



# Hope Academy Technology Basics and One:One Device Agreement

## 1:1 Responsible Use Procedures

When you sign the Responsible Use Terms and Conditions, you are acknowledging that you understand and accept the information in this document and agree to Hope Academy's Responsible Use Procedures and Terms and Conditions for Device Usage.

Hope Academy students and families must understand that:

1. Devices are available for student use and remain the property of Hope Academy.
2. All rules and guidelines are in effect before, during, and after school hours, for all Hope Academy devices whether on or off the school campus.
3. All files stored on Hope Academy equipment or the network are property of Hope Academy and may be subject to review and monitoring at any time.
4. Students are expected to keep the devices in good condition. Failure to do so will result in charges for repair or replacement.
5. Students are expected to report any damage to their device as soon as possible to their teacher. This means no later than the next school day.
6. All users are expected to follow existing copyright laws and educational fair use policies.
7. Students may only log in under their assigned username.
8. Students are not to loan equipment to other students. Students who do so are responsible for any loss.
9. Students are expected to return their device at the end of the school year or upon leaving the school or replacement fees will apply.

## Device Rules and Guidelines

These rules and regulations are provided so that students and parents/guardians are aware of the responsibilities students accept when they use a school-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action. Students receive device-related training at school during the first weeks of school and learn to be responsible digital citizens.

- **All use of technology must:**
  - Support learning
  - Follow local, state and federal laws
  - Be school appropriate
- **Security reminders**
  - Do not share logins or passwords
    - *Exception: students must share passwords with parents or guardians and the technology teacher.*
- **Students are prohibited from:**
  - Defacing Hope Academy issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices.
  - If such action occurs, the student will be billed the cost of repair or replacement.

## **Caring For the Device**

- Students must use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- Students are responsible for keeping the device's battery charged for school each day. Teachers will expect students to be fully ready to complete any online assignment in class. Coming to class without a charged device is the same as not having your textbook, pencil or paper.
- Damaged devices or devices failing to operate properly must be turned in for an evaluation and/or repair.
- Cords and cables must be inserted carefully into the device to prevent damage.

## **Carrying device**

- A case of choice should be purchased for devices, and devices should be placed in the case for all transport.
- Never carry the device with the screen open.

## **Screen care**

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device when closed and placing objects in a book bag in such a way that would apply pressure to the screen.
- Do not store your pencil, pen or any object in the keyboard area. If you close the device with an object on the keyboard, you will likely crack your screen.
- The screen must be cleaned with a dry soft cloth or anti-static cloth. No cleaners of any kind.

## **Care of device at home**

- Charge the device fully each night.
- Use the device in a common room of the home where adults can monitor use.
- Store the device on a desk or table—never on the floor!
- Protect the device from: extreme heat or cold, food and drinks, small children, pets.

## **Student Email**

Hope Academy students are issued an email account. Hope Academy email allows students to safely and effectively communicate and collaborate with staff and classmates, giving them an authentic purpose for writing. These accounts will be used for school-related projects.

## **Email Usage**

- The primary purpose of student email is for students to communicate with school staff and fellow students to collaborate on school activities.
- Students are responsible for ethical behavior while using school email (at school and at home), just as they are in a classroom or a school hallway.
- Access to email is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.
- Students are responsible for messages sent from their accounts.
- Students may not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use email to send chain letters, viruses, hoaxes or forward social or non-school related email to other students or staff.
- School email should not be used to sign up for anything unless directed by a teacher.
- Student email is provided by the school and is school property. Hope Academy reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the school's email system.
- Student email accounts will be removed from the system upon leaving the school.

## **Guidelines and reminders**

- Email should be used for educational purposes only.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email.
- All email and all contents are property of the school.

- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords. You are responsible for messages sent from your account.

## **Social Media**

Social media is strictly prohibited on school devices. This includes, but is not limited to: Facebook, Twitter, Snapchat, Tumblr, and Instagram.

School email should not be used to sign up for social media accounts.

## **Chatting**

Chatting should be used for educational purposes only to collaborate with teachers and fellow students on a school based project.

*Similar to supervision at school, we recommend that a parent/guardian supervise the device use at home.*

## **Webcams**

Devices equipped with a webcam offers students an extraordinary opportunity to experience a 21<sup>st</sup> century tool and to develop 21<sup>st</sup> century communication skills.

- **Examples of use**
  - Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:
    - Recording videos or taking pictures to include in a project.
    - Recording a student giving a speech and playing it back for rehearsal and improvement.

## **Backgrounds and Screensavers**

Any images set as a device background must be school appropriate. Inappropriate media may not be used as a device background.

## **Technology Discipline**

Most tech-related behavior violations are equivalent to traditional classroom violations.

- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

## **Repairing/Replacing Your Device**

All devices in need of repair should be brought to the library as soon as possible.

- The school will repair or replace damaged equipment resulting from normal use at no cost to the student/parent. Students will receive a “loaner” device while their device is being repaired. The loaner must be returned once the student’s device is ready for use.
- All other breakages such as through user negligence will be the responsibility of the student/parent.
- The school will make its best attempt to purchase replacement parts at the best possible price.
- School-owned devices should never be taken to an outside computer service for any type of repairs or maintenance.
- Devices should be returned in the condition in which they were received. Fees will apply for devices returned in condition other than provided.

