resolution: RESOLVED, Trisha Notaro, is, upon the recommendation of the Superintendent of Schools, appointed to a teaching position within the secondary math tenure area who holds a valid New York State certification in the aforesaid area for a probationary term to commence August 24, 2015 and expire as of August 31, 2019 at an annual salary of \$55,991.00 (Step 2/A of the salary schedule attached to the teachers' association's collective bargaining agreement).
2. Recommended: That the Board approve the following Resolution: RESOLVED, Stefanie Marigliano, is, upon the recommendation of the Superintendent of Schools, appointed to a Library Media Specialist position who holds a valid New York State certification in the aforesaid area for a probationary term to commence August 24, 2015 and expire as of August 31, 2019 at an annual salary of \$64,679.00 (Step 1/F of the salary schedule attached to the teachers' association's collective bargaining agreement).
3. Recommended: That the Board approve the following Resolution: RESOLVED, Alison Flynn, is, upon the recommendation of the Superintendent of Schools, appointed to a Teacher Assistant position for a probationary period of four years to commence on August 24, 2015 and expire on August 31, 2019 at an annual salary of \$33,099.00 (Step 3 of the salary schedule attached to the Teaching Assistants collective bargaining agreement).
4. Recommended: That the Board approve the following appointments for the 2015-2016 school year:

Lead Driver – Joel Freedman at an annual stipend of \$5,000.00

K-12 Summer School Exam Proctors and Grading @ professional rate of \$73.50 per hr.

Kevin Lubbe, Science

Devon Parkes, Social Studies

Christopher Beardsley, Math

Eva Iacono, ELL/Translation

Interscholastic Coaches – Fall Season

Alexander Choi, Varsity Girls Volleyball Assistant, 0 years, Level III, \$6,212.00.

Danielle Waleko, JV Field Hockey, 0 years, Level III, \$6,212.00.

Dylan Cucci, Varsity Boys Volleyball Assistant, 0 years, Level III, \$6,212.00.

5. Recommended: That the Board approve the Agreement between East Hampton Union Free School District and LitLife, Inc. in the amount of \$32,000.00 for the 2015-2016 school year for professional development services.
6. Recommended: That the Board approve the Shared Sports Agreement between East Hampton Union Free School District and Bridgehampton Union Free School District for the 2015-2016 school year.
7. Recommended: That the Board approve the Tuition Agreement between East Hampton Union Free School District and residents residing in the Wainscott Common School District for the 2015-16 school year.
8. Recommended: That the Board accept the second and final reading of the Chrome Books Policy (#8341).
9. Recommended: That the Board accept the disposal of four (4) damaged and obsolete floor machines as follows:

Tag #101287 Aqua Clean Carpet Cleaner Serial # 1311352

Tag #101288 Port A Scrub Minuteman Serial # 931011702963

Tag #101291 Auto scrubber Viper Serial # S18WD-07673

Tag #101282 SSS Floor machine Serial # 88400-040

AGREEMENT

THIS AGREEMENT is made this — day of August, 2015 by and between the EAST HAMPTON UFSD, with an address for the transaction of business of 4 Long Lane, East Hampton, NY 11937 ("the School"), and LITLIFE, INC., with an address for the transaction of business of 315 West 57th Street, #9H, New York, NY 10019 ("the Consultant").

1. **Term:** The term of this agreement shall be deemed to have commenced on the 1st day of July, 2015, and shall terminate on the 30th day of June, 2016.
2. **Conditions:** The School shall retain the Consultant, and the Consultant shall serve the School, upon the terms and conditions hereinafter set forth.
3. **Duties:** The specific nature of the Consultant's duties and responsibilities are as follows:
 - (a) The Consultant shall assist the School with its educational program by working with teachers and administrators at the John M. Marshall Elementary School to implement a workshop model for teaching literacy. The specifics of the work have been determined in planning conversations with Christa Begley of LitLife (collectively, "the Work").
 - (b) Services rendered by the Consultant may be performed by Christa Begley.
4. **Time Requirements:** The Consultant shall perform the Work during the 2015/2016 school year. It is understood and agreed that the Consultant is free to utilize any other available professional time for the performance of consultant services to other clients.
5. **Fees:** Consultant will be paid by School at the rate of \$1,600 per day for its services. Consultant will provide 20 days of professional development to School for a total of \$32,000. Payment of \$11,000 is due upon signing of the Agreement. An additional \$11,000 is due by December 31, 2015. A final payment of \$10,000 is due by June 30, 2016.
6. **Relationship Between the Parties:** The Consultant is retained by the School only for the purposes and to the extent set forth in this Agreement, and its relation to the School shall, during the periods of its services hereunder, be that of an independent contractor. When the Consultant is not obligated to the School, the Consultant shall be free to dispose of its time, energy, and skill in such a manner as it sees fit and to such persons,

