

# **Avon Grove Charter School (AGCS)**



## **1:1 Device Program**

### **2022-2023 Expectations and Guidelines for Students and Parents**

State Road Campus  
110 East State Road  
West Grove, PA 19390

Early Learning Center  
1769 New London Road  
Landenberg, Pa 19350

## **Rationale**

Recent research is clear that to ensure student success, education needs to move away from teacher-centric models towards a learner-centric, customized learning approach. One-to-One programs create an opportunity to increase accessibility and provide an environment where personalization is key. With access to technology, students have the ability to break down the “four walls, eight periods, 180 days” of school model and learn at their own pace, ability levels, and take advantage of increased tools for communication and collaboration. The devices, along with the development of digital content, allow students to access content, interact, and collaborate 24/7; it breaks down the confines and notion that learning must take place at school, in a classroom, in front of an instructor.

Within this era of flexible learning environments, equitable access to a device and to high-speed internet is essential to being able to participate in school. **AGCS has the resources in its 1:1 environment to provide a device for every student who attends the school.**

## **Program Details**

**Kindergarten:** All students in Kindergarten will be issued a student specific Apple iPad. This will be individually assigned and each student will be responsible for their own device. Students will typically leave their devices in their Kindergarten classroom unless otherwise directed by the school administration/teacher.

**1st - 12th Grade Program:** Students in 1st-12th grade will be issued a specific student Chromebook device. Students will assume the full responsibility of the device and be permitted to take it home with them. It is expected that students arrive at school each day with their Chromebook fully charged. Specific student grade levels will be permitted to retain their school-issued Chromebook over the summer to promote summer learning. When students graduate they will be given the option to purchase their computer based on current market value.

AGCS has developed specific grade level goals aimed at building and reinforcing basic computer skills for learning. Technology instruction will play an important role in teaching students to become users of technology rather than just consumers of technology. Digital citizenship curriculum will continue to be emphasized through a student’s experience at AGCS.

## **Device Retainment**

**Kindergarten:** Students in Kindergarten will be issued a specific Apple iPad to be used during their Kindergarten year.

**1st Grade:** Students in 1st grade will be issued a specific Chromebook which they will retain and use through 4th grade.

**5th Grade:** Students in 5th grade will receive a new Chromebook which they will retain and use through 8th grade.

**9th Grade:** Students in 9th grade will receive a new Chromebook which they will retain and use through 12th grade.

**Graduating Seniors:** Graduating seniors will be given the option to purchase their school issued Chromebook, upon graduation, for a fair market value assessed by the school.

**The school’s device program relies heavily on the proper care and maintenance of student Chromebooks throughout a student’s time at AGCS.**

## **Assessment of Technology Sharing Fee (Insurance)**

The proper handling and long-term care of this technology is a big responsibility for our students. AGCS believes that the technological investment made through this program will significantly enhance our students’ learning experience while at school and while at home. Extended safeguards have been put into place to protect the

school's investment as well as provide reassurance to the parents/legal guardians and students. AGCS has implemented a yearly technology fee so that parents/legal guardians share the cost of this expansion program and the protections as described throughout this handbook. This technology fee is based on an average cost projection for shared expenses related to increasing IT staffing, infrastructure support, and accidental damage repair costs on an ongoing basis. This fee may be viewed and paid for in the ParentPortal and our eFunds system or through a direct check/money order sent to the school. Assigned Chromebooks will be disabled at a specific date if the technology fee is not received. Failure to pay this fee in a timely manner can have a direct impact on the student's learning experience in our remote learning environment.

Students/Families who participate in the National School Lunch Program (Free/Reduced Lunch) will be asked to pay a prorated technology fee to match that of the lunch program. Students who receive "Free Lunch" due to their economic status will have the technology fee waived. Students receiving a "Reduced Lunch" price will pay a prorated amount in line with their lunch assistance rates. Families will still be responsible for the full cost of the device and/or repair costs if the computers are lost, stolen, or damage is assessed to be due to negligence (see below for more details).

<b>2022-2023 Technology Fee Structure</b>			
<i>Grade Level</i>	<i>Full Fee</i>	<i>Reduced Lunch</i>	<i>Free Lunch</i>
<b>K-12th Grade</b>	\$50	\$6	\$0

\*A family technology fee cap will be set at \$125 per AGCS family for families with multiple children in grades K-12. Parents/Guardians must declare one of the four options below. If the school does not receive a completed declaration (either via paper or digitally), the school will assume the family wishes to assume all liability and enroll them in Option 2. Families will then be financially responsible for all repair and replacement costs.

- Option 1:** We elect to pay the yearly assessed technology fee to cover accidental damage and minor repairs. We acknowledge that we are responsible for the full cost of repairs and/or the device for damage due to negligence, loss, and/or theft. We also acknowledge that we are responsible for any lost accessories. We acknowledge that my student will not be given the device until the technology fee has been paid in full.
- Option 2:** We choose NOT to pay the yearly assessed technology fee and NOT to participate in the school's accidental damage and minor repair insurance umbrella. **We ASSUME ALL COSTS for repairs and/or replacement of all equipment and accessories.**
- Option 3:** BYOD: We elect to "waive" the school issued Chromebook and use a personal device instead. We acknowledge that it is expected that our student has the device, and the device is charged, each school day. The AGCS Technology Department will not be responsible for repairs or maintenance on personal devices. Please reference the school's BYOD and Acceptable Use Policy for more information as well as specific device specification recommendations. AGCS does not encourage this option as there can be issues and inconsistencies with a student's learning experience.
- Option 4:** We are a "Free Lunch" family at the time of this application and would have our technology fee waived. We acknowledge that we are responsible for the full cost of repairs and/or the device for damage due to negligence, loss, and/or theft. We also acknowledge that we are responsible for any lost accessories.

New students enrolling with AGCS will receive the same or newer make/model/year computer as their grade level classmates. New students enrolling with AGCS throughout the year are expected to pay the full technology fee upon enrollment and the fee will not be prorated due to the partial year enrollment.

### **Financial Hardship**

If the Technology Cost Sharing fee creates a financial hardship for a student and parent/legal guardian please complete the Assistance/Waiver Request form found in the ParentPortal. Payment options, prorated reductions, and waivers are available on a case by case basis. Financial hardship assistance requests are only good for one academic year. ***Students and families will still be responsible for repair and replacement costs due to negligence, intentional damage, theft and/or loss. All information will be reviewed and handled with the utmost confidentiality and care.***

### **AGCS Equitable Access Initiative**

AGCS recognizes the need to help support families who may not have access to affordable, high speed internet in their homes in a remote learning environment.

Within the 1:1 Parent Acknowledgement form, families are asked to indicate whether they have access to high-speed internet at home. Families who indicate “no” to this question will be contacted by the school to help coordinate access to high-speed internet for remote learning.

### **Payment Process**

Technology fee information, based on the individual elections made, will be loaded into PowerSchool and be available for [viewing via ParentPortal](#). Parents have the ability to pay the technology fee via the Parent Portal and our [eFunds system](#) or by sending in a check/money order made out to Avon Grove Charter School. If sending in a check or money order we ask that the student’s name, ID number, grade, and homeroom teacher are indicated on the check/money order and that it is marked clearly for the technology fee.

***No refunds will be made once the technology fee has been paid. This includes if a student were to withdraw from Avon Grove Charter School or if computer privileges were suspended due to inappropriate or negligent use.***

### **Accidental Damage**

The collected technology fees are designed to act as an “insurance” umbrella to cover hardware repairs due to defective parts, and repairs or replacement due to damage that may occur in the course of normal and careful use. The school’s Administration and Technology department will assess situations and claims of accidental damage on a case by case basis. Some conditions are not covered and are listed in the sections below.

### **Minor Repairs**

Students should not hesitate to contact the Technology department for minor hardware repairs. Even though it can be an inconvenience to deal with minor issues, it is important to report these issues before they worsen. Issues such as lost keys on the keyboards, loose trim on the Chromebook, or detached USB or audio ports should be taken to the Technology department for immediate repair before a larger problem with the computer arises.

