



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, –leased, 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. EQUIPMENT FEE

The administration of Piedmont Community Charter School-CFA believes that at-home use of the laptop is a critical component to a successful learning environment. Students will pay a \$100 annual laptop lease fee, which will be used for repair and replacement not covered by warranty. All computers have an Apple Care protection plan.

- If families opt out of the annual \$100 fee, computer use is restricted to state-required or school-required online testing only. Please note that students are still fiscally responsible for damage as with any school property.
- Consideration will be given to families in need of financial assistance. Installment pay is available based on approval from Head of School.
- **UNPAID FEES:** Computers will not be distributed to students who have a balance remaining from previous school years. All previous balances, as well as the current \$100 fee must be paid in full in order for these students to be assigned a laptop.
- If a student is leaving PCCS-CFA, then the laptop and associated accessories must be returned by the last day of attendance.

B. 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. **Parent(s)/guardian(s) will be held financially responsible for any loss or damage to school devices caused by accidental, intentional, or negligent acts.**

There is a tiered approach for repair and restitution. The \$100 laptop lease fee covers Tier I repairs and will be applied as a credit toward repair fees of Tier II and Tier III damages.

<i>Tier I</i>	Minor wear and tear covered by annual laptop fee. i.e. faulty usb port, “dead keys” No additional charge.
<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.

C. 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.

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
- V. See *also*: Section B, Rule #12 for tiered cost breakdown for damage repair.