firms or corporations as it deems advisable. Neither the Consultant nor its employees or agents shall be considered as having employee status or entitled to participate in any of its worker's compensation, retirement, fringe benefits, unemployment insurance, liability insurance, disability insurance or other similar employee benefit program.

7. Confidentiality: The Consultant, its employees or agents agree that except as otherwise agreed between the parties, all information obtained in connection with the services provided for in this Agreement is deemed confidential information. The Consultant, its employees and agents shall not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as otherwise agreed between the parties hereto. The Consultant further agrees that any information received by the Consultant, its employees and agents during any furtherance of the Consultant's obligations in accordance with this Agreement, which concerns the personal, financial or other affairs of the School, its employees, agents, clients and/or students will be treated by the Consultant, its employees and agents in full confidence and will not be revealed to any other persons, firms or organizations.

8. Family Educational Rights and Privacy Act: Notwithstanding anything herein to the contrary, the School hereby designates the Consultant and its employees as agents of the School having a legitimate educational interest and being consultants to whom the School has outsourced certain services and functions such that employees are entitled to access to education records under 20 U.S.C. Sec. 1232g, the Family Educational Rights and Privacy Act ("FERPA"). The Consultant, its officers and employees shall comply with FERPA at all times.

9. Rules and Regulations: It is understood and agreed that while on school grounds, the Consultant, its employees and agents shall obey all School rules and regulations and will follow all directives of the School's administrators and employees.

10. Notice: All notices required or permitted shall be made in writing by hand delivery or by registered or certified mail, or by a recognized courier service. Notice shall be deemed given on the date of delivery or upon receipt. Notice shall be delivered or mailed to:

School:
EAST HAMPTON UFSD
4 Long Lane
East Hampton, NY 11937
Attention: Robert Tymann, Assistant Superintendent of Schools

Consultant:
LITLIFE, INC.
315 West 57th Street, #9H

New York, New York 10019
Attn: James Allyn

11. **Assignability:** The Consultant shall not assign, transfer or convey any of its respective rights or obligations under this Agreement without the prior written consent of the School.

12. **Non-Discrimination:** Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, national origin, religion, age or disability.

13. **Governing Law:** This Agreement shall be governed by the laws of the State of New York. If any portion of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable the remainder of this Agreement shall remain in full force and effect.

14. **Amendment:** This Agreement may be amended at any time by the written agreement of the School and Consultant, so long as such amendment is in writing and executed by all parties hereto.

15. **Totality of Agreement:** This Agreement constitutes the full and complete Agreement between the School and the Consultant, and supersedes all prior written and oral agreements, commitments or understandings with respect thereto. This Agreement may not be altered, changed, added to, deleted from or modified except through the mutual written consent of the parties.

The undersigned representative of the Consultant hereby represents and warrants that the undersigned is an officer, director or agent of the Consultant with full legal rights, power and authority to enter into this Agreement on behalf of the Consultant and bind the Consultant with respect to the obligations enforceable against the Consultant in accordance with the terms contained herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

By: Beth Doyle
EAST HAMPTON UFSD
Printed Name: Beth Doyle
Date:

By: James Allyn
LITLIFE, INC.
Printed Name: James Allyn
Date: 8/2/15

Bridgehampton Union Free School District

P.O. Box 3021, 2685 Montauk Highway, Bridgehampton, NY 11932

Telephone: (631) 537-0271 Facsimile: (631) 537-9038

Lois R. Favre, Ed.D.

Superintendent

BRIDGEHAMPTON UNION FREE SCHOOL DISTRICT & EAST HAMPTON UNION FREE SCHOOL DISTRICT SHARED SPORTS AGREEMENT

AGREEMENT made this 1st day of July, 2015 between the Bridgehampton Union Free School District ("Bridgehampton") and the East Hampton Union Free School District ("East Hampton" and collectively as the "Districts").