### **Submitting Chromebook Damage Report**

Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. ***Never try to repair your Chromebook yourself.*** Students/Parents must submit a Chromebook Damage Report directly to the IT Department in order for devices to be assessed and repaired. The IT department and Administration will determine whether the damage is covered

under the coverage plan or if additional resolutions/actions are needed. [Click here to access and submit a Chromebook Damage Report.](#)

### Conditions Not Covered by Technology Fees

The shared insurance pool created by the collection of technology fees does not cover damage or loss due to negligence or intentional damage (vandalism). Some examples of negligence are, but not limited to, removing the protective shell or case provided, throwing or intentionally dropping the computer, throwing a backpack containing computer, using the computer in a place where there is a high probability that it will get wet, leaving the computer in plain view on the seat of a car, picking keys off of they keyboard, and/or leaving the computer unattended and unsecured in a public place. Negligence is not limited to these examples and the determination of negligence will be made by administrators and the Technology department.

More than one occurrence of loss, theft, or damage in 30 days or more than three incidents in one academic year will be interpreted as negligence. In the case of vandalism by a person other than the student to whom the computer was issued, an investigation by the school administration and police will determine who is responsible for repair or replacement. Teachers and/or administrators will spot check computers throughout the school year for evidence of negligent care.

Below is a table of projected costs for frequently seen repair needs. These projections are subject to change based on the extent of damage, cost of parts, labor, etc and are only designed to give parents an idea of the cost of certain repairs. Repair and replacement costs also vary depending on the model computer. This table does not include all possible repair areas, parts, and/or scenarios and can vary based on the device model.

Type of Repair/Replacement	Projected Cost of Repair
Screen Repair/Replacement	\$60.00-\$200.00
Replacement Keys	\$15.00
Keyboard Replacement	\$70.00
Touchpad Replacement	\$40.00
Base Cover Replacement	\$30.00
Charger	\$25.00-\$45.00
Lenovo Stylus Pen	\$25.00

**Loss or damage of accessories such as the charging cord, carrying case, or stylus pen are not covered and the student and parent/legal guardian will be responsible for full replacement costs as listed below.**

The school will try to provide a loaner Chromebook to a student if his/her computer is being repaired or has been stolen.

### Authorized Repair of Devices

Only the AGCS Technology Department is authorized to make repairs or alterations to any equipment, software, or accounts associated with the school's 1:1 program. Any unauthorized alterations or repairs will be billed directly to the student and parent/guardian at the assessed repair cost not to exceed the total cost of the device.

### **Theft/Loss/Vandalism**

Students are responsible for the replacement of the Chromebook or power cord if they are lost, stolen, or the student does not return items at the end of the year. The loss of the Chromebook may be covered through a family's homeowners insurance or other policy.

Before reporting a computer as lost, a student should make a diligent effort to find the Chromebook.

Students should keep a record of the make, model, and serial number of their Chromebook that can be referred to in the event of theft/vandalism of the computer.

Theft/vandalism of the computer outside of the school must be reported both to the school administration and to the appropriate Police Department. A copy of the Police Report must be submitted to the school administration within 5 days along with the following information: date and address of theft, detailed description of theft, police file number, officer's name, and police agency contact information.

If the student's assigned Chromebook is not recovered within TWO (2) school days, the student will be issued a replacement device. If the student's assigned Chromebook is not recovered in TEN (10) school days the parent or legal guardian of the student will be billed for the full cost of its replacement.

**Note that theft/vandalism is not a circumstance covered under the assessment of the yearly technology fee.**

### **Computer/Missing Accessory**

At the conclusion of the school year, all equipment must be the original ones issued to the students. AGCS will not accept any third party chargers as an individually purchased replacement. If a parent/guardian chooses to purchase a replacement charger it must be brand-specific to the computer and we encourage they do it through AGCS. Students are permitted to put labels on chargers to better track them.

### **Personalization of Hardware**

Students are prohibited from:

- Putting stickers or additional marking on the computer itself
- Removing or interfering with any identification placed on the computer (i.e Asset tags, Manufacture Serial Tags etc).
- Using a different adaptor/power cord than the one issued by the school.

Students are able to personalize the computer's software, add-ons, background screens unless otherwise directed by the Technology department.

### **Only One User Clause**

The Chromebook is to be used only by the assigned student and should never be loaned to anyone else. The computer is registered to the student and the student alone is responsible for it and the cost of any repair needs, loss, theft, or negligence on behalf of any other individual. Parents/Legal Guardians may use the computer to monitor a student's classwork or use.

