

# Southern Tioga

Learner Driven • Endless Possibilities

**Sam A. Rotella, Jr.** Superintendent  
**Bonnie Thompson** Business Manager  
**Lauren Sargent** Coordinator of Curriculum  
**Krista Peterson** Director of Special Education

July 13, 2020

Our school district has a 1:1 device program in grades K-12 which means **every** student will receive a laptop in grades 7<sup>th</sup>-12<sup>th</sup> and chrome book in grades K-6<sup>th</sup>.

Attached you will find several forms which should be read together with your child(ren). We will begin collection of the annual technology fee for these devices starting today. To ensure your child receives their device in a timely fashion, we ask that you complete all necessary forms and attach payment. The annual technology fee is \$20.00 per student or \$35.00 per family. The family technology fee will cover all students living in the same household. Please make check or money order payable to **Southern Tioga School District**. Please do not send cash. Mail your payment along with the *signature page* signed by parent/guardian and student to our district office using the address below:

Attn: Rebecca Harer  
Southern Tioga School District  
310 Morris Street  
Blossburg, PA 16912

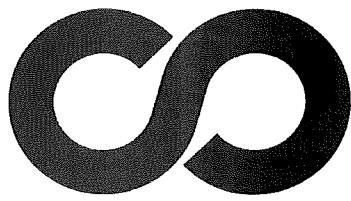
You can also choose to pay the technology fee online at **[www.southerntioga.org](http://www.southerntioga.org)** and click on the “My School Bucks” icon at the bottom of the page. There will be a 3.95% transaction fee for all on-line payments.

We are planning on distributing the devices throughout the summer to minimize disruption of class time. Once the technology fee is paid, you may pick up your child’s device at the following locations and days. **Please note that your child needs to be present to pick up their laptop due to signing in to the laptop, etc.** Please allow approximately 20 minutes for this process.

Distribution dates and times are listed below. The student must be present to pick up their device. If you have any questions, please contact your child’s school.

North Penn Mansfield High School	WLM Elementary School	Blossburg Elementary School	North Penn Liberty High School
Pickup for NPMHS students	Pickup for WLM 4 <sup>th</sup> -6 <sup>th</sup> grade students	Pickup for BES 4 <sup>th</sup> -6 <sup>th</sup> grade students	Pickup for NPLHS and LES 4 <sup>th</sup> -6 <sup>th</sup> grade students
August 10, 2020 8:00 AM-12:00 PM	August 10, 2020 8:00 AM-12:00 PM	August 12, 2020 8:00 AM-12:00 PM	August 11, 2020 8:00 AM-12:00 PM
August 17, 2020 5:00 PM-8:00 PM	August 17, 2020 5:00 PM-8:00 PM	August 19, 2020 5:00 PM-8:00 PM	August 18, 2020 5:00 PM-8:00 PM

Thank you,  
Tech Department



# Southern Tioga

Learner Driven • Endless Possibilities

<b>Sam A. Rotella, Jr.</b>	Superintendent
<b>Bonnie Thompson</b>	Business Manager
<b>Lauren Sargent</b>	Coordinator of Curriculum
<b>Krista Peterson</b>	Director of Special Education

## Permission Form

The checklist below must be reviewed annually. Parents, guardians, and students must agree to Southern Tioga School District's terms and conditions prior to receiving/using district devices.

### CHECKLIST:

- Understand that devices & equipment issued by STSD (i.e. – tablets, laptops, chrome books, etc.) are still owned by STSD
- Agree to/sign STSD's Acceptable Use Policy
- Understand parents/guardians are responsible for monitoring the Internet and device activity on school-issued equipment when students are outside of the schools
- Take responsibility for the care of STSD equipment both in and out of school
- Understand consequences of malicious destruction of technology (school property)
- Agree to bring your STSD issued device to school every day
- Ensure that the STSD issued device will be charged and ready for use prior to arriving on campus
- Understand that STSD has the right to monitor all district owned devices, as well as block access to applications and websites
- Have no expectation of privacy for files stored or data exchanged on district issued devices or the cloud
- Understand loaning/borrowing STSD issued devices to/from other students is not allowed
- Understand how to take precautions to keep your usernames/passwords private
- Understand STSD issued devices need to be serviced annually and will need to be collected at the end of every year (devices will be redistributed at the beginning of the following year)
- Have reviewed information pertaining to the technology fee
- Understand if child leaves the district: laptop/chrome book, charger, case and stylus (if equipped with one) must be turned into the school office before their last day; otherwise, the parent/guardian is responsible for full costs of replacement equipment (laptop, charger, case, stylus, etc.)

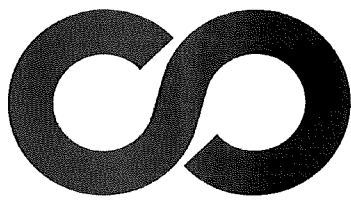
Learner Driven Endless Possibilities Empowered Engaged Innovative Connected Learner Driven Endless Possibilities Empowered Engaged Innovative Connected Learner Driven Endless Possibilities

**Southern Tioga School District Administration Office**

310 Morris Street, Blossburg PA 16912

(570) 638-2183 (570) 638-2184 FAX (570) 638-3512

**[www.southerntioga.org](http://www.southerntioga.org)**

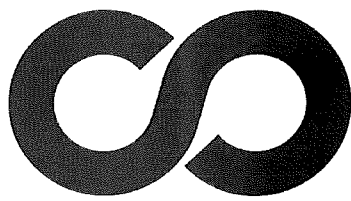


## Acceptable Use Policy User Agreement Form

Southern Tioga School District is committed to utilizing technology in an efficient manner to create an innovative environment that will enhance instruction, empower students and teachers alike, engage everyone in the learning process, connect students to limitless resources, improve communication, and manage data. As a user of the technology resources and network provided by STSD, I understand and will abide by the terms and conditions established by our Acceptable Use Policy (AUP). I also understand that the use of these resources is a privilege, not a right, and the improper use can result in the cancellation of these privileges. Furthermore, inappropriate use of these resources may result in disciplinary action and/or appropriate legal action as required by state and federal law and/or the cost of damages resulting from deliberate, malicious and/or willful acts of destruction. Activities that are considered inappropriate include, but are not limited to the following:

- Use of the network or device to facilitate illegal activity.
- Use of the network for commercial or for-profit purposes.
- Use of the network for product advertisement or political lobbying.
- Use of the network or device for hate mail, discriminatory remarks, terroristic threats, and offensive or inflammatory communication.
- Unauthorized or illegal installation, modification, distribution, reproduction, or use of copyrighted materials.
- Use of the network or device to access obscene or pornographic material.
- Accessing material that is harmful to minors or is determined inappropriate or inconsistent with the instructional purposes and mission of the District
- Use of inappropriate language or profanity on the network or device.
- Use of the network or device to transmit material likely to be offensive or objectionable to recipients.
- Use of the network or device to intentionally obtain or modify files, passwords, and data belonging to other users.
- Impersonation of another user, or anonymity, or use of pseudonyms.
- Installation of content which is known to be unauthorized or prohibited by the District.
- Use of the network or device to disrupt the work of other users.
- Destruction, modification, abuse, or unauthorized access to network hardware, software, and data by physical or electronic means (viruses, worms, etc.).
- Bullying/Cyberbullying
- Quoting personal communications in a public forum without the original author's prior consent.
- Circumventing or disabling the filter or any security measure.
- Engaging in the practice of "hacking"

*To see our complete Acceptable Use Policy, please visit <http://bit.ly/2L7nzDX> (Policy 815)*



## Annual Technology Fee / Damage Procedures

The Southern Tioga School District technology fee covers school issued student devices (i.e. – laptops, chrome books) in the event of theft, damage by fire, or other accidental damage. In the event of theft or fire, a police or fire report must be submitted to the district office within three (3) business days of the event. The technology fee will cover accidental damage to student computers. The fee will not cover intentional damage. The estimated MSRP for Lenovo Yoga 11e: \$459.00 (7<sup>th</sup>-12<sup>th</sup> grade) and estimated MSRP for Chromebook: \$263.00 (K-6<sup>th</sup> grade). Additionally, the fee will cover a student if he/she is responsible for accidental damage to another's device.

The technology fee does not cover damage that is determined to be the result of malicious use or treatment, nor does it cover the outright loss of the device or its parts (e.g. – charger, stylus, case). Malicious damage (defined as deliberate, willful destruction) is not covered under any circumstance. If the damage is determined to be malicious, parents/guardians will be responsible to pay the repair/replacement costs. The students will still be provided a device (loaner device) for use in school, but they will not be permitted to take it home.

### DETERMINING MALICE:

The determination of malice will only be decided after an investigation of the situation has been concluded. Based on prior experience, malicious damage typically appears as excessive damage, or purposeful defacement. Examples could include, but not limited to, writing on the device, scratches/etching on the screen or body, obvious signs of repeated and/or heavy impact, etc. The overall condition of the laptop helps provide the context for determining the outcome.

### PAYMENT:

The annual technology fee is \$20.00 per student or \$35.00 per family. Paying the family technology fee will cover all students living in the same household. Please make check or money order payable to Southern Tioga School District. To better ensure proper receipt of funds, cash will not be accepted. In the event of an incident, any applicable fines or fees must be paid before the repaired device is reissued.

*\*We are pleased to announce that we are now offering an online payment method for the technology fee through [myschoolbucks.com](https://myschoolbucks.com). There will be a 3.95% transaction fee for all on-line payments. The total, including the transaction fee, for an individual student will be \$20.79 and for a family \$36.38. If you have not registered with [myschoolbucks.com](https://myschoolbucks.com), visit the Southern Tioga School District website at [www.southerntioga.org](http://www.southerntioga.org) and click on the [myschoolbucks](https://myschoolbucks.com) icon to create an account.*

### REPORTING PROCEDURE:

In the event of damage, students should (1) complete a trouble ticket using IT Tracker and (2) report the issue to a technician. A technician will assess the damage. If the damage is determined to be accidental, a letter will be drafted to inform the Parent/Guardian. The student will be provided a temporary device to use (and may take home) while the device is being repaired. If the damage is determined by the technician not to be accidental, the building Principal will further evaluate/investigate the situation to determine the final outcome (either accidental or malicious) of the incident. If the damage is concluded to be due to malice (destruction of school property), parents/guardians will be required to pay the repair costs. While repairs take place, the student will be issued a loaner device which will not be permitted to be taken home.



## Signature Page

**Directions:** Please review all forms and complete this signature sheet. All forms can be accessed at [bit.ly/STSDTech](http://bit.ly/STSDTech). This form must be on file for student to receive the STSD issued device. Each student should complete and sign a form, only one check is necessary per family.

\_\_\_\_\_  
Print Student's First Name

\_\_\_\_\_  
Print Student's Last Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
School Name

### General Permission Form:

☐ We have reviewed all content from the Permission Form

### Acceptable Use (AUP) Agreement Form:

☐ We understand and will abide by the terms and conditions of the AUP

### Technology Fee Form/Insurance Form:

☐ We understand the annual Technology Fee and (choose only one)

☐ I have included the \$20 payment for the Single Technology Fee

☐ I have included the \$35 payment for the Family Technology Fee that will include: (please list all family members currently attending STSD in grades 7-12)

\_\_\_\_\_  
\_\_\_\_\_  
I understand if my child leaves the district, the laptop/chrome book, stylus (if equipped with one), charger and case must be turned into the office before their last day; otherwise, the parent/guardian is responsible for the full cost of replacement equipment (laptop/chrome book, charger, case, stylus (if equipped with one)).

\_\_\_\_\_  
Print Parent's/Guardian's First Name

\_\_\_\_\_  
Print Parent's/Guardian's Last Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date