WHEREAS, the Districts wish to enhance the inter-scholastic athletic opportunities for their students by permitting students from each District to compete together on certain inter-scholastic athletic teams ("shared sports").

NOW, THEREFORE the Districts hereby agree as follows:

1. The term of this Agreement shall be for the 2015-2016 school year.
2. The Hosting District shall ensure that each shared sport is provided in accordance with all applicable rules and regulations, including but not limited to the Education Law, the State Education Department's rules and regulations and the rules of Section XI, and New York State Public High School Athletic Association (NYSPHSAA).
3. The Superintendent of each District, or their designee, is hereby authorized to work cooperatively in order to provide inter-scholastic athletic opportunities to students of each District.
4. The Superintendent of each District, or their designee, shall determine which sports shall be shared among the Districts; which District shall serve as the "Hosting District" for each shared sport and which District shall serve as the "Sending District" for each shared sport.
5. The Sending District shall reimburse the Hosting District on a per-student basis for each shared sport in accordance with the following formula:
 - a. Determine the per-student cost for the shared sport by computing the total cost of the shared sport provided by the Hosting District divided by the total number of students on the shared sports team.
 - b. Determine total reimbursement due to the Hosting District by computing the cost per student for the shared sport multiplied by the number of students participating in the shared sport from the Sending District.
6. Bridgehampton UFSD agrees to defend, indemnify and hold harmless East Hampton, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of Bridgehampton, its officers,

directors, agents or employees in connection with the performance of services pursuant to this Agreement. The obligations pursuant to this provision shall survive the termination of this Agreement.

7. East Hampton UFSD agrees to defend, indemnify and hold harmless Bridgehampton, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of East Hampton, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement. The obligations pursuant to this provision shall survive the termination of this Agreement.
8. Each District will name the other District as an "additional insured" on its liability coverage policy as to claims/actions arising from services and obligations performed in accordance with this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 1st day of July 2015.

BRIDGEHAMPTON UNION FREE
SCHOOL DISTRICT

By: 

Dr. Lois Favre
Superintendent of Schools

EAST HAMPTON UNION FREE
SCHOOL DISTRICT

By: 

Richard J. Burns
Superintendent of Schools

By: 

Joseph Vasile-Cozzo
Director of Physical Education,
Health & Athletics

DRAFT

**East Hampton Union Free School District Chromebook
Policy, Procedures, and Information
2015-2016**

Mission Statement:

The focus of the Chromebook program at East Hampton Union Free School District is to provide 21st Century technology and resources to students to better prepare them for higher education and the workforce. Increased efficiency in student/teacher and student/student communication and collaboration, as well as the enhanced sharing and storage of data, will increase the time focused on student learning.

The East Hampton School District (EHUFSD) has developed a four year plan to provide provide all students in grades 5 through 12 access to individual Chromebooks while maintaining the Board of Education directive to maintain a fiscally responsible budget.

The policies, procedures and information within this document apply to all Chromebooks used at East Hampton Union Free School District and any other device considered by the Administration to come under this policy.

Note to parents and students:

Chromebooks will be an integral part of your child's education. Chromebooks will be issued to all students in grades five and nine for the 2015 - 2016 school year. Using the EHUFSD-issued Chromebook is not mandatory. Students may use their own device as long as it meets the instructional requirements and all of the regulations for in-school devices are followed. The EHUFSD is not liable for loss, theft, or damage of personal devices brought to school.

TABLE OF CONTENTS TOPIC PAGE

1. RECEIVING YOUR CHROMEBOOK

- 1.1 Receiving your Chromebook
- 1.2 Chromebook Check-in
- 1.3 Check-In Fines

2. TAKING CARE OF YOUR CHROMEBOOK

- 2.1 General Precautions
- 2.2 Carrying Chromebook
- 2.3 Screen care

3. USING YOUR CHROMEBOOK at SCHOOL

- 3.1 Chromebooks left at home
- 3.2 Chromebook Undergoing Repair
- 3.3 Charging the battery
- 3.4 Screensavers/Background Photos
- 3.5 Sound, Games or Programs
- 3.6 Printing
- 3.7 Internet Access