### **Bring Your Own Device (BYOD)**

While AGCS is able to provide a device to each student, a student and his/her parent/legal guardian may prefer for the student to bring a personally owned computer at home instead of using a school issued device. Students may then elect to “waive” the school issued device. If students choose this option, it is expected that they are in possession of their own, adequate, device. The AGCS Technology Department will not be responsible for repairs or maintenance on personal devices. Please reference the school’s BYOD and Acceptable Use Policy for more information.

If electing to utilize your own device, the device should adhere to the below minimum system specifications/requirements.

<b>Chromebook</b>	Processor: Intel Celeron N3060 processor or better RAM: 4 GB Storage: 16 GB Wireless: 802.11ac Graphics: Intel HD Graphics 400 Resolution: 1366x768 (11 inch screen) Webcam: 720p USB: USB 3.0 Operating System: Chrome OS version 70.0 or higher Peripherals: Keyboard is required
<b>Windows Laptop</b>	Processor: Intel Core i3-6006U 2.00GHz processor or better RAM: 4 GB Storage: 128 GB Wireless: 802.11ac Graphics: Intel® HD Graphics 520 Resolution: 1366x768 (11 inch screen) Webcam: 720p USB: USB 3.0 Operating System: Windows 10 Home or better Peripherals: Keyboard is required
<b>Apple MacBook</b>	Processor: 1.3GHz dual-core Intel Core i5 processor or better RAM: 4 GB Storage: 128 GB Wireless: 802.11ac Graphics: Intel HD Graphics 5000 Resolution: 1440x900 (13.3. inches) Webcam: 720p USB: USB 3.0 Operating System: Mac OS X El Capitan or better Peripherals: Keyboard is required

**Families are HIGHLY encouraged to utilize a school issued device to ensure continuity of technology access, systems, and accessible software.**

## Device Distribution

Before the equipment is distributed, students and parents must complete the following:

- Review the 1:1 Program Handbook and Acceptable Use Policy
- Complete the Parent Acknowledgement form found in ParentPortal
- [Pay the yearly assessed technology fee](#)

## Daily Preparation and Expectations

- *Students are expected to bring a fully charged Chromebook or personal device to school every day just as they are expected to bring their textbooks to school.* Likewise, students are expected to take the computer home each night, if permitted, to complete assignments. Not taking the computer home will not be a valid excuse for an unfinished assignment.
- All students are responsible for the care of the computer both in and out of school.
- Charging carts will be available in specific areas in the school for short-term and emergency charging. The charging lockers are not to be used as storage for extended periods of time.
- Students may be subject to loss of privileges, disciplinary action, and/or legal action if they are found in violation of policies and guidelines found in this Handbook, the Student Handbook, and the school's Acceptable Use of Policy
- Computers must be restarted regularly to ensure all the latest security updates are installed.

## Student and Classroom Use Guidelines

- Each teacher will have individual rules and procedures related to the use of computers in his/her classroom. Students are expected to follow these computer rules just as any other classroom rules, and a teacher can take disciplinary action as appropriate to maintain a safe and productive learning environment in the classroom.
- Students should remember that the computer is to be used for learning. Staying on task and focusing on their learning experience will make the best use of the technology.
- *Music:* Listening to music on our computer, in class, is not allowed without permission from your teacher. The use of earbuds/headphones is required at all times.
- *Gaming:* The use of games during class is not only distracting to the student but to others around them. Playing games in the classroom during instructional time and using anonymous proxies to access blocked sites are forbidden and will be subject to disciplinary action according to the Student Discipline Policy. The school recognizes the use of computers during free time to relieve stress. However, such use should be infrequent and not disturb the work of others.
- We encourage the use of collaborative sharing tools, such as Google Drive and Schoology, to submit assignments/schoolwork to teachers.
  - Anything printed from student computers will be directly related to teaching and learning
  - Students will have limited access to printers from the school.
  - Students are only allowed to print one copy of any document unless given permission by their teacher
  - Students are not permitted to print personal items not related to schoolwork

## Computer Use During Lunch

It is encouraged that computers not be used during lunch in the cafeteria. Using your computer around food or drink increases the risk of possible damage. If you bring your computer to your lunch period/cafeteria please ensure that you are still in possession of it when leaving.

