BREWSTER CENTRAL SCHOOL DISTRICT
DEPARTMENT OF TECHNOLOGY AND INNOVATION
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TELEPHONE 845-279-5051 www.Brewsterschools.org

Laurie Bandlow, Ed.D.	**Jim Treloar**	**Bob Valdez**
Superintendent of Schools	Director of Technology & Innovation	Assistant Director of Technology for Support & Operations

Dear Parent /Guardian,

To help our students grow into fully empowered digital citizens, the District provides Chromebooks and other devices for every student in grades K-12.   These devices are the property of the Brewster Central School District and we expect that students will use them, or any personal device connected to our network, in accordance with our Responsible Use Policy—Board Policy 5800 and 5800-R (hereinafter "RUP"). *We have included a copy of the RUP at the end of this document*. The District will provide, at no charge to every family, insurance for accidental damage that occurs to District-owned devices. Please be aware that repeated claims by a family may result in a deductible fee. As you may be aware, A positive digital citizen learns and develops the skills and understanding to effectively use the internet and technology responsibly.

Content Filtering

In accordance with Board Policy 8271 (Children Internet Protection Act: Internet Content Filtering/Safety Policy), the District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act. All District assigned Chromebooks will have all Internet activity protected and monitored (i.e., filtering or blocking of access to certain material on the Internet). The District utilizes **Securly** which allows us to monitor and filter all traffic on each student's Chromebook.

Parents will receive a weekly alert that shows their child's browsing history while at home, and allows them to provide greater restrictions on the type of content their children can access through the **Securly Parent Portal**. Find out more on the Brewster Technology & Innovation web page. Filtering technology is a vital tool, but is not a substitute for supervision of student internet usage. The District urges parents to monitor their child's internet activity at home in addition to **Securly**, as the filtering technology cannot guarantee that students will not access inappropriate sites.

Please be aware that any time a student utilizes his or her own personal device and their own mobile internet or cellular service on school grounds or off school grounds, *they are not filtered and captured by Securly*.

Responsible Use

The Brewster Central School District considers digital learning resources powerful and valuable educational tools. We encourage the use of these devices, both in classrooms and outside of the school day, as a means to provide opportunities for students to conduct research, collaborate, and to complete assignments and projects.   These digital learning devices coupled with a myriad of other learning activities, foster critical thinking and problem solving skills in our students. The appropriate use of District resources both in school, home, and elsewhere is specified in the District's RUP.

Parental Consent

Google

The Brewster Central School District utilizes Google Workspace for Education. With your approval, the District will provide and manage a Google Workspace for Education account for your child. Google Workspace for Education (Core Services) is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills. The District will also add "additional services" offered by Google to the Google Workspace for Education account of your child, unless you opt-out below. The "additional services" include Applied Digital Skills (high school level only); Blogger; Chrome Web Store; CS first; Google Bookmarks; Google Books; Google Earth; Google Maps; Google My Maps; and YouTube.

For more information, please review the notice included at the end of this letter. Some of the common questions it answers include:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read the notice carefully. If you have any questions, please contact The Director of Technology & Innovation at helpdesk@brewsterschools.org. Please complete and sign the form below. If you opt out of your child having a Google Workspace for Education account, the District will not create a Google Workspace for Education account with additional services, however, your student's account will still receive the Core Google Workspace for Education services. Since Brewster has wholly embraced Google as our communication and collaboration platform, it would effectively limit your child to doing some work and communicating with their teachers and peers through the use of paper or having an account with minimal capabilities.

StudentSquare and Other Programs

The Brewster CSD also uses other programs to enhance your child's education.

For example, the District uses ParentSquare for all of its communication between the district and families as well as between teachers and parents. StudentSquare allows teachers to send those same messages to students as well. This is already available for Brewster High School Students and we are planning to use this service with students in grades 6-8 as well.

There is a link to a form below where you will be able to opt-out of StudentSquare or other District programs. As always, if you have a question about any other program, please contact the Director of Technology & Innovation at helpdesk@brewsterschools.org. Required notifications will be posted on the Brewster Technology and Innovation Webpage.

Consent and Responsible Use Agreement

- I have read [District Policy 5800/5800-R (Responsible Use Policy)](). I understand all requirements and agree to abide by the rules listed within it. Specifically, by signing below, I am acknowledging my or my child's responsibility to comply with the RUP Policy and to responsibly care for any district owned device while in my or my child's possession and that unacceptable use or loss, damage or destruction of the student-operated device may result in revocation of computer privileges, return of the device to school district officials and/or payment for any device that is intentionally damaged.

- I have read [Board Policy 8271 (Children Internet Protection Act: Internet Content Filtering/Safety Policy)](). The District complies with the Children's Internet Protection Act. However, I understand that no filtering technology can guarantee the prevention of students accessing inappropriate sites.

- In addition, the District Complies with Education Law 2-d and its regulations regarding personally identifiable information ("PII"). A list of the programs used by the District can be found at https://my.catchon.com/public-applications/#90e370dad6624e87be0ad38071672023.   All of the District's third party contractors who receive PII are required under Education Law 2-d to have an agreement with the District protecting PII and those contractors must follow the [Parents Bill of Rights for Data Privacy and Security]().

- The District has provided notification of the programs it uses, including Google Workspace for Education (Core and additional services), StudentSquare (if applicable), and others that will be listed on its Technology and Innovation website once available. I understand that my child, when applicable for educational purposes, will have access to the above programs and/or platforms unless I opt out.

Please use [this link](https://forms.gle/qqpHHBNAhG1Dxm8cA) (https://forms.gle/qqpHHBNAhG1Dxm8cA) if you would like to Opt-out of any [Google Workspace for Education Additional Services]() or Student Square (WMS Students Only).

School	Grade

Print Student Name	Student Signature	Date

Print Parent/Guardian Name	Parent/Guardian Signature	Date

Policy 5800:   COMPUTER USE IN INSTRUCTION – RESPONSIBLE USE ("RUP")

The Brewster Central School District is committed to optimizing student learning and teaching. The district considers student access to digital learning resources, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and other web enabled technology in district classrooms for the purpose of advancing and promoting learning, student engagement, and teaching.

Digital learning resources can provide a powerful forum for learning and the use of software applications, online databases, collaborative tools, and other web based forums can significantly enhance learning experiences and provide global communication opportunities for staff and students.

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

The Director of Technology and Innovation shall oversee the use of district computer resources. S/he will coordinate the preparation of in-service programs for the training and professional learning of district staff in computer skills, and for the incorporation of digital learning in all subject areas.

The Director of Technology and Innovation, working in conjunction with the district's purchasing agent, and the district's technology committee, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. S/he shall prepare and submit for the Superintendent's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Virtual/Remote Learning

During virtual/remote learning, students shall be held to the existing standards set forth in the Code of Conduct, including with respect to prohibited conduct and potential penalties. Students may not display any virtual backgrounds, photographs or objects during a videoconference or during virtual learning that would violate the Code of Conduct. Further, there shall be no unauthorized recording of individuals or content, including but not limited to videos and screenshots. In addition, there shall be no posting to social media of any of the aforementioned material.

Revised and Adopted: 8/18/20

Policy 5800-R: COMPUTER USE IN INSTRUCTION – RESPONSIBLE USE
                  REGULATION

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

I. Administration

- The Director of Technology and Innovation is to oversee the district's
  computer network.

- The Director of Technology and Innovation shall monitor and examine all
  network activities, as appropriate, to ensure proper use of the system.

- The Director of Technology and Innovation shall be responsible for
  disseminating and interpreting district policy and regulations governing use
  of the district's networks.

- The Director of Technology and Innovation shall coordinate employee training
  and professional learning for proper use of the network and will ensure,
  through school level administrators, that staff supervising students using the
  district's network provide similar training to their students, including
  providing copies of district policy and regulations governing use of the
  district's network.

II. Internet Access

- Students will be provided access: **during class time, during the school
  day when the students are not in class, and before or after school
  hours.**

- Faculty and staff will have the option of utilizing a device and be provided
  access during the school day and before or after school hours.

- Faculty, staff, and students will be provided with secure, password protected
  individual accounts and will be responsible for all activity on their account.

- Students may browse the World Wide Web for items related to the district's
  instructional goals.

- Students are encouraged to participate in all district sponsored digital
  learning opportunities.

- Students may construct their own digital presence using district computer resources as related to the district's instructional goals and aligned with the district's responsible use policy.

- Students will have an individual e-mail address assigned by the district. The content of any district sponsored email shall not be considered private and may be reviewed by teachers, administrators, and others with no prior notification.

- Staff members will be required to oversee the use of technologies that they assign.

III. Responsible Use and Conduct

Access to the district's computer network and its digital learning resources is provided solely for educational purposes and research consistent with the district's mission and goals.

Each individual in whose name an access account is issued is responsible at all times-- during school as well as outside of school hours-- for its proper use.

All users of the district's network and digital resources will be issued a username and password. Passwords must be safeguarded and changed periodically.

Only those network users with written permission from the Director of Technology and Innovation may access the district's internal network from off-site (e.g., from home). The district will make reasonable effort to provide digital learning tools to students and staff which are available anytime, anywhere and on any device for which the user has access to the Internet.

All users of the district's network and digital resources are expected to abide by the district's code of conduct.

Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.

Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

As part of this policy, and the District's Internet Content Filtering/Safety Policy (policy 8271), the District shall also provide age-appropriate instruction regarding appropriate online behavior, including:

- Interacting with other individuals on social networking sites and in chat rooms
- Cyberbullying awareness and response.

When using personal technology in school and/or on the school's network, students shall comply with the District's policy on Student Use of Personal Technology.

Such instruction will be provided even if the District prohibits students from accessing social networking sites or chat rooms on District computers.

IV. Prohibited Activity and Uses

Active Restriction Measures: The District will utilize filtering software or other technologies in an effort to prevent Network users from accessing inappropriate content. Use of such software and technologies cannot, however, guarantee that all inappropriate sites will be blocked. It is not possible to list all examples of unacceptable use, but below is a list of examples of activity that is prohibited on the district's computer network. Unacceptable use of the District resources may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others.
- Using another user's account or password without that person's knowing consent.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge email messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to transmit anonymous messages or files.

- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the network for sending and/or receiving personal messages not related to the district's goals.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software on the district's computers and/or network without the permission of the Director of Technology and Innovation.
- Using district computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources, including bandwidth and storage.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

V. No Privacy Guarantee

Users of the district's computer network and equipment should not expect, nor does the district guarantee privacy for electronic mail (email) or any use of the district's computer network or digital resources. The district reserves the right to access and view any material stored on district equipment, any of its digital resources, or any material used in conjunction with the district's digital resources.

VI. Theft and Device Protection

Damage or loss of a device must be reported to the main office and School Resource Officer. Loss of a device as a result of theft must be reported within 24 hours of the occurrence. If insurance is purchased through the district, a police report number must be produced for the school to complete an insurance claim. When a device is reported lost or stolen, the device will be disabled rendering it unusable. If the device is not insured the student is responsible for the cost as determined by the Department of Technology and Innovation and building administration. Students are strongly encouraged to purchase insurance on a device they are issued either through the district or on their own.

VII. Returning Devices

Students will return any issued device when requested on a date determined by administration. If a device is not returned, Brewster Central School District may avail itself of all legal options available to it for collection of the device or, if necessary, collection of the fair market value of the device.

VIII. Sanctions

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity may be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

IX. District Responsibilities

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet access, download and otherwise use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

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

The Brewster Central School District (the "District") purchase technology (i.e. Chromebooks) for students to use for instructional purposes. Students are expected to properly secure, transport and protect the District device and its related hardware, software and accessories.

Revised: 2/13/2018

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat (*HS students only*)
- Google Chrome Sync
- Google Meet
- Groups
- Jamboard
- Keep
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services":

- Applied Digital Skills (*HS Students only*)
- Blogger
- Chrome Web Store
- CS First
- Google Bookmarks
- Google Books
- Google Earth
- Google Maps
- Google My Maps
- YouTube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Brewster Central School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
location information, as determined by various technologies including IP address, GPS, and other sensors;
unique application numbers, such as application version number; and

cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. **Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes**.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Students in Grades K-2 are restricted from sharing any information publicly and have limited sharing within the organization

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

> With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
> With Brewster Central School District, Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
> For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

> meet any applicable law, regulation, legal process or enforceable governmental request.
> enforce applicable Terms of Service, including investigation of potential violations.
> detect, prevent, or otherwise address fraud, security or technical issues.
> protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Jim Treloar, Director of Technology & Innovation (jtreloar@brewsterschools.org). If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit https://myaccount.google.com while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Jim Treloar, Director of Technology & Innovation (jtreloar@brewsterschools.org). If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at https://www.google.com/edu/trust/), the Google Workspace for Education Privacy Notice (at https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy (at https://www.google.com/intl/en/policies/privacy/).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html)