4. MANAGING YOUR FILES AND SAVING

- 4.1 Saving to on-line storage
- 4.2 Network Connectivity

5. SOFTWARE ON CHROMEBOOK

- 5.1 Originally installed software
- 5.2 Additional software
- 5.3 Inspection
- 5.4 Procedure for re-loading software

6. ACCEPTABLE USE

- 6.1 Parent/Guardian responsibility
- 6.2 School responsibilities
- 6.3 Student responsibilities
- 6.4 Prohibited Student Activities
- 6.5 Chromebook care
- 6.6 Legal Propriety
- 6.7 Student Discipline

7. PROTECTING AND STORING YOUR CHROMEBOOK

- 7.1 Chromebook identification
- 7.2 Storing your Chromebook
- 7.3 Chromebooks left unsupervised

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

- 8.1 Third Party Protection
- 8.2 Insurance Claims

9. COST OF REPAIRS

DRAFT

1. RECEIVING YOUR Chromebook & Chromebook CHECK-IN

DRAFT

1.1 Receiving your Chromebook

Chromebooks will be distributed at the start of school during Chromebook Orientation. Parents & students are required to attend an orientation and must sign and return the **Chromebook Student Consent Form and the School District's Acceptable Use Policy before the Chromebook will be issued to the student.**

The Chromebook Protection plan outlines an insurance option for families to protect themselves in the event of loss, theft, or damage of EHUFSD -issued Chromebooks. Please review the Chromebook Protection plan included in this handbook.

1.2 Chromebook Check-in

Individual Chromebooks and accessories must be returned to the EHUFSD at the end of each school year.

Chromebooks will be returned by students during the final month of school so Chromebook can be checked for serviceability and reconditioned, as needed, for the following school year. If a student transfers out of the EHUFSD during the school year, the Chromebook and all accessories must be returned at that time.

Students who graduate early, withdraw, or terminate enrollment at the East Hampton School District for any other reason must return their individual school Chromebook on the date of termination.

1.3 Check-in Fines

If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at EHUFSD, the parent/guardian must pay the replacement cost of the Chromebook. Failure to do so will result in the filing of a theft report with the appropriate Police Department.

The parent/guardian will be responsible for any damage to the Chromebook, consistent with the EHUFSD's Network and Computer Policy and Student Code of Conduct, and must return the device and accessories to the EHUFSD Technology Dept. in satisfactory condition. The student will be charged a fee, not to exceed the replacement costs of the Chromebook, for any needed repairs.

2. TAKING CARE OF YOUR Chromebook

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks which are broken or fail to work properly must be brought immediately to the designated help desk area or to a teacher for evaluation of the equipment. The Chromebook is school property and all users are expected to follow the EHUFSD Network and Computer Acceptable Use Policy, as well as their building Code of Conduct.

2.1 General Precautions

To clean the chromebook use a clean, soft cloth to clean the screen, keyboard and touchpad. Do not use cleansers of any type. The use of products containing ammonia or bleach will damage the screen. Using a lightly dampened cloth will aid in removing dust, film and dirt -- but avoid allowing any moisture to get into keypad or behind the screen bezel.

Cords and cables must be inserted carefully into the Chromebook to prevent damage. If a cord becomes frayed or damaged, please bring it to the help desk or designated teacher. Replacement cords and power adapters covered by warranty will be replaced for free. Replacement adapters and cords can be purchased online along with other Chromebook accessories.

DRAFT

You may not write, draw, or affix stickers or labels to your Chromebook. The removal of school district and manufacturer's labels is strictly prohibited.

Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area. Chromebooks must never be left outside or inside locked car as extreme temperatures will cause damage to the device.

If students use "skins" or other cases to personalize their Chromebooks, they are prohibited from taking off any EHUFSD labels.

2.2 Carrying Chromebooks

Protective cases that provide protective padding for Chromebooks are available for online purchase. These cases provide sufficient padding to protect the Chromebook when used routinely and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be in a protective case when carried.
- Carrying cases that hold other objects (such as folders and workbooks) may damage Chromebook screen when excessive pressure and weight is placed on Chromebook.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure:

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not bump the Chromebook against lockers, car doors, floors, etc. as it will eventually break.
- Do not carry laptop by the screen as it will eventually damage the laptop.

