

Miller Place Union Free School District

7 Memorial Drive, Miller Place, New York 11764-2036

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VIA Connect Ed Message

August 24, 2020

RE: Secondary Students Laptop Distribution

Dear Parents and Guardians,

The District is making final preparations for the configuring and distribution of district-provided laptops for secondary students in grades 6-12 (only). The laptops will be configured and ready for distribution before the first day of school!

Parents and guardians may get a laptop for your (middle school or high school) child on **Tuesday, September 1st or Wednesday, September 2nd from 4:00 p.m. - 8:00 p.m. at the North Country Road Middle School gymnasium** according to the specific time schedule below. (Please follow the schedule according to your child's last name.)

4:00 p.m.-5:00 p.m. for students with last names	A through D
5:00 p.m.-6:00 p.m. for students with last names	E through L
6:00 p.m.-7:00 p.m. for students with last names	M through Q
7:00 p.m.-8:00 p.m. for students with last names	R through Z

Please review the following important instructions to secure a laptop for your child on September 1st **or** September 2nd:

- You may get a laptop on whichever day is most convenient for you.
- Face coverings must be worn by everyone in order to approach the table where the laptops will be distributed at the gymnasium doors and while waiting. (You will be asked to wait outside of the building, so please be prepared in case of inclement weather.)
- You and your child must complete and sign the attached *District Acceptable Use Policy* form before receiving a laptop. The full policy #4526, Computer Network Acceptable Use and Internet Safety for Students, can be viewed at the following webpage: <https://www.millerplace.k12.ny.us/Page/232>
Please print, sign sections I and III of this form (highlighted for your easy reference), and bring it with you when you pick up your child's device.
- Parents and guardians will be required to complete and sign a *District Computer Loan Agreement* form, which will be provided to you when you receive the laptop. Therefore, students are not able to pick up a laptop without a parent present.

- If you are unable to pick up your child's laptop on September 1st or 2nd please contact the building principal to make other arrangements to receive a laptop on an alternate date or when your child returns to school.
- Your child will receive their log-on and password information when you pick-up their device.

The District is currently posting student and parent tutorials, along with classroom and learning resources, on the District website at <https://www.millerplace.k12.ny.us/domain/962> Classroom teachers will also provide additional instructions regarding their Google Classrooms upon students returning to school. The District is planning Google parent workshops in the near future so that you may also support your child at home.

For assistance with technology you may contact the District Help Desks as follows.

Andrew Muller Primary School	ampshelpdesk@millerplace.k12.ny.us
Laddie A. Decker Sound Beach School	ladsbshelpdesk@millerplace.k12.ny.us
North Country Road Middle School	mshelpdesk@millerplace.k12.ny.us
Miller Place High School	hshelpdesk@millerplace.k12.ny.us

Thank you for your cooperation in reading this detailed information. If you should have any additional questions regarding how to receive a laptop for your child, please contact your child's principal.

Sincerely,

Dr. Marianne F. Cartisano
Superintendent of Schools

Miller Place Union Free School District
Miller Place, New York 11764
Board of Education Policy

4526.E.2

COMPUTER NETWORK FOR EDUCATION EXHIBIT

Student Agreement

This Student Agreement must be renewed each academic year.

I. STUDENT SECTION

Student name: _____ **Grade:** _____

School: _____

I have read the District's Computer Network policy and regulation and agree to abide by their provisions. I understand that a violation of these provisions may result in suspension or revocation of system access and related privileges.

Student Signature: _____ **Date:** _____

II. SPONSORING TEACHER

I agree to sponsor the above student and to supervise his/her responsible use of the District's computer network system as defined by the District's policy and regulation while in school.

Teacher's Signature: _____ **Date:** _____

III. SPONSORING PARENT OR GUARDIAN

I have read the District's Computer Network policy and regulation. (I will monitor my child's use of the system and his/her potential access to the worldwide Internet and will accept responsibility as a supervisor in that regard if and when my child's use is not in a school setting.) In consideration for the privilege of using the District's computer network and in consideration for having access to the public networks, I hereby release the Miller Place Union Free School District, its Board of Education, Board members, officers, employees, and operators, and any institutions with which they are affiliated from any and all claims and/or damages of any nature arising from my, or my child's use, or inability to use the District's computer network system including, without limitation, the type of damages identified in the District's policy and regulation.

I give permission to the District to issue an account for my child and certify that the information contained on this form is correct.

I do not give permission for my child to participate in the District's computer network system.

Signature of Parent or Guardian: _____ **Date:** _____

Assigned Username: _____

Assigned Password: _____

Adopted:	04/18/1996	
Reviewed:	03/29/2017	04/17/2019
Revised:	04/26/2017	05/29/2019