Niskayuna CENTRAL SCHOOL DISTRICT

NISKAYUNA HIGH SCHOOL
1626 BALLTOWN ROAD
NISKAYUNA, NY 12309

TECHNOLOGY

HANDBOOK

AND

AGREEMENT

We ask that parent(s)/guardian(s) and students read this agreement carefully and submit the electronic submission of the agreement located here.

A Guide to Taking Care Of and Using Your NCSD Technology

An Equitable Community of Lifelong Learners

Technology Handbook and Loan Agreement

Niskayuna Central School District

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Introduction

Niskayuna Central School District has a wide array of technology available to assist students and educators in enhancing their educational experience. These tools were secured to provide our students with a 21st Century Learning environment. These tools include:

- Google Workspace for Education - Access to online classrooms, an email account, Google Drive (documents, spreadsheets, presentation, forms, and drawings), and Google Meet.
- ClassLink - Our student portal used by all students to access all of the online applications they need. It handles rostering, authentication and student data privacy.
- ChromeBooks - Students will be provided with a District owned device, charger, and case for their use.
    - Grade K-2 - Devices will remain in the classroom for students to use.
    - Grades 3-12 - Devices will be assigned to students to bring home with them.
- Internet Access
    - Grades K-6 will have Internet access on their devices from 7am - 9pm
    - Grades 7-8 will have Internet access on their devices from 7am - 10pm
    - Grades 9-12 will have 24 hour Internet access on their devices.
- Generative AI - Only District approved applications are approved for use by students. These include applications that have signed Ed Law 2D Data Privacy Agreements. These currently include Gemini, MagicSchool, Canva and Adobe Express.
    - Grades K-5 will have approved Generative AI access from 7am - 4pm while school is in session
    - Grades 6-12 will have approved Generative AI access at all times they have access to the Internet.
- Hapara/Umbrella - These are Internet and device filtering applications used to monitor student activity and manage access to inappropriate sites.
- Other Hardware and Software technology to support curricular needs.

Student Technology Expectations

All Niskayuna CSD students receive access to technology resources as an enrolled student. Some of these resources may vary based on the grade level and course participation; however, ALL students have access to base software and ALL students have the responsibility to act as proper digital citizens while using District Technology.

As a digital citizen of Niskayuna Central School District, I understand that my actions fall under the purview of student Code of Conduct and all Board of Education policies, including those related to bullying, harassment and Title IX as apply to interactions with Technology regardless of the student's physical location.

I commit myself to:

1. Act Responsibly
    a. I will demonstrate ethical behavior in the digital world just as I would in the real world.
    b. I will use technology in an appropriate manner.
    c. I will NOT use other people's intellectual property without permission. Any form of Academic Dishonesty will not be tolerated.
    d. I will not photograph or record teachers or students without their permission
    e. I will charge my District Provided device each night

   f. I will bring my device to school with a full battery and charge it each night
2. Act Respectfully
   a. I will use appropriate, inclusive and respectful language.
   b. I will use appropriate behavior – I will not post, share, or verbalize obscene, profane, offensive, or threatening text or images.
   c. I will consistently include and value all members of the Niskayuna Community
   d. I will not prevent or disrupt instruction.
   e. I will respect the privacy of others. I will only utilize my own username and password. Using someone else's account constitutes identity fraud.
3. Act Safely
   a. I will keep my account and password private from anyone other than my parents or guardian.
   b. I will ensure that I use my District Provided Device with care and in accordance with guidelines in this agreement.
   c. I will protect my personal information like my Social Security number, address, bank information, etc. safely. I will not reply to text, email, or pop-up messages that ask for personal or financial information
   d. I will only use Applications and Software approved by Niskayuna CSD
   e. I will not actively perform actions to circumvent the district's device management or web-filtering software.

Accounts

Students are provided with a Niskayuna Central School District account. These account usernames and the initial student password is available to parents through the PowerSchool Parent Portal. This account is used to access all District resources and applications including Google Workspace for Education (including email), their Chromebook, and ClassLink.

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them.
- Students are accountable for the actions that occur with their account and therefore should be kept private, thus preventing other students from using the account.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem.
- Students will not attempt to gain unauthorized access to any NCSD network or computing device. This includes attempting to log in through another person's account.

District Software

Google Workspace for Education

Students will be provided with access to the Google Workspace for Education Core applications. These are the approved and recommended applications for word processing, spreadsheets, video conferencing, chat, email (see below),, etc.

GoGuardian

GoGuardian is a Chromebook monitoring and teacher facilitator application that helps students learn safely, stay focused, and get engaged. Features of GoGuardian include web/content filtering, tab control, attention mode, screenshots, Google Classroom integration, link sharing, and so much more. While active parent and teacher monitoring is still the best way to minimize distractions from the learning process, GoGuardian is a complementary tool to ensure that

students are making good choices. The Niskayuna Central School District has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l); and the content filters are adjusted regularly to ensure the safety of the students. Student use of the Chromebook will be subject to the NCSD Internet filtering software even when accessing materials on a home connection.

ClassLink and Additional Software

ClassLink is a web portal where students can access all approved software for their education in a streamlined and easily accessible fashion. Students are only allowed to load approved extensions and apps on their Chromebooks.

Student Email

Students will have filtered access to email to facilitate learning goals and initiatives. Access to email will promote student accountability and ownership in their education by enabling students to receive and respond to notifications, reminders, and school related communications. Students should utilize email for educational activities, including research, collaboration, and direct contact with teachers.

Student email access will change as students progress through their school careers.

- Kindergarten - 6th grade:
    - Students will only be able to receive and send emails to Niskayuna staff.
    - Students will be able to receive notifications from District used applications.
- 7th Grade - 8th Grade
    - Students will only be able to receive and send email to Niskayuna staff and Niskayuna Students.
    - Students will be able to receive notifications from District used applications.
- 9th Grade - 12th Grade.
    - Students will be able to receive and send email both internally and externally outside of the niskyschools.org domain.

Students will not share their passwords with anyone other than their parents or guardians.. Email is an official form of communication and students should always be respectful and appropriate in all interactions with teachers, staff and peers.

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The district will take all of the steps possible to prohibit inappropriate access to objectionable material, and does not condone inappropriate content, but it is not possible for the district to block all offensive material. There will be consequences in accordance with the Student Code of Conduct for inappropriate utilization of the school provided email/chat.

Student Square

High School Students have been provided access to StudentSquare. It is a module within ParentSquare that allows teachers, administrators, coaches and advisers to communicate with

students via notifications and alerts on their mobile phones. Any student who does not have the mobile functionality activated will still receive these alerts and notifications in their District Email.

District Provided Devices

All Niskayuna CSD students will receive a District Provide Device. Students in grades 1-12 will have these devices assigned to them to take home, while Kindergarten students will leave the device in their classroom. Therefore references to home use of the District Provided Device may not apply to Kindergarten students. The standard District Provided Devices is a Chromebook, however certain students based on their IEP needs may receive other Technology devices. This agreement applies to all District Provided Devices when Chromebook is referenced.

Student or Family owned devices are not eligible to be connected to the District Network and should not be used for classwork during school hours. Any exception for reasons including but not limited to medical or IEP rationales can be made through the Director of Technology. Criteria for the exception must be documented and the decisions will favor a Security standpoint.

The District Provided Device is, and at all times remains, the property of Niskayuna Central School District and is loaned to the student for educational purposes.

- The District Provided Device has identification on it indicating that it is the property of Niskayuna CSD that should not be altered, removed or modified in any way.
- The District Provided Device will be returned when requested by Niskayuna CSD, or if the student withdraws from Niskayuna Central School District prior to the end of the school year or enrollment.
- It is the student and adult caregivers responsibility to care for the equipment and ensure that it is retained in a safe environment.

In the event of loss, damage, or theft, it is the responsibility of the student, parent or guardian to notify school personnel immediately. Niskayuna CSD will assume fiscal responsibility for all accidental damage as determined by the Information Technology Department. If it is determined that negligence or non-adherence to the Chromebook Handbook was the cause of the damage or loss, the family may be asked to reimburse the district for the replacement cost of the device.

District Provided Devices are assigned to the student for multiple years and the student should keep the device for academics over the summer. If a parent/guardian would prefer that the Chromebook be stored at school for the summer, they must notify the building principal. Students will receive new Chromebooks in 1st, 5th, and 9th grade and will be required to return their previous Chromebook prior to receiving the new one.

District Provided Device Responsibilities

Students are responsible for the proper care of the Chromebook they have been issued by the school. To ensure proper care of your Chromebook:

1. Transport and store your Chromebook responsibly:
    a. Protect the Chromebook from inclement weather and extreme temperatures.

   b. Chromebooks should be carried within the NCSD-provided or another approved protective case taking caution not to allow the screen to be damaged by external items.
   c. Chromebooks must never be left in an unattended or unsupervised area
2. Chromebooks may be decorated by students and screensavers, background photos, and user icons may be personalized. However any decoration or personalization must be school-appropriate and not interfere with operation or service of the device.
3. Please refrain from consuming food or drinks near the Chromebook.
4. Take care of the screen by not carrying the device by the screen and closing it carefully. Failure to handle it by the base or slamming it will result in damage.
5. Students are responsible for keeping their Chromebook's battery charged for school each day. Chromebooks should be plugged in each night prior to bedtime to allow for a full charge in the morning
6. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed 24/7 using the Chromebook. Students are responsible to bring their Chromebook to all classes, unless otherwise instructed by their teacher.

If a student leaves their Chromebook at home or their device is being repaired, loaner devices may be issued to students for the course of the school day.

Artificial Intelligence Student Guidelines: Academic Integrity & Ethical Use

- Originality First: Students are expected to submit work that reflects their own thinking, skill, and understanding. (As stated in the Code of Conduct.)
- Disclosure: When AI is permitted, students must use it only in the manner directed by the teacher and must disclose its use as instructed.
- Verification: Students are responsible for the accuracy, originality, and completeness of their work including any content produced with AI assistance. AI-generated "hallucinations" (false facts or fake citations) do not excuse factual errors in assignments.

Student Based Cyber Violations

In the ever-evolving digital age, the prevalence of technology in educational settings has opened up a world of opportunities for both educators and students. However, along with these opportunities come risks to our students and our technology environment. As technology becomes more integrated into the educational experience, it is crucial for educators to be aware of the types of cyberviolations that students may engage in, as well as our students understand the severity of the potential consequences of such actions.

Below are some common (and not so common) violations that can occur in a K12 setting. We always prioritize the well-being of our students and strive to guide them in the correct direction, however it is also important to shed light on the repercussions that may follow. By understanding these issues, Niskayuna staff and students can better equip themselves to address and prevent

cyber-related incidents within their schools. If a student's access to technology is removed, teachers will provide an equivalent non-technology based instructional alternative.

Individual Cybercrime/Violations This is perpetrated against an individual. It can take a number of forms, but the most common are outlined below

Cybercrime/Violation	Minimum Required Consequence
Cyber Harassment/Bullying	Defer to the Code of Conduct
Plagiarism/Cybercheating	Defer to the Code of Conduct
Identity/Password Theft - The collection or gathering of other peoples credentials	Administrative Intervention and short term removal from the learning environment.
Account Hacking - Using other peoples credentials to impersonate them.	Administrative Intervention and short term removal from the learning environment.
Child Exploitation or Solicitation	Referral to Police or outside agency

Property Cybercrime/Violation - This type of crime/violation is perpetrated against the property including their computer or mobile device.

Cybercrime/Violation	Minimum Required Consequence
Vandalism of a Chromebook or other District owned device	Administrative Intervention and short term removal from the learning environment.
“Hacking” or unauthorized configuration changes to a Chromebook or other District owned device	Administrative Intervention and/or short term removal from the learning environment.

Government Cybercrime/Violation - This type of crime/violation is perpetrated against a government entity including federal, state, local, or School District.

Cybercrime/Violation	Minimum Required Consequence

Impersonating a Staff/Teacher's account to manipulate the districts online systems	Intensive Administrative Intervention and lengthier removal from learning environment
Implementation or promotion of Malware against the districts online systems	Referral to Police or outside agency
Sale of Access to District systems	Referral to Police or outside agency
Hacking Computer Networks - unauthorized access to district's private computers or networks	Intensive Administrative Intervention and lengthier removal from learning environment
Misusing Computer Networks - unauthorized access to district's private computers or networks	Administrative Intervention and/or short term removal from the learning environment.

All occurrences of the removal from the learning environment will coincide with the removal of Technology privileges. In addition to any of the above consequences, any teacher may recommend and any Principal or the Director of Technology may implement the below list of consequences. These should be done in accordance with the severity of the violation. Please contact the Director of Technology if you have any other questions or to implement.

All removal of Technology will require in kind non-technology based education be provided to the student by the teacher. Students should still have access to the education that is entitled to them. If a student's access to technology is removed, teachers will provide an equivalent non-technology based instructional alternative.

Additional Possible Technology Consequences

- Removal of Email/Chat privileges.
- Reduction of Email privileges to include only being able to contact NCSD Staff.
- Removal of Login privileges and requirement to do all schoolwork on Paper.
- Chromebook use is restricted to only onsite (Chromebook should be left onsite).
- Removal of other non-technology privileges as deemed appropriate by Administration.

Be Present, Be Engaged

Beginning in the 2025-26 school year, Niskayuna CSD will be implementing a new policy that limits student use of cell phones and other Internet-enabled devices during the school day. The new policy aligns with a new law in New York state that restricts cell phones in public schools.

See https://www.niskayunaschools.org/be-present-be-engaged/ for more information.

Attending and Participating in Remote Instruction

There may arise the situation where students will participate in Remote Instruction. Remote Instruction mirrors traditional school.

- The schedule for Remote Instruction will align with the daily schedule used during in-person schooling.
    - It will consist of both synchronous and asynchronous activities.
- Educators will be using Google Classroom or SeeSaw (depending on Grade) for all class posts including class materials, assignments, and other learning components. Please note all students participating will be able to see each other's names and student email address. This is not for parent or public use.
- Educators may record a session or lesson so that students can review the lesson at a later time. Please note that anyone present at the remote location may be recorded during this timeframe. Each student will see a notification on their screen that the session is being recorded.
- Each student (remote or in-person) and family ensures that the confidentiality rights of all students are protected when live videos are used. In order to protect our students, all parents and family members will abide by the following:
    - Parents/Guardians shall ensure that no one other than the student can see or hear the live virtual session, unless authorized by the educator.
    - Parents, guardians and students will not allow any recordings or screenshots to be made of virtual live sessions.
    - If parental or other third-party involvement in a virtual live session is necessary to enable a student to participate, the individual assisting the student will need permission and shall not re-disclose any personally identifiable information about any student participating in any fashion.
    - When participating in a virtual session, please be mindful of the educational environment and eliminate distractions that may divert the students' attention away from learning.

If at any time, you become aware of a confidentiality breach in a Google Classroom or on a Google Meet please reach out to your child's teacher or related service provider.

Students may expect privacy from other students with respect to their assigned Chromebook. However, as per the Niskayuna Student Code of Conduct:

> *Any and all activities on District owned devices as well as email that is sent or received through the District's network shall be deemed to be not confidential and is subject to random review. Any messages that are related to or in support of inappropriate or illegal activities shall be reported to supervisors, the District office, or legal authorities. The use of District devices and email is limited to that which supports the District's educational mission and official school business.*

Privacy and Compliance Acknowledgements

Niskayuna Central School wants to make parents aware of the following statements and facts. These statements are not intended to mislead or circumvent any practice currently in place, but serve as notice to the parents of the following activities that are occurring.

COPPA

In order for Niskayuna CSD to continue to be able to provide your student with the most effective web-based tools and applications for learning, they need to abide by federal regulations that require a parental signature as outlined below.

Our district utilizes several computer software applications and web-based resources, operated not by this school, but by third parties. These include Google Apps for Education (GAFE), ParentSquare, Discovery Education, ClassLink, Zearn, and similar educational programs. In order for our students to use some of these programs and services, certain personal identifying information – generally the student's name and email address – must be provided to the website operator.

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator. If you do not want your student to participate in these programs, please contact your building principal.

Ed Law 2-D

As part of the requirements of Education Law 2-D Regulation 121:

- The district has developed a Parent's Bill of Rights that outlines options a parent has with regards to Student Data Privacy
- The District maintains Data Privacy Agreements with all 3rd Party Contractors that we share Student Data with. These agreements are accessible public as part of the DPS Inventory Tool

Screen Time Guidelines and Recommendations

The American Academy of Pediatrics (AAP) offers parents recommendations on addressing and managing Screen Time with children and adolescents. Niskayuna Central School District endorses and offers the same recommendations.