3. USING YOUR Chromebook AT SCHOOL

Chromebooks are intended for use at school every day. **Students are responsible for bringing their Chromebook to all classes**, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

If a student leaves his/her Chromebook at home, he/she is responsible for completing all coursework for that day as if he/she had the Chromebook present. If a student repeatedly leaves his/her Chromebook at home or doesn't bring it to class, he/she will be required to bring the device in for a "check-in" to verify the device is not lost stolen or damaged.

3.2 Chromebook Undergoing Repair

Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair in the EHUFSD Technology Department. Loaner devices are limited and will be issued on a first come first serve basis. In the event no loaner is available, students can still

access all their Google documents from almost any device with an Internet access including Mac, PC, Chrome OS, Apple iOS, and Android devices.

DRAFT

3.3 Charging Your Chromebook Battery

Chromebooks must be brought to school each day in a fully-charged condition. Students must charge their Chromebooks each evening in order to participate fully in classroom activities. In the event the use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

3.4 Screensavers/Background photos

Inappropriate media may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions as stated in the District Network Policy and Code of Conduct.

3.5 Sound, Music, Games, or Programs

Sound and notifications must be muted at all times unless permission is obtained from the teacher for instructional purposes.

All software/Apps needed for class will be provided by the EHUFSD. Data Storage will be through apps on the Chromebooks and emailed or uploaded to the EHSchools.org site and stored on a server. It is the **student's' responsibility to backup** their work and not use the device as a primary storage area.

3.6 Printing

Printing will be available with the Chromebook through a wireless printer. Students should talk to their teachers about which printer to use. Students will be given information and instruction on printing with the Chromebook at school.

3.7 Internet Access

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer.

4. MANAGING FILES AND SAVING INFORMATION

4.1 Saving to On-line Storage

Students may save work to the home directory on the Chromebook. It is recommended that students e-mail documents to themselves for storage on a flash drive or the District server. Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The EHUFSD makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE on Chromebooks

5.1 Originally Installed Software

The software/Apps originally installed by EHUFSD must remain on the Chromebook in usable condition and be easily accessible at all times.

The school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Chromebooks at the completion of the course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps.

DRAFT

5.2 Additional Software

Students **are not** allowed to load extra software/Apps on their Chromebooks and are restricted to the limitation set forth by EHUFSD Network Policy and on the device. EHUFSD will synchronize the Chromebooks so that they contain the necessary apps for school work. EHUFSD deems the right to review and change this policy at any time within the year.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection. Any infraction of the district policies will result in disciplinary actions.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal APPS are discovered, the Chromebook will be restored to factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

6. ACCEPTABLE USE

The use of the EHUFSD's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the EHUFSD 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 East Hampton Union Free School 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, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The EHUFSD Student Code of Conduct shall be applied to 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 safety, privacy and responsibility regarding the device, APPS and the internet. Parent workshops will be provided by the district to assist you.

6.2 School Responsibilities are to:

- Provide Internet and Email access to its students.
- Provide internet blocking of inappropriate materials as able.
- Provide network and "cloud" data storage areas.
- Provide technical assistance as needed
- Provide staff guidance to aid students in doing research and help assure student compliance of the District Network and Computer policy.

These devices will be treated similarly to school lockers. East Hampton Union Free School District reserves the right to review, monitor and restrict information stored on or transmitted via East Hampton Union Free School District owned equipment and to investigate inappropriate use of resources.

6.3 Students Responsibilities are to:

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to Chromebook use.
- Monitor all activity on their account(s).
- Report any email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in at the main office.
- Help EHUFSD protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Turn off and secure their Chromebook after they are done working to protect their work and information.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via EHUFSD's designated Internet System is at your own risk. EHUFSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Return their Chromebook to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at EHUFSD for any other reason must return their individual school Chromebook computer on the date of termination.

6.4 Student Actions Strictly Prohibited Are:

- Illegally installing or transmitting copyrighted materials.
- Any action that violates existing Board policy or public law.
- Downloading or installing anything to negate the filtering system.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of unauthorized messaging, chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of outside data disks or external attachments without prior approval from administration.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as AIM, MSN Messenger, Yahoo Messenger, etc.
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, name, address and phone number.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the EHUFSD web filter through a web proxy, apps, profile or software.

6.5 Chromebook Care (redundant with general precautions?)

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Chromebook batteries must be charged and ready for school each day.