## **Estimated Costs (subject to change)**

The following are estimated costs of the Chromebook parts and replacement:

- Total replacement of Chromebook: approximately \$220
- Replacing screen: \$60
- Replacing keyboard/touchpad: \$85
- Replacing battery: \$45
- Replacing power supply/cord: \$25

## Contact your teacher if you have questions about any of the following....

- Troubleshooting
  - Always try restarting the device as the first step of troubleshooting.
  - **At school**—If restarting the device does not solve the problem, contact your teacher.
  - **At home**—If restarting the device does not solve the problem and it is an Internet connectivity problem, contact your Internet service provider. For other problems, contact your teacher when you return to school.
- How the device is used in instruction.
- Question about the device.
- Proper use of the device.

## Digital Citizenship: Good to Know

### What is Digital Citizenship?

- Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology.
- Students are expected to use technology appropriately and responsibly.

### School responsibilities

- The school will provide internet and email access to students.
- School staff will help students conduct research and ensure student compliance with the responsible use procedures.
- Web filtering is turned on for all devices. Web filtering is useful, but is not 100 percent effective. Students intent on defeating the filter will likely be successful. Please work with your child to emphasize the importance of Digital Citizenship.
- Hope Academy reserves the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Hope Academy-owned equipment and resources.

### Student Responsibilities

Students will abide by the Responsible Use procedures and:

- Contact a teacher or administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Report email containing inappropriate or abusive language or questionable subject matter to a parent, teacher, or administrator.
- Return the device and accessories to the school when requested.
- When students withdraw from school, they must return their device on the date of withdrawal. Failure to do so will result in fines, and grades will be withheld from the cumulative record until paid.

### Parent/guardian responsibilities

- Talk to your children about the values and standards you expect them to follow as they use the internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- All school-issued devices utilize internet filters that are enabled at school, at home, and anywhere else a student might use their device. Parents are encouraged to monitor student activity at home, especially their Internet use.

### Appropriate Content

All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity

- Bullying or harassment
- Discriminatory or prejudicial behavior
- Glorification of violence
- Weapons

### **Monitor Student Use**

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

### **Suggestions**

- Investigate parental controls available through your internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen).
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.
- Be aware of what your child is using the computer for. Know what Internet sites he is visiting and what he is doing on those sites.

### **Cyber-Safety Tips**

Open communication with your child is vital. Your child needs to feel they can come to you if they encounter frightening communications or images.

- **Set age limits.** Keep young children away from any unaccompanied chatting.
- **Understand the technology.** Open an account yourself, and get your whole family connected. If your child views the program as a way of staying in touch with family, there might be less risk of misuse with friends.
- **Prohibit inappropriate activities.** You can use parental controls through your Internet provider to restrict what sites your children can visit.
- **Set time limits.** With any online activity, be sure to tell your children how long they will have to engage in these activities.

### **Email, IM and Chat Rooms—Help children stay safe online**

- Know who your child is communicating with online.
- Open a family email account to share with younger children.
- Teach your child never to open emails from unknown senders and to use settings on IM programs to block messages from people they do not know.
- Be aware of other ways your child may be going online—with cell phones, devices or from friends' homes or the library.

### **Teach Your Children The Following Rules**

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them. Accepting files or downloads from unknown sources can bring a virus that could harm the device.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Do not post photographs in publicly accessible sites. The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND parent.
- Posting pictures online or sending images can have dangerous consequences.
- Report Cyberbullying to an adult. (Cyber bullying refers to the practice of using technology to harass, or bully, someone else).

**Terms and Conditions of the Student Device:**

- A \$50 equipment rental fee, assessed annually, is required to enable a student to take a device home. This will be charged through FACTS.
- It is imperative that the device the student is issued be maintained and handled in a responsible way. Damages will require the parent/guardian to pay for repairs or to replace the device in its entirety, depending upon the damage. If the power supply/cord, case or other accessory is damaged or lost the parent/guardian is responsible for the full cost of replacement.
- A case of choice must be purchased for devices to help protect against damage to the device. The case must be presented to the teacher before the Chromebook can be taken home. Cases may be purchased from Hope Academy for \$10.

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

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

\_\_\_\_\_ I wish to pay the \$50 equipment rental fee to enable my child to bring the device home. I understand that this rental fee is non-refundable.

\_\_\_\_\_ I do not wish to pay the \$50 rental fee. I understand that the device will be used at school, but it cannot be taken home.

\_\_\_\_\_ I do not want my child to have a school issued Chromebook. Instead, he/she will use a personal device that I will provide.

\_\_\_\_\_ I will provide a Chromebook case, and I understand that I must do so before my child can take the device home.

\_\_\_\_\_ I would like to purchase a Chromebook case from Hope Academy. I understand that my FACTS account will be charged \$10 for this item. The item is purchased, not rented and the cost is non-refundable.

I have read and understand the Responsible Use Procedures and the Terms and Conditions for Device Usage outlined in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Complete this form and return it to your child's teacher. Your child's Chromebook will be issued once this document is completed and returned.