## Google Apps for Education



Avon Grove Charter School utilizes Google Apps for Education which provides email, online file storage, and the ability to share files safely and securely between staff and students. It is extremely important that students access and utilize their school email address on a regular basis as the school, and many teachers, utilize it as a major form of communication. It is important to note that communication from a school assigned student account can only be delivered inside the domains of [agcharter.org](http://agcharter.org) or [agcharter.net](http://agcharter.net). These accounts are also filtered and monitored by the AGCS IT Department. Students will be required to utilize their unique Google Apps for Education username and password in order to log-in to their school issued Chromebook.

### **Schoology**

Avon Grove Charter School utilizes Schoology (LMS) for communication and collaboration between teachers and students in grades K-12. Students are expected to check their individual Schoology accounts on a daily basis for information, assignments, and communication. Failure to check a student's email or Schoology account will not be an accepted excuse for missing important school information, dates, and/or deadlines. Schoology will replace all previously created and maintained teacher websites in grades K-12. Each parent/guardian will also receive a Schoology account in which to access student course expectations, class assignment schedules, assessment information etc. This account is different, separate, and does not replace the need for a PowerSchool Parent Portal Account. Additional information related to the utilization of Schoology as a learning tool will be shared separately.

### **Camera/WebCam**

Each student issued Chromebook is equipped with a camera that has the capability of capturing and recording both still images and video. These cameras are to be used for educational purposes only. Disciplinary consequences, including revoking computer access, will be enforced if students use this hardware inappropriately. **The school does not have the ability to remotely access student webcams.**

### **[SecURLy \(Content Filter/Device Management\)](#)**

Avon Grove Charter School utilizes an Internet content filter and security system called SecURLy. Our SecURLy system is in full compliance with the federally mandated Children's Internet Protection Act (CIPA). All school issued Chromebooks, whether being used at home or during school, will have all Internet activity filtered and monitored by the school Technology Department. All AGCS parents also have the option to have internet activity reports generated for their students for added parental controls related to computer and internet use. Computers brought to school through the BYOD plan will have internet activity filtering and monitoring applied while students access the school network. These protections do not extend beyond the school network for student's personally owned devices.

### **Summer Use of Chromebooks**

- Specific grade levels will be permitted to retain their devices over the summer to promote summer learning.
- If students experience an issue with the laptop during this time they should contact the Technology Department by submitting an IT ticket. Devices will need to be brought to the State Road Campus if a specific repair is needed.
- Remote updates will be made to the computers over the summer.
- If students wish to turn in their laptop it will be stored at the school for the summer. Once the summer session begins students will not be able to pick up the laptop until the school distribution day at the beginning of the next school year and their yearly Technology fee has been paid.
- Students who retain their device over the summer and have not paid their technology fee in a timely manner at the beginning of the school year will have their assigned Chromebook disabled.

### **Withdrawal, Expulsion or Out-Placement from School**

All equipment and accessories are the property of Avon Grove Charter School and must be returned prior to the student's withdrawal, expulsion or out-placement from Avon Grove Charter School. Any equipment or accessories not returned to Avon Grove Charter School within 3 days of the student's withdrawal, expulsion, or out-placement from the school will be considered stolen and appropriate collections and legal action will be taken, including the recovery of any attorneys' fees and costs incurred by Avon Grove Charter School.

### **Device Purchase**

Student devices may only be purchased at the conclusion of a student's 12th grade year. Devices may be purchased by students' who have paid the full technology fee for the device for all years of enrollment under the program. Purchase prices of the Chromebook devices will be assessed at the final year's depreciated value. Purchased Chromebooks will be restored back to their factory settings as part of the purchase process. These Chromebook models will most likely be approaching their "End of Life" (EOL) regarding critical system updates from Google.

### **Returning Equipment Due to Graduation**

For students that are graduating, a specific collection time and location will be established prior to the last day of school for equipment return. Failure to have completed the buyout process, turn in the school owned computers, or pay all outstanding school fees/holds will result in students being removed from graduation ceremonies.

### **Review of AGCS Acceptable Use Policy**

The Avon Grove Charter School (AGCS) Board supports the use of the Internet and technology within Avon Grove Charter School's instructional and operation programs in order to facilitate learning, teaching and daily operations through interpersonal communication and access to information, research and collaboration.