Only labels or stickers approved by the EHUFSD may be applied to the computer.

DRAFT

Chromebooks that malfunction or are damaged must be reported to the EHUFSD Technology Dept. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect, or are accidentally damaged, will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally.

Chromebook damage: Students are responsible for any and all damage.

Chromebooks that are stolen must be reported immediately to the Office and the Police Department.

6.6 Legal Propriety

Students must comply with trademark, copyright, and plagiarism 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 EHUFSD Code of Conduct. Students must 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 consequences listed in the EHUFSD Student/Parent Chromebook Handbook and Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7. PROTECTING & STORING YOUR CHROMEBOOK COMPUTER

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school; Chromebooks can be identified in the following ways: Record of serial number/ Asset Tag, EHUFSD Label, and students name and or picture on the home screen.

7.2 Storing your Chromebook

During the school day when students are not using their Chromebooks, they should be stored in their lockers. The EHUFSD recommends the students **use a locker provided by the school district. Nothing should be placed on top of the Chromebook** when stored in the locker. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should **not be stored in a student's vehicle at school or at home**. If a student needs a secure place to store their Chromebook, they may **check it in for storage with the help desk**.

7.3 Chromebooks Left in Unsupervised

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Chromebook left in these areas is in danger of being stolen. **If an Chromebook is found in an unsupervised area, it will be taken to the Technology Office or another appropriate building office.**

8. REPAIRING OR REPLACING YOUR Chromebook /LAPTOP COMPUTER

8.1 Third Party Protection

The EHUFSD highly recommends students and parents **purchase third party insurance to cover Chromebook replacement in the event of theft**, or accidental damage. The value of a Chromebook is (approx. \$259).

DRAFT

8.2 Claims to Insurance

In the event of accidental damage, the **parent** must contact the EHUFSD Technology Office at 329-4102 with the insurance policy number and the student's sworn statement of damage in order to file a claim on your behalf.

In the event of theft, fire or vandalism, the parent must also contact the Technology Office and supply a copy of the police or fire report as well as the policy number in order to file a claim on your behalf.

The insurance company does not cover any claims for lost or intentionally damaged Chromebooks. The parent will be responsible for the entire value of the Chromebook.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Students will be charged the actual replacement cost for lost items such as sleeves and cables.

East Hampton Union
Free School District
Chromebook
PROTECTION PLAN
OPTIONS

DRAFT

The East Hampton Union Free School District recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the EHUFSD and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

Purchasing Third Party Insurance

We choose to purchase third party insurance to cover for accidental damage and theft from

Worth Insurance Group

Student's name (Please Print): _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Not Purchasing Third Party Insurance

We agree to pay for the replacement of the Chromebook at a cost not to exceed \$259 should the Chromebook be stolen, lost or damaged in any way.

Student's name (Please Print): _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

ADDITIONAL INFORMATION: In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the parent/guardian for the insurance coverage to take place. A copy of the police/fire report must be provided to the Technology Office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damage to Chromebooks. Warranty, Apple Care protection, or Accidental Damage Protection **DOES NOT cover intentional damage of the Chromebooks.**

Once replacement Chromebook is given, student/parent must update the serial number of device with the insurance company at 1-800-xxx-xxxx

Student Google Account:

As part of the changes to the program, your student will have a school issued Ehschools.org account with Google that provides easy access to school materials, like documents and textbooks. East Hampton Union Free School District will provide and manage the Ehschools.org account.

DRAFT

For all students we are requiring your verifiable parental consent. This is in compliance with the Children's Online Privacy Protection Act (COPPA).

A Chromebook can give your student access to a wealth of information. However, we will continue to limit your student's access to certain types of content or resources. On your student's Chromebook, we will set restrictions, such as preventing in-app purchases and designating allowable content.

