

Prep Charter High School Acceptable Use Policy

Terms and Conditions

General Information

The Prep Charter High School provides computer equipment, computer services, Internet access, email and cloud services via Google Apps, Powerschool and Schoology to its students for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, collaboration, dissemination and the use of global communication resources. The “IT Department” are employees of Prep Charter High School. They are the administrators of all school technology devices, the local network and cloud services as such, reserve the right to monitor all activity to ensure that all technology is being used appropriately.

We are very pleased to bring this access to Prep Charter High School and believe said services offer vast, diverse, and unique resources to both students and teachers. Our goal is to empower teachers and students by promoting educational excellence through resource sharing, innovation, and promoting strong communication.

The Internet is an electronic highway connecting thousands of devices all over the world and millions of individual subscribers. Students and teachers have access to:

- Electronic mail (e-mail) communication with people all over the world.
- A Learning Management System (LMS) to conduct class remotely and to add supplemental instruction to the traditional classroom.
- Cloud services such as Read 180, Khan Academy, and Edpuzzle, to name a few, that supplement lessons, support interventions, and provide drill-and-practice for students. .
- Cloud storage via Google Drive that allows students and teachers to share and collaborate on an unlimited number of files.

With access to devices and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Prep Charter High School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We at Prep Charter High School firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. To comply with the Federal Communications Commission’s Children’s Internet Protection Act (CIPA), strong filters have been put in place to block access to materials that are “obscene, child pornography, or harmful to minors.”

Desktop management geo-location tools have been installed on all student computers which gives instructors and IT Departments control of technology at all times. These software solutions allow among many features, the ability for teachers to monitor and support students while giving the IT Department the ability to provide technical support and terminate the device if lost or stolen.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Prep Charter High School user violates any of these provisions, his or her network and/or email account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet--Terms and Conditions of Use

1) **Acceptable Use** - The purpose of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your network account must be in support of education and research and consistent with the educational objectives of Prep Charter High School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret

2) **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The IT Departments will deem what is inappropriate use and their decision is final. Also, the IT Departments may close an account at any time as required. The administration, faculty, and staff of Prep Charter High School may request the IT Department to deny, revoke, or suspend specific user accounts.

3) **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.

- Do not reveal the personal address or phone numbers of students or colleagues.
- Note that all email is monitored by the IT Department. Any message containing inappropriate content will be flagged and forwarded to the principal and Director of Technology.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network, email, and cloud services should be assumed to be private property.

4) **Loss of Information** - Prep Charter High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Prep Charter High School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, no deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Prep Charter High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) **Security** - Security on any computer system, email, or cloud services is a high priority, especially when the system involves many users. All students will be issued the following accounts: Google, Powerschool, and Windows. No student is permitted to use another person's ID or password. Trespassing in another's folders, work or files is prohibited. If you feel you can identify a security problem on the Internet, you must notify the IT Department. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a network administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6) **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but not limited to, the uploading or creation of computer viruses. Any vandalism of a technology-related device that is used to connect to the Internet or to provide instruction will also result in cancellation of privileges.

7) **Plagiarism and Copyright Infringement**

- You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8) **Cyber-bullying and Internet Safety** - Prep Charter High School is a school with a zero-tolerance for cyber-bullying. Students will refrain from using personal communication devices or school property to harass or stalk another. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and/or discipline, up to and including expulsion.

The technology curriculum includes modules on Digital Literacy that teaches "appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response." A variety of strategies and websites will be used which will allow students to:

- ✓ Analyze online behaviors and predict their consequences.
- ✓ Practice safe, legal, and responsible use of information and technology.
- ✓ Make informed choices on selecting appropriate websites.
- ✓ Generate multiple solutions for dealing with a cyber-bullying situation.
- ✓ Create a list of tips to help teens avoid cyber-bullying situations.
- ✓ Analyze online behaviors that could be considered cyber-bullying.
- ✓ Evaluate positive and negative aspects of Internet and cell phone technologies.

9) **Instant Messaging** –Students are expressly forbidden to use instant messaging unless granted permission by their teachers.

10) **Acceptable Use of Student E-mail Systems** - Use of Prep Charter High School e-mail via Google Apps is intended to benefit the student. The account allows students to correspond with teachers and staff, and to receive important communications from the administration. The school reserves the right to deny, revoke, monitor, or suspend specific user accounts after due process in accordance with student code of conduct policies. The technology department does not encourage or support the use of non-school email accounts for communications between the school, faculty and students.

11) **Acceptable Use of Cloud Services** - Use of Prep Charter High School cloud services via Google Apps is intended for students to store, create, collaborate, and share files with fellow students and teachers. Although cloud services are accessible both onsite and offsite, the school expects that all students abide by the conduct and acceptable use policies stated within this document. Failure to comply with these rules may result in suspension of cloud services.

12) **Obscene/Pornographic Material** - No student shall use any technological equipment or Internet account issued by Prep Charter High School in order to view, download, or transmit any images which include obscene, lewd, nude, pornographic or other images

depicting sexual acts. It is a violation of this policy to transmit, capture, or share any nude or lewd images on the school's network or through use of school equipment, or Internet account. "Sexting" or the transmission of nude images of oneself or text of a sexual nature is expressly prohibited. No student shall view, download, capture or transmit any obscene, lewd, nude, or pornographic images through the use of any equipment, including personal equipment including phones, tablets, Chromebooks while on school property, or during a school function to include a work assignment or other school sponsored events.