This Technology and Acceptable Use Policy (the "Policy") is intended to govern Users with respect to AGCS and the Internet. In addition to this Policy, AGCS regulates access to and use of the AGCS technology by principles consistent with the educational mission of the Avon Grove Charter School, and the rules and expectations published elsewhere (i.e., Student, Parent, or Faculty Handbook). Users who violate this Policy will have their privileges revoked and may be subject to further disciplinary action, up to and including dismissal.

The appropriate operation of all AGCS technologies relies upon the proper conduct of all Users. The signature on the Student and/or Employee Handbook Acknowledgement form and Equipment Sign Out Form are legally binding and indicate the parties who have signed have read the terms and conditions of this Policy carefully and understand their significance.

### **Avon Grove Charter School Terms and Conditions**

#### **(Acceptable Use and Illegal Actions)**

This Policy applies to all users of the AGCS computers, technology devices, network connectivity and information technology resources used ("AGCS Technology") on and off campus. Each user of AGCS Technology must agree to this Policy prior to obtaining access to it. Faculty and students/parents will be required to sign an AU policy acknowledgment.

In addition to students and faculty, this Policy applies to outsourced employees, consultants, volunteers, visitors, and any other persons obtaining access to AGCS technology resources ("Users"). By using AGCS Technology, Users agree to this Policy.

### **Limits of Privacy**

AGCS reserves the right to log and monitor network use, computer network activity, e-mail, electronic

communications and file server space utilization by Users. Users shall have no expectation of privacy in any Internet use, computer network activity, email and electronic communications and files stored on or accessed through AGCS servers, computers, network appliances or other technology devices. AGCS further reserves the right to reasonably monitor and regulate the accounts of students and staff in order to ensure compliance with this Policy. This includes, but may not be limited to, physical surveillance of Users as they access the network, interception of electronic messages, and investigation of network logs and activity.

Students and staff have a responsibility to respect and protect the rights of every other user in the school and on the Internet. AGCS shall make every effort to ensure that this network is a resource used responsibly by students and staff. Teachers have a duty to monitor the use of technology by students during classes and to report any instance of suspected abuse to a building administrator. Building administrators shall have the authority to determine what is 'appropriate use' and shall report all incidents of abuse to the network administrator in a timely manner. AGCS reserves the right to remove or restrict any User's account from the network to prevent further unauthorized or illegal activity.

### **Content Filtering and Internet Security**

In accordance with the requirements set forth in the Children's Internet Protection Act (CIPA) and the Protecting Children in the 21st Century Act, AGCS enforces a policy of Internet Safety that includes monitoring online activities and the operation of technology protection measures that prevent access by both adults and students to visual depictions that are obscene, constitute suspected child pornography, or, with respect to use of computers by students, could be considered harmful to minors. Even with a content filter and other technology protection measures in place, AGCS cannot guarantee the filter to be 100% effective. Administrators or other authorized persons may, upon receipt of a proper written request, disable technology protection measures during use by an adult to enable access for bona fide research or other lawful purpose.

AGCS administration or its designee shall be responsible for recommending technology protection measures. The measures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for students and adults to certain visual depictions that are obscene, constitute suspected child pornography, could be considered harmful to minors, or determined inappropriate for use by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of all Users.

### **Security**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be property of AGCS and subject to investigation at any time.

Use of another person's identity and password to access technology and network resources is prohibited. System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, the following guidelines shall be followed:

1. Under no conditions shall a User provide his or her password to another person.
2. Users shall not use a computer that has been logged in under another student's or employee's name.
3. Any User identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

4. Users shall not allow others to access the computer network by sharing account information or passwords.
5. No computer software is to be installed onto any AGCS computer by staff or students. AGCS technology personnel will only install software that has been legally obtained through the official purchasing process of AGCS. A computer virus is a malicious software program created for the purpose of disrupting computer systems, destroying information, and disrupting operations. These insidious invasions can cost thousands of dollars to undo. Certain safeguards are in place to protect the network; however, there are no guarantees. Anyone who willfully introduces a computer virus onto the network or any equipment owned by AGCS will have their computer privileges restricted, suspended, or revoked. An employee found to have done so may be held liable for damages and subject to corrective action, up to and including dismissal and, if appropriate, prosecution by local or federal authorities.

### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with AGCS policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitation of illegal activity.
2. Commercial or for-profit uses.
3. Non-work or non-school related work.
4. Product advertisement, political and/or religious lobbying.
5. Bullying/cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Access to obscene or pornographic material or child pornography.
9. Access by students or minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Act of intentionally obtaining or modifying files, passwords, and data belonging to other Users.
13. Intentional assumption of false or unknown identity including impersonation of another User, anonymity, or pseudonym.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files or other electronic media.
16. Disruption of the work of other Users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Quoting of personal communications in a public forum without the original author's prior consent.
19. Vandalism- defined as: any malicious attempt to harm or destroy network equipment, data of another user, Internet, or other networks, including but not limited to uploading or creating malicious code and computer viruses; physical destruction of computer equipment; destruction of cabling and network infrastructure; attempts to gain unauthorized access by defeating network security (commonly known as "hacking"); and attempts to gain access by using a different account or password and destruction or alteration of files.
20. Use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, and illegal material.

### **Consequences for Inappropriate Use**

The Board establishes that network use is a privilege, not a right. Violations of this Policy will result in limitation or cancellation of those privileges and appropriate disciplinary action.

Violations of this Policy by a student shall result in disciplinary action, including the range of penalties provided for in the Student Code of Conduct and Student Handbook. Violations of this Policy by an employee shall result in disciplinary action, up to and including dismissal.

Users shall be responsible for damages to the equipment, systems, and software resulting from exercising poor judgment and engaging in deliberate or willful acts.

### **Google Apps for Education Acceptable Use**

Google Apps for Education may be utilized for educational purposes. Student accounts are limited to AGCS communication only and may not be used for:

1. Unlawful activities.
2. Inappropriate sexual or other offensive content.
3. Threatening another person.
4. Misrepresentation of AGCS, staff or students.

### **Privacy**

School staff and administrators have access to student email for monitoring purposes. Students should have no expectation of privacy on the Google Apps for Education system.

### **Access Restriction - Due Process**

Access to Google Apps for Education is considered a privilege accorded at the discretion of AGCS. AGCS maintains the right to immediately withdraw access and use of Google Apps for Education when there is reason to believe that violations of law or school policy have occurred. In such cases, the alleged violation will be referred to the Head of School for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, AGCS also reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Due to the rapidly changing technology environment, AGCS reserves the right to determine if an action not listed in this document is inappropriate, and students and employees may be subject to discipline for any activity deemed inappropriate by a school administrator under the intent and guidelines of this and related policies.

### **Definitions:**

*Information Technology Resources* - Hardware, software, and other technology-related services and devices

*Technology Devices* - Electronic devices shall include all devices that can take photographs; record audio or video; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet.

Examples of these electronic devices include, but shall not be limited to laser pointers, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular phones, tablets, smartphones and laptop computers, as well as any new technology developed with similar capabilities.

*Internet* - The Internet consists of multiple network services such as email, web browsing, file transfer, and remote access

*Obscene* – material which an average person, applying contemporary community standards, would find appeals to the prurient interest; depicts or describes in a patently offensive way, sexual conduct described by law to be obscene; and taken as a whole, lacks serious literary, artistic, political, educational or scientific value.



## AGCS 1:1 Parent Acknowledgement Form

This form is available online via the ParentPortal

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Grade: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

My Student participates in the National School Lunch Program (Free/Reduced Lunch)

- Yes, we are a free lunch family
- Yes, we are a reduced lunch family
- No, we do not participate in the National School Lunch Program

My child has access to the internet (WiFi) at home.

Note: We are seeking information related to student internet access at home to help connect families with resources to close the digital divide. Please answer this question based on a student's access to the internet by means ***OTHER*** than utilizing a smartphone/data plan.

- Yes
- No

### Parental Acknowledgements

**(Please check all of the following boxes to indicate your acknowledgement and agreement)**

- We (Parent/Guardian & Student) have carefully read and agree to all of the provisions of the AGCS 1:1 Device Program Handbook (LINK) and understand AGCS' expectations for Chromebook responsibility, care, and use.
- We (Parent/Guardian & Student) have carefully read and agree to the AGCS Acceptable Use Policy (<https://goo.gl/q4WuV9>).