Parent Name:

Please Print

Parent Signature:

East Hampton Union Free School District
Chromebook
Student Consent Form

DRAFT

1. Chromebook use is a privilege.
2. I will not disassemble any part of my Chromebook or attempt any repairs.
3. I will not sign out of the school issued EHSchools.org account.
4. I will immediately notify the help desk of any damage, loss of or theft of my Chromebook.
5. I will not download any app or profile that negates the Chromebook filtering system.
6. I will never leave the Chromebook unattended.
7. I will never lend out my Chromebook to other individuals.
8. I will know where my Chromebook is at all times.
9. I will charge my Chromebook battery daily.
10. I will keep food and beverages away from my device since they may cause damage to the device.
11. I will protect my Chromebook. It is strongly recommended that a protective cover is used at all times when transporting your Chromebook.
12. I will use my Chromebook in ways that are appropriate, meet EHUFSD expectations, and are educational.
13. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the serial number Chromebook sticker on any Chromebook.
14. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the EHUFSD and I will be held accountable for any inappropriate material found on the device.
15. All Chromebooks are equipped with tracking devices that protect the District and the students from loss due to theft.
16. I understand that the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions as noted in the District Network Policy and Code of Conduct.
17. I will not send, access, upload, download or distribute offensive, profane, threatening, pornographic, obscene or sexually explicit materials, and, if violated, will be held accountable for actions as noted in the District Network Policy and Code of Conduct.

18. I will follow the policies and conduct outlined in the Chromebook Handbook, Code of Conduct and the District Network and Computer Policy, while at school, as well as outside the school day.

DRAFT

19. I will file a police report in case of theft, vandalism, and other acts covered by insurance.

20. I will be responsible for all damage or loss caused by neglect or abuse.

21. I agree to return the District Chromebook, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the Chromebook Handbook and District Network and Computer Policy.

Student Name (Please Print): _____
Grade __ __

Student Signature: _____
Date: __ __

Parent Name (Please Print): _____

Parent Signature: _____
Date: __ __

Primary Parent Email Contact:

Individual school Chromebook computers and accessories must be returned to the EHUFSD Technology Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at EHUFSD for any reason must return their individual school iPad computer on the date of termination.

Recommended Accessories:

Covers, Sleeves and Laptop Bags

DRAFT

Neoprene water-resistant Chromebook Sleeve (Black)

http://www.amazon.com/Water-resistant-Briefcase-Ultrabook-thickness-Chromebook/dp/B00H4O WPEY/ref=sr_1_7?s=electronics&ie=UTF8&qid=1437066581&sr=1-7&keywords=HP+chromebook+11+skins

Neoprene water-resistant Chromebook Sleeve (Pink)

http://www.amazon.com/Evecase-Chromebook-Ultrabook-Notebook-Resistant/dp/B00EKE4YEK/ref=sr_1_8?s=electronics&ie=UTF8&qid=1437066581&sr=1-8&keywords=HP+chromebook+11+skins

Neoprene water-resistant Chromebook Sleeve (Aqua)

http://www.amazon.com/Water-resistant-Briefcase-Ultrabook-thickness-Chromebook/dp/B00JSK84OM/ref=sr_1_3?s=electronics&ie=UTF8&qid=1437066581&sr=1-3&keywords=HP+chromebook+11+skins

Neoprene water-resistant Chromebook Sleeve (Bohemian Flower Pattern)

http://www.amazon.com/iBenko-11-6-12-2-Bohemian-ChromeBook-Chromebook/dp/B0102TH9TS/ref=sr_1_10?s=electronics&ie=UTF8&qid=1437066581&sr=1-10&keywords=HP+chromebook+11+skins

iPearl mCover Hard Shell Case (Clear)

http://www.amazon.com/iPearl-mCover-Shell-Chromebook-laptops/dp/B00MKL7FX2/ref=sr_1_12?s=electronics&ie=UTF8&qid=1437067539&sr=1-12&keywords=HP+chromebook+11+bag

iPearl mCover Hard Shell Case (Purple)

http://www.amazon.com/iPearl-mCover-Chromebook-laptops-Purple/dp/B00MKLONB4/ref=pd_bxgy_147_img_v

iPearl mCover Hard Shell Case (Green)

http://www.amazon.com/iPearl-mCover-Shell-Chromebook-laptops/dp/B00MKLS6OO/ref=sr_1_7?s=electronics&ie=UTF8&qid=1437067539&sr=1-7&keywords=HP+chromebook+11+bag

Neoprene water-resistant Chromebook Sleeve with Handle (Black)

http://www.amazon.com/amCase%C2%AE-Chromebook-Notebook-Protective-Neoprene/dp/B00DUN2PBQ/ref=sr_1_2?s=electronics&ie=UTF8&qid=1437067539&sr=1-2&keywords=HP+chromebook+11+bag