Chromebook 1:1 Program Agreement

Terms and Conditions

General Information

Prep Charter High School is preparing students to meet the challenges of an ever-changing global society in which they participate, contribute, and achieve their educational and personal goals. The Prep Charter High School Board of Trustees recognize the significant role that technology plays in the educational process. It is our goal to provide students with a tool that can be used for learning at school. To achieve this goal, all classrooms, grades 9-12, will have access to a Chromebook cart FOR IN-CLASS USE ONLY, which can be used as an additional learning resource tool. In addition to in-house technology (computers, printers, and networking equipment), the Chromebook will be used in support of traditional learning.

Goals

- Students are prepared to learn at school.
- Students are productive and engaged in their learning experiences.
- Students practice good digital citizenship in their online behavior.
- Prep Charter High School provides consistent and appropriate access to technology for students for instructional purposes.

Terms of the 1:1 Chromebook Program

Students will be issued a Chromebook for classroom-school use. Serial numbers will be recorded and asset tags will be attached to each issued device.

- Chromebooks will be issued at the discretion of the classroom teacher. All Chromebooks must be returned at the end of the period. No student is permitted to take a Chromebook outside of the classroom. Students will utilize their assigned Chromebook for the duration of the school year, or until the student withdraws from school, or until the Chromebook is removed from the student's possession for administrative reasons.
- Prep Charter High School reserves the right to change the terms of the guidelines document at any time or to terminate the 1:1 Chromebook program at any time and for any reason.
- Students are responsible for damages due to neglect or misuse of the Chromebook (see details below).
- Chromebooks will no longer be loaned out for remote work purposes unless there is a medical reason preventing the student to complete his or her work. *A doctor's note must be provided for consideration of a loaner Chromebook for remote work purposes. All loaner Chromebooks require a program participation fee and the completion of paper work provided by the IT Department.*

Chromebook/Network/Internet General Functionality

Prep Charter High School can make no guarantee that the Chromebook will function properly, nor that the computer network at school will function properly 100% of the time. Prep Charter High School is not responsible for lost or missing data due to unforeseen circumstances.

General Chromebook Information

- Chromebook computer with battery and integrated web camera
- AC adapter/power cord
- Carrying case/bag

The Chromebooks run on Google Chrome OS and are Internet capable. They will also be loaded with Prep Charter High School software and links. All Chromebooks have a logging/monitoring system that is activated when the Chromebook is logged on. The monitoring software also has the ability to fully disable the Chromebook if lost or stolen. The school does

not have remote access to the web camera installed on each computer. Students may not install additional software except unless specifically chosen by Prep Charter High School and approved by the IT Department.

General Chromebook Care Guidelines

Students are responsible for the general care of the Chromebook, including, but not limited to, the following:

- For prolonged periods of inactivity, close the lid to protect the Chromebook screen and conserve battery life.
- When using the Chromebook, keep it on a flat, solid surface for air to circulate.
- Liquid, foods, and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook.
- Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing fingers directly on the screen with any force.
- Avoid touching the screen with pens, pencils, or any sharp instrument.
- Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- Under no circumstances should a Chromebook be picked up by its screen. Doing so can result in damage to the screen and/or the hinge.
- Do not lean on top of the Chromebook and avoid placing excessive pressure or weight on the Chromebook screen.
- Clean the screen with a soft, dry cloth, or anti-static cloth. **NEVER clean the screen with glass cleaner or other cleaning agents or disinfectants.**
- Never attempt to repair or reconfigure the Chromebook. Never attempt to open or tamper with the internal components of the Chromebook...doing so will render our warranty void and will be considered intentional damage and subject to disciplinary action.
- Take care when inserting cords, cables, and removable storage devices to avoid damage to the Chromebook ports.
- Do not expose the Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- A label has been applied to the Chromebook for ID purposes and must not be removed, altered, covered, or destroyed. Do not place additional stickers/items on the computer. *Removal of asset tags or labels is considered vandalism of the device.*
- Keep the Chromebook away from magnets and magnetic fields, which can erase or corrupt data. This includes, but is not limited to, large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

Chromebook Cart Guidelines

- The Chromebook must always be handled with two-hands when carrying to a teacher.
- Chromebooks should be logged out and the lid should be closed before placing back into the Chromebook cart.
- Carefully unplug all cords, accessories, and peripherals before removing the Chromebook from the cart.
- All Chromebooks should be placed back into their assigned cart slot.

Security

- Chromebooks should never leave the classroom unless under the direction and instruction of the classroom teacher.
- When students are not using them, Chromebooks should be stored in a classroom cart.
- Unsupervised Chromebooks will be confiscated by staff.
- Chromebooks should never be in an unsupervised area- areas include, but are not limited to, the cafeteria, the auditorium, the gym, bathrooms, the lobby, the main office, weight room, or any other unsupervised office or area.
- Continued or consistent failures to secure Chromebooks may result in a total loss of Chromebook privileges, and/or disciplinary action in accordance with the Prep Charter High School student disciplinary policies.
- Students may not lend Chromebooks or Chromebook components to others for any reason.

Power Management

- It is the teacher's responsibility to ensure that the Chromebook is placed in its correct slot and to verify that the Chromebook is in a charging state at the end of each day.
- Chromebooks should be placed in standby mode by closing the lid when not in use.
- Dimming the brightness of the screen will extend the life of the battery.

- Students are not permitted to use their own AC adapter to charge a classroom Chromebook.

Software and File Management General Information

- Chromebooks come with a standard pre-loaded software image. This image may not be altered by students.
- Do not remove any software or change computer settings, unless directed by school staff.
- Applications may only be installed by members of the Prep Charter High School IT Department unