Canisteo Greenwood Central School

Digital Literacy and Equity Agreement

2026-2027



Cultivating Greatness

Committed to Success

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BUILDING THE FOUNDATION FOR LIFELONG LEARNERS AND LEADERS.

The CANISTEO-GREENWOOD CENTRAL SCHOOL COMMUNITY is committed to providing a SAFE and INCLUSIVE environment that promotes belonging.

Our mission is to build RESILIENCE and ADAPTIVE SKILLS, so students are confident in navigating their future.

We are empowered to work COLLABORATIVELY and CREATIVELY, while encouraging ACCOUNTABILITY.

PURPOSE: The Canisteo Greenwood Central School Community is committed to utilizing the opportunities technology provide to empower all students to confidently navigate their future. The goal of the school community is to provide safe and inclusive environments that build the foundation for lifelong learners and leaders by providing the tools students need to prepare for the future. Canisteo Greenwood is committed to a 1:1 Device Program for all students in grades PK through 12 and providing access to district technology and networks to all students. This handbook will serve as a resource for students and parents on how to work collaboratively, creatively, and maintain accountability while utilizing technology within the school community. This is linked to the online Mobile Learning Device Usage Agreement/Permission Form that must be signed by a parent/guardian and student before a device is issued.

DIGITAL ACCESS- The Canisteo Greenwood School Community is committed to ensuring digital access for all students to enable them to build resilience and adaptive skills needed to confidently navigate their future.

1. DEVICE SPECIFICATIONS & ISSUING

The devices selected for student use by Canisteo-Greenwood Central School may vary from grade to grade based upon the date of purchase. Devices will be distributed or made available at the beginning of each school year. Parents and students must verify and sign the Parent-Student Digital Literacy and Equity Agreement before using or being issued a device. It is the sole responsibility of the parent/guardian and student to read and understand these documents. Documents are available on the website as well as on student desktops. The district reserves the right to collect devices at any time for repair, maintenance, inventory, or to review activity. All district technology will be collected or returned at the end of each year. Damage or failure to return an issued device or to district technology will result in the student and parent/guardian being responsible for any financial obligations incurred

2. SECURING & PROTECTING DEVICES

A. DEVICE IDENTIFICATION: Students need to be responsible for their issued device. Devices will be labeled in the manner specified by the school and may not be intentionally removed. Devices can be identified in the following ways:

a. Record of serial number
b. Individual User account name and password

B. Password Protection: Students are expected to keep their passwords confidential and secure. Students are responsible for all activity occurring on their device and should lock or shut down their device when inactive for security and to sustain battery life.

C. Responsibility for Devices

When students are not using their devices, they should be securely stored. Devices should not be left in unsupervised areas to decrease the likelihood of being lost, damaged, or stolen. Devices should not be exposed to extreme temperatures that could cause damage (such as leaving in a vehicle).

3. **TAKING CARE OF DISTRICT TECHNOLOGY**

Students should use precautions around technology to decrease the likelihood of causing damage.

A. **General Precautions:** Keep food and drink away from technology. Spills incur costly repairs that are not covered by warranty or insurance. Cords and cables should be inserted and removed carefully to avoid breakage. Carry devices carefully to avoid dropping. Devices must remain free of any writing, drawing, carving, stickers, labels, and or skins.

B. **Screen Care:** The screens of devices can be damaged if subjected to rough treatment and are particularly sensitive to damage from excessive pressure. To avoid damage do not lean or place anything on the screen. Do not use sharp objects (pens, pencils, etc.) on screens. Do not use Windex or other harsh chemicals to clean screens. Only use soft, dry cloth for cleaning screens.

4. **REPAIRING OR REPLACING DEVICES**

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items. *Currently* those prices are as follows:

1. Laptop - $599.76
2. Laptop Power Module/cord –$49.99
3. District Desktop – based on model or similar device, current retail price
4. Peripheral – based on model or similar device, current retail price

5. **DEVICE TECHNICAL SUPPORT**

The Technology Department coordinates the repair work for devices. Devices and technology that are broken or fail to work properly must be reported to the technology department or a teacher. ***Never try to repair the device yourself or have someone outside the district work on it, as this could void our warranty and cause you to incur additional charges.***

DIGITAL RESPONSIBILITY – The Canisteo Greenwood School Community is committed to establishing safe and inclusive learning environments for all students through responsible use of technology.

6. **APPROPRIATE USE OF DISTRICT TECHNOLOGY**

Students should use district technology in appropriate manners that foster positive learning environments free of distractions and disruptions.

A. **Ready for Learning:** Devices are intended to be used at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their assigned device to all classes charged and ready to use, unless specifically advised not to do so by their teacher.

B. **Distraction Free:** Inappropriate or distracting media or images may not be viewed or used as a screensaver or background. Sound should be muted at school unless permission is obtained from the teacher for instructional purposes or when using headphones or earbuds. Students should not be distracting or disruptive to others while using their device.

7. **MANAGING FILES AND SAVING WORK**

Students are responsible for managing and saving their work. Students in the HS will be logging into Office 365 to back up their work. Students will have their own user account and folder on Office 365 with ample space to back up any school-related work. Students in the ES will use Seesaw as the primary platform for learning. Occasionally, it will be necessary to re-image a device. This may be required to repair a software or hardware issue, get rid of inappropriate content from a computer, or override an unauthorized lock code. When possible, the technology staff will do their best to back up the student's files from the device to be transferred back after the re-imaging is complete. However, the school does not accept responsibility for the loss of any software or files due to a re-image.

8. **APPS/PROGRAMS ON DEVICES**

The apps and programs originally installed by Canisteo-Greenwood Central School must remain on any device in usable condition and be easily accessible. All devices come with the current district imaged

operating system and with additional software needed and used for instruction. From time to time, the school may add or remove software applications for students in a particular course or update licensed software. Students must utilize the district operating system and are not allowed to reset the computer or utilize virtual private networks (VPNs). Periodic checks of devices will be made to ensure accessibility.

9. INSPECTION

Students may be selected at random to provide their device for inspection to check for restricted images, settings, user history, etc. All activity on the student's device will be subject to review by technology staff and administration. This includes student internet searches, email correspondences, browsing history, etc. Inspection is used to ensure that devices are being used for educational reasons and that students are staying on task. Disciplinary action may be taken for irresponsible activity occurring on student's device.

DIGITAL FLUENCY – The Canisteo Greenwood School Community is committed to all students becoming digitally fluent by demonstrating digital etiquette that is safe, inclusive, and promotes belonging.

10. DIGITAL ETIQUETTE

Students should utilize technology in safe ways that respect the privacy and propriety rights of themselves and others.

a. Do not open, use, or change files that do not belong to you.
b. Do not reveal your full name, phone number, home address, social security number, credit card numbers, or passwords to others.
c. Remember that storage is not guaranteed to be private or confidential.
d. If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material notify a teacher or an administrator immediately.
e. Do not share your login information such as username and password with any other user.
f. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.
g. Do not attempt to alter data, the configuration of a computer, or the files of another user.
h. Cyberbullying will not be tolerated and is a violation of the Canisteo-Greenwood Central School Student Code of Conduct.
i. Comply with trademark and copyright laws and all license agreements. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the Canisteo-Greenwood Central School Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text.
j. Use or possession of hacking software is a violation of the Canisteo-Greenwood Central School Student Code of Conduct.

11. ACCEPTABLE USE POLICY

The full text of the district's AUP is at the end of this document.

A. Plain Language Summary and General Guidelines

1. Students will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Canisteo-Greenwood Central School.

2. Students are responsible for the ethical and educational use of the technology resources of Canisteo-Greenwood Central School.

3. Access to Canisteo-Greenwood Central School technology resources is a privilege and not a right.

B. Consequences

The student whose name a system account and/or device is issued will be responsible for its appropriate use. This means if someone else uses your device to break the rules, you are still responsible. Non-compliance with district policies will result in disciplinary action as outlined in the Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff to ensure appropriate use. Violation of applicable state or

federal law including the New York State Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District. The District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. Proper authorities will be given access to their content.

12. Frequently Asked Questions

Q: Why is Canisteo-Greenwood issuing devices to all students?

A: The Canisteo-Greenwood School community is committed to providing an equitable education to all students with the appropriate tools. Our students will have unlimited, 24/7 opportunities to learn digitally, think creatively, and compete globally.
•Students will have equal access to appropriate resources.
•Students will be creators of knowledge not just consumers.
•Students will have access to up to date, current information.

Q: When my student is issued a device, are they required to bring this to class every day?

A: Students are expected to bring the resources that are necessary for a successful learning experience to class every day. Teachers will continue to communicate specific expectations regarding which resources will be used in any given class period.

Q: How will Canisteo-Greenwood prevent access to inappropriate websites?

A: All district devices include a special piece of software, which automatically filters and firewalls websites regardless of location. This software provides the same level of protection to the students if they are on campus or accessing off campus. Any student that implements a bypass of this filtering system would violate the Canisteo- Greenwood Central School Acceptable Use Policy and the Code of Conduct. This software will work on any internet connection so parents will not have to purchase filtering software for the devices while the student is at home.

Q: Can students load apps/music on to district devices?

A: No, students are loaning the device for learning purposes, and all necessary apps and programs are already available on the device.

Q: What happens if my students take home device is stolen?

A: A police report must be filed by the student or parent within 48 hours of the occurrence. If the device is stolen and the student reports the theft (by the next school day) and a police report is filed, then the student will not be charged. A copy of the police report must be brought to the building principal.

Canisteo-Greenwood Central School District
Acceptable Usage Agreement

I have read and understand the rules, policies, and guidelines set forth in the 2026-2027 Canisteo-Greenwood Mobile Learning Device Handbook, the Acceptable Use Policy, and Code of Conduct all of which are available on the district's website.

In particular, I acknowledge and understand that:

- District technology infrastructure, including network, and devices, including those issued to students for take home, are sole property of the district and subject to complete district oversight and control.
- My student is responsible for all activity on their user account.
- My student is responsible for all activity on any district device assigned to be used during instruction or issued as a take home device.
- If issued a take home device my student is responsible for the care, handling, safety, and proper return in the same condition it was issued to the student, less reasonable wear.
- If my child does NOT have permission to take/use the device at home, I have provided written notification of such at the bottom of this form.
- Failure to return an issued device, or failure to return it in acceptable condition, or the loss, theft, or breakage of any district device during use by, or issuance to, a student, will result in the complete financial obligation for replacement or repair assumed by the student and parent/guardian.

Canisteo-Greenwood Central School District
Mobile Learning Device Usage Agreement/Permission Form

I have read and understand the rules, policies and guidelines set forth in the Canisteo-Greenwood Mobile Learning Device Handbook, Acceptable Use Policy, and Code of Conduct, all of which are available on the District's website. In particular, I acknowledge and understand that:

District technology infrastructure, including network, and devices, including those issued to students or take home, are sole property of the District and subject to complete District oversight and control.

My student is responsible for any and all activity on their user account.

My student is responsible for any and all activity on any district device assigned to be used during instruction or issued as a take home device.

If issued a take home device, my student is responsible for the care, handling, safety, and proper return in the same condition it was issued to the student less reasonable wear.

If my child does NOT have permission to take/use the device at home, I have provided written notification of such at the bottom of this form.

Failure to return an issued device, or failure to return it in acceptable condition, or the loss, theft, or breakage of any district device during use by, or issuance to, a student, will result in the complete financial obligation for replacement or repair assumed by the student and parent/guardian.

A completed and signed form must be returned to the school prior to the use of technology or receipt of device. This agreement covers a student's entire career withing a specific building in the CG school district.

Print Student Name: _____

Student Signature: _____

Date: _____ **Grade: _____**

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____