

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 [Parent Portal](#) 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
2. 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).

The screenshot shows the Genesis Parent Resources portal. The top navigation bar includes links for HOME, STUDENT DATA, CONTACTS, SETTINGS, and LOGOUT. Below this, a secondary navigation bar contains links for Summary, Attendance, Grading, Gradebook, Scheduling, and Documents. The Documents tab is selected and highlighted with a black arrow. Below the navigation, the page title is "Documents" and there is a "SELECT STUDENT:" dropdown menu currently set to "Student 1", also indicated by a black arrow. The main content area is titled "Document Library for" and contains a table with two rows of policy documents. Each row has a folder name, a PDF icon, and a green button with the text "Acknowledge that you have read and agree to the terms of this document". Black arrows point to the "FOR" column header, the PDF icons, and the green buttons for both the Device Usage Policy and Acceptable Use Policy rows.

FOLDER NAME / TITLE	FOR
Device Usage Policy	
Device Usage Policy	<input type="button" value="Acknowledge that you have read and agree to the terms of this document"/>
Acceptable Use Policy	
Acceptable Use Policy	<input type="button" value="Acknowledge that you have read and agree to the terms of this document"/>

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).

The screenshot shows the Genesis Parent Resources portal. The top navigation bar includes links for HOME, STUDENT DATA, CONTACTS, SETTINGS, and LOGOUT. Below this, a secondary navigation bar contains links for Summary, Attendance, Grading, Gradebook, Scheduling, and Documents. The Documents section is active, showing a dropdown menu for "SELECT STUDENT:" with "Student 1" selected. Below this, a "Document Library for" section contains a table with two rows. Each row has a folder name, a PDF icon, and a green button with the text "Acknowledge that you have read and agree to the terms of this document".

FOLDER NAME / TITLE	FOR
Device Usage Policy	
Device Usage Policy	Acknowledge that you have read and agree to the terms of this document
Acceptable Use Policy	
Acceptable Use Policy	Acknowledge that you have read and agree to the terms of this document

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.