### Technology Fee Declaration

Parents/Guardians must declare one of the three options below. *If the school does not receive a completed declaration (either via paper or digitally), the school will assume the family wishes to assume all liability and enroll them in Option 2. Families will then be financially responsible for all repair and replacement costs.*

If a family chooses Option 1, they may pay via the Parent Portal, check, or money order made out to Avon Grove Charter School with a note made that the payment is for the technology fee.

**(Please read the following options carefully and check the box of the ONE option of your choice)**

- Option 1:** We elect to pay the yearly assessed technology fee to cover accidental damage and minor repairs. We acknowledge that we are responsible for the full cost of repairs and/or the device for damage due to negligence, loss, and/or theft. We also acknowledge that we are responsible for any lost accessories. We acknowledge that my student will not be given the device until the technology fee has been paid in full.

- Option 2:** We choose NOT to pay the yearly assessed technology fee and NOT to participate in the school's accidental damage and minor repair insurance umbrella. **We ASSUME ALL COSTS for repairs and/or replacement of all equipment and accessories.**
- Option 3:** BYOD: We elect to "waive" the school issued Chromebook and use a personal device instead. We acknowledge that it is expected that our student has the device, and the device is charged, each school day. The AGCS Technology Department will not be responsible for repairs or maintenance on personal devices. Please reference the school's BYOD and Acceptable Use Policy for more information as well as specific device specification recommendations. AGCS does not encourage this option as there can be issues and inconsistencies with a student's learning experience.
- Option 4:** We are a "Free Lunch" family at the time of this application and would have our technology fee waived. We acknowledge that we are responsible for the full cost of repairs and/or the device for damage due to negligence, loss, and/or theft. We also acknowledge that we are responsible for any lost accessories.

By Signing this agreement, Student/Parent/Guardian agrees to the 1:1 Handbook Policies and Procedures, receipt of the above equipment, and agrees to:

***(please check the boxes to acknowledge the following statements)***

- |   |   |
|---|---|
| <input type="checkbox"/> To abide by all policies, procedures, rules, and expectations within the 1:1 Handbook.                   | <input type="checkbox"/> That the equipment is the property of Avon Grove Charter School  |
| <input type="checkbox"/> To abide by all Avon Grove Charter School's Acceptable Use Policy guidelines                             | <input type="checkbox"/> To return the equipment when asked or transferring out of the school   |
| <input type="checkbox"/> To use the equipment for educational purposes only   | <input type="checkbox"/> That any damage due to loss or negligence or lack of reasonable care will be the financial responsibility of the Student/Parent/Guardian |
| <input type="checkbox"/> That Internet access will be filtered and monitored at all times   | <input type="checkbox"/> That all yearly technology fees are paid in full prior to being issued the device  |
| <input type="checkbox"/> To not install, remove, or make any alterations to the equipment hardware, software, or operating system | <input type="checkbox"/> That all equipment, software, and internet use will be done so with good faith   |
| <input type="checkbox"/> To report any problems or damages immediately to the school  |   |

**Considering that most students are minors, a parent/guardian must sign this agreement. The Parent/Guardian signing below agrees to be bound by this agreement and therefore are financially responsible for the equipment.**

By signing this form, the Student and the signing Parent/Guardian acknowledge and agree that the school reserves the right, at all times and without prior notice, to access, inspect, and search for any and all its property for the purpose of determining whether any policy has been violated, or when an inspection and investigation is necessary for purposes of promoting safety or compliance with state and federal laws.

Parent/Guardian Name (Print):	
Relationship to Student:	
Parent/Guardian Signature:	Date:



## AGCS 1:1 Technology Fee Financial Hardship Form

This form is available online via the ParentPortal

Date: \_\_\_\_\_

*Please complete this form to request payment options, prorated reductions, and/or waivers.*

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

**Statement of Need:** Please provide information regarding the financial hardship and the need for financial assistance and/or payment plan options.

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**Please Note:** Each request will be reviewed and handled with the utmost confidentiality and care. Specific provisions and accommodations will be made on a case by case basis. Submission of this form does not guarantee that the technology fee will be waived, reduced, modified, or accommodations will be put in place.