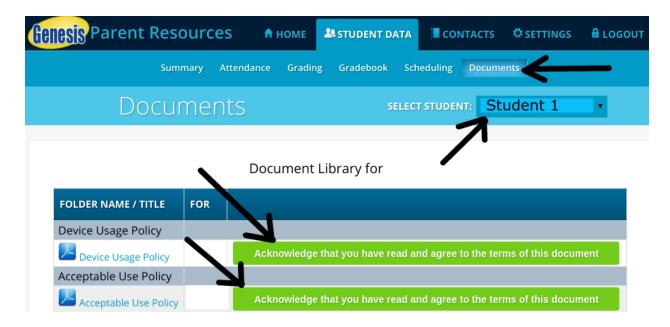
Students Grades K-4

In order for elementary students to use technology in their classrooms, parents must now electronically sign the Acceptable Use Policy online. Also available for electronic signature is the district's Media Release Form.

Parents must log-in to the <u>Parent Portal</u> and review and electronically sign the Acceptable Use Policy document in order for their child to be able to use their tablet. Please instruct parents to log-in to the Parent and Student Portals to electronically sign the following document(s):

- 1. Acceptable Use Policy
- Media Release Form

Once logged in to the portal, the documents are available in the "Documents" tab under "Student Data." Parents must click on the .pdf of each policy to read and review it. The document will open up in the current window. Once the documents have been reviewed, parents should click on the back arrow of their browser to return to the portal. Once back at the portal, users should click on the large green button to acknowledge and accept the terms of the policy. Each policy is student specific, so a parent must electronically sign the documents for each child (parents can easily switch between children in the upper right corner of the screen).



Students Grades 5-12

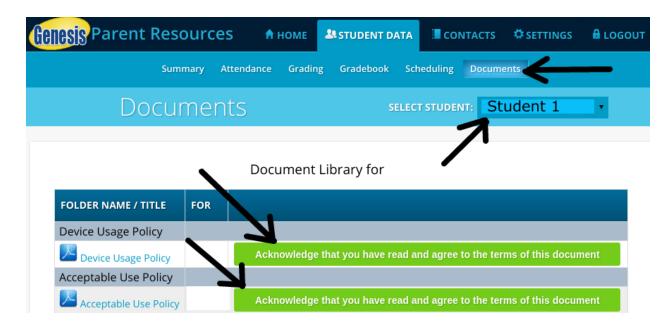
In order for students to receive their Chromebooks, both parents and students must now electronically sign the Acceptable Use Policy and the Device Usage Policy online. Also available for electronic signature is the district's Media Release Form.

Required Documents

Prior to receiving a district Chromebook, both a parent and the student must review and electronically sign four documents (2 parent documents and 2 student documents). Please instruct parents to log-in to the Parent and Student Portals to electronically sign the following documents:

- 1. Acceptable Use Policy (Parent Portal)
- 2. Device Usage Policy (Parent Portal)
- 3. Acceptable Use Policy (Student Portal)
- 4. Device Usage Policy (Student Portal)

Once logged in to the portals, the documents are available in the "Documents" tab under "Student Data." Parents must click on the .pdf of each policy to read and review it. The document will open up in the current window. Once the documents have been reviewed, parents (and students) should click on the back arrow of their browser to return to the portal. Once back at the portal, users should click on the large green button to acknowledge and accept the terms of the policy. Each policy is student specific, so a parent must electronically sign the documents for each child that will be receiving a Chromebook (parents can easily switch between children in the upper right corner of the screen).



Picking Up the Chromebook

Students should report to their building computer teacher to receive their Chromebook and power cord.

Should the family not have access to the internet, please supply them with hard copies of each of the documents for their signature. The documents should be uploaded to Genesis once they are returned to the school.