To help students disconnect and support healthy sleep habits, we are implementing automated internet "curfews" on all district-managed Chromebooks, beginning at the end of this school year:

- Grades 3-5: Internet access will be disabled from 9 p.m. to 6 a.m.
- Grades 6-8: Internet access will be disabled from 10 p.m. to 6 a.m.
- Grades 9-12: Internet access will not be disabled.

Get Involved With Your Kids Computer Usage

Their device is just another environment in which kids play. The same parenting rules apply. Continue to engage your children in both their real and virtual environments. Play with your kids and set limits. Kids thrive with boundaries and limits. Get to know who your kids are playing with online as you would in person.

Create Media Free Time
Designate media-free times together (eg, family dinner) and media-free locations (eg, bedrooms) in homes. Promote activities that are likely to facilitate development and health, including positive parenting activities, such as reading, talking, and playing together.

Set Limits
Address what type of and how much media are used and what media behaviors are appropriate for each child or teenager. Place consistent limits on hours per day of media use as well as types of media used.

Other Activity and Sleep

- Make sure you schedule in playtime free of media, especially for the very young. Unstructured playtime stimulates creativity.
- Ensure your child receives the recommended 1 hour of physical activity per day
- Ensure your child receives adequate sleep (8-12 hours according to their age) without technology present in their bedrooms.

Be a Good Role Model
Limit your own media use, and model this behavior for your children.

Online Activities
Have ongoing communication with children about online citizenship and safety, including treating others with respect online and offline, avoiding cyberbullying and sexting, being wary of online solicitation, and avoiding communications that can compromise personal privacy and safety. Students and parents may report any concerning online behaviors to their child's teacher or principal.

Let Your Teenager go online (with guidance)
Cultivating online relationships can have both a positive and negative impact on adolescent development. Social media can support identity formation, but teach your teenager appropriate behaviors for online and in-person relationships. Ask your teen to show you what they are doing online and be open to learning from them.

Create a Team
Communicate guidelines to other caregivers, such as babysitters or grandparents, so that media rules are followed consistently.

Technology Support
Niskayuna CSD will ensure that all students are provided with any needed Technology Support. This is done in a number of layers.

- The teacher is the first line of support for any student. They will assist in any day to day issues that the student encounters with their device or applications.
- Each Building has a ComputerTA that provides teachers with additional technology support when needed. Students are empowered to ask the ComputerTA for any assistance as well.

- The Information Technology Department is also always available to Staff, students, and parents to assist in any technical issues. The IT Department provides support in the following ways.
    - Support of the Teacher and ComputerTA as needed
    - Provide a Parent Technology Support Site with documentation and guides for parents
    - Parents can contact the Information Technology department via email at techsupport@niskyschools.org
    - Students can reach out to any Information Technology staff assigned to their buildings (e.g. Crossroads in the High School).

Parent/Guardian Responsibilities

Your son/daughter has been issued a Chromebook to personalize his or her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of this computer:

- I will supervise my child's use of the Chromebook at home.
- I will discuss our expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report any problems with the Chromebook to the school.
- I will not load or delete any software from the Chromebook.
- I will make sure my child charges the Chromebook battery nightly.
- I will make sure my child brings the Chromebook to school every day.
- I will make sure my child uses a protective bag, either the one provided by the school district or a suitable alternative, to transport the Chromebook to and from school.
- I agree to return the Chromebook to school when requested and upon my child's withdrawal from Niskayuna Central School District.

Student Responsibilities

Your Chromebook is an essential learning tool and is to be used for educational purposes only. In order to take ownership of Chromebook, you must accept the following responsibilities:

- When using the Chromebook at home, at school and anywhere else I may take it, I will follow the policies of the Niskayuna Central School District, the Chromebook Handbook, the Student Code of Conduct, and all local, state, and federal laws.
- I agree to follow the Artificial Intelligence Student Guidelines for Academic Integrity & Ethical Use
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any un-approved software onto the Chromebook.
- I will only use my Chromebook with my district email account.
- I will use my district email only for educational purposes.
- I will not remove programs or files from the Chromebook.
- I will not share personal information when using the Chromebook.
- I will bring the Chromebook to school everyday fully charged.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the Chromebook.
- I will return the Chromebook when requested and upon my withdrawal from Niskayuna Central School District.
- I will keep the Chromebook in its protective case at all times when not in use.