



PIEDMONT
Community Charter School
A Challenge Foundation ✨ Academy

2017-2018
Parent/Student
Technology Handbook

Technology & Responsible Use

Piedmont Community Charter School-CFA provides a wide array of technology resources to improve learning, communication, and organizational effectiveness. The term “Technology Resources” includes, but is not limited to: school-owned and controlled computers, computer networks, computer files, software, electronic communications and research media such as Internet access, webpages, e-mail, cellular phones, digital cameras, and related forms of electronic communication as well as electronic data files, storage, and manipulation.

Piedmont Community Charter School-CFA (PCCS-CFA) intends that students benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, PCCS-CFA establishes this policy to govern student use of school technology resources. This policy applies regardless of whether such use occurs on or off PCCS-CFA property. It applies to all PCCS-CFA technological resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

Student Expectations

A. RULES FOR USE OF SCHOOL TECHNOLOGY RESOURCES

1. PCCS-CFA technological resources are provided for school-related purposes only. **Use of PCCS-CFA technological resources for entertainment, commercial gain or profit is prohibited.**
2. PCCS-CFA technological resources are installed and maintained by members of the Technology Department. **Students shall not attempt to perform any installation or maintenance on school devices.**
3. Users may not use technology resources in violation of any local, state, or federal law, or any other school policy or rule.
4. No user of technological resources may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, harassing, abusive or considered to be harmful to minors. All users must comply with Board Policy 502.3.2, Harassing, Intimidating, Bullying, and Other Offensive Uses.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not use school technology resources in any way that threatens their safe, secure, and orderly operation. This includes, but is not limited to, creating, installing, or forwarding computer viruses; consuming inordinate and unauthorized electronic storage space; sending “chain letters,” “spam” e-mail, or similar types of communications; or downloading software, media files, or data streams.

7. Users must respect the privacy of others and must not reveal personal identifying information, or information that is confidential. *For further information regarding what constitutes personal identifying information, see policy 503.5.3, Disclosing Personal Identifying Information.*
8. Students may not link their PCCS-CFA school e-mail address to personal social media accounts.
9. Users are prohibited from using the school's network to attempt to gain unauthorized access to other computers, networks, or accounts.
10. Users are prohibited from using another individual's ID, password or school computer.
11. Students must have device charged and ready for school use on a daily basis to get maximum learning benefit.
12. If a student is leaving PCCS-CFA, then the laptop and associated accessories must be returned by the last day of attendance.

B. GUIDELINES FOR APPROPRIATE CARE OF SCHOOL TECHNOLOGY RESOURCES

Students who are issued PCCS-CFA-owned and maintained laptops must also follow these guidelines:

1. **Use a padded, protective case at all times.** The padded case must be separate from their backpack. Do not carry other belongings inside the padded laptop case. Computers will not be issued if student does not have a padded protective case.
2. Do not loan out the laptop, charger or cords.
3. Keep the laptop secure; do not leave the laptop unattended. Do not leave the laptop in your vehicle or place on top of a car.
4. Have a plan to keep the laptop secure while at after-school care facilities.
5. Do not eat or drink while using the laptop.
6. Do not stack objects on top of the laptop.
7. Do not place stickers on the inside/outside of the laptop.
8. Do not place anything between the screen and the keyboard (pencil, earbuds, etc.) when closing the laptop. This can result in screen damage that is not covered by warranty.
9. Back up data and other important files regularly. PCCS-CFA will, at times, perform maintenance on the laptops. All files not backed up to server storage space or other storage devices will be deleted.

C. DAMAGE AND REPAIR

Parent(s)/guardian(s) will be held financially responsible for any loss or damage to school devices caused by accidental, intentional, or negligent acts. Please note the tiered approach for repair and restitution.

<i>Tier I</i>	Minor wear and tear, i.e. faulty usb port, “dead keys” and other damage covered under Apple Care warranty.
<i>Tier II</i>	Damages (accidental or intentional) caused by user misuse, abuse, neglect- i.e. spill damage, cracked screen, dropped laptop (repair costs vary).
<i>Tier III</i>	Lost or stolen device; or total damage costing more than replacement cost. Cost will be for full value of the device, case, and accessories.

D. CONSEQUENCES FOR MISUSE OF SCHOOL TECHNOLOGY RESOURCES

Students must have device charged, ready and in good working order on a daily basis to get maximum learning benefit. To that end, consequences will be assigned for consistent failure to meet expectations outlined in this handbook. Consequences to be assigned include, but are not limited to:

- I. Warning
- II. After school detention by teacher
- III. Suspension of computer privileges
- IV. In-school, or out-of-school student suspension



PIEDMONT
Community Charter School
A Challenge Foundation Academy

2017-2018
PARENT/STUDENT LAPTOP
AGREEMENT

I agree that my use of PCCS-CFA technology is for educational purposes only, and all communication on a school-issued device, account, and network will be conducted in an appropriate, legitimate, and responsible manner.

- I agree that I will not install, download and/or otherwise utilize any software that is not authorized by PCCS-CFA Technology Department.
- I will not remove programs or files from my PCCS-CFA issued laptop.
- I agree to keep all accounts and/or passwords secure.
- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher and/or PCCS-CFA staff member.
- I understand that PCCS-CFA personnel can review laptops and/or files at any time.
- I understand that it is my responsibility to store and backup my files.
- I will report any school laptop problems to the technology help desk at my school. I will not bring a school computer to an outside repair service (e.g. Apple Store, Geek Squad).
- I will treat my PCCS-CFA laptop with care and will place it in its padded case when not in use.
- **I understand that parent(s)/guardian(s) will be held financially responsible for any loss or damage to the school computer caused by accidental, intentional or negligent acts.**
- I understand that if the issued laptop is not returned on the last day of attendance, the parent(s)/guardian(s) will be charged with theft.
- I will return my PCCS-CFA issued laptop and all of its accessories upon my withdrawal from Piedmont Community Charter School-CFA or whenever required by PCCS-CFA administration.

I have read and understand the terms and conditions of the Parent/Student Technology Handbook.

Student Name (Please Print)

Homeroom Teacher

Student Signature

Date



PIEDMONT
Community Charter School
A Challenge Foundation Academy

**2017-2018
PARENT/STUDENT LAPTOP
AGREEMENT**

FOR PARENTS:

I am submitting my consent for my son/daughter to access and use Google Apps for Education managed by Piedmont Community Charter School-CFA. PCCS-CFA assumes the responsibility for complying with Child Online Privacy Protection Act (COPPA) and the information that students submit. COPPA is a regulation that requires parental consent for the online collection of information about users under 13.

I understand that school-issued laptops and accessories are the property of Piedmont Community Charter School-CFA. The signed recipient of a PCCS-CFA laptop is responsible for any costs incurred from damage according to the three tiered repair approach outlined in this agreement, up to and including full replacement of the device in instances of theft or failure to return the property to PCCS-CFA. (See § 14-168.1, 14-167.)

This agreement hereby expires when my child is withdrawn or leaves PCCS-CFA. All computer equipment will be surrendered to PCCS at that time.

I have received, read and understand the terms and conditions of the Parent/Student Technology Handbook.

Parent(s)/Guardian(s) Signatures

Date

1. _____ (required)

2. _____

For School Use Only			
Laptop/Accessories			
Laptop/Accessories ID #	Date	Staff Initial	Student Initial
Staff Signature			

§ 14-168.1. Conversion by bailee, lessee, tenant or attorney-in-fact. **Every person entrusted with any property as bailee, lessee, tenant or lodger, or with any power of attorney for the sale or transfer thereof, who fraudulently converts the same, or the proceeds thereof, to his own use, or secretes it with a fraudulent intent to convert it to his own use, shall be guilty of a Class 3 misdemeanor. If, however, the value of the property converted or secreted, or the proceeds thereof, is in excess of four hundred dollars (\$400.00), every person so converting or secreting it is guilty of a Class H felony.** In all cases of doubt the jury shall, in the verdict, fix the value of the property converted or secreted. (1965, c. 1073, s. 5; 1979, c. 468; 1979, 2nd Sess., c. 1316, s. 13; 1981, c. 63, s. 1; c. 179, s. 14; 1993, c. 539, s. 113; 1994, Ex. Sess., c. 24, s. 14(c); 2013-360, s. 18B.14(d).)

§ 14-167. Failure to return hired property. Any person who shall rent or hire, any horse, mule or other like animal, or any buggy, wagon, truck, automobile, or other vehicle, aircraft, motor, trailer, appliance, equipment, tool, or other thing of value, and who shall willfully fail to return the same to the possession of the person, firm or corporation from whom such property has been rented or hired at the expiration of the time for which such property has been rented or hired, shall be guilty of a Class 3 misdemeanor. If the value at the time of the rental or hiring of the truck, automobile, or other motor vehicle that is not returned is in excess of four thousand dollars (\$4,000), the person who rented or hired it and failed to return it shall be guilty of a Class H felony. (1927, c. 61, s. 3; 1965, c. 1073, s. 3; 1969, c. 1224, s. 15; 1993, c. 539, s. 111; 1994, Ex. Sess., c. 24, s. 14(c); 2005-182, s. 1; 2013-360, s. 18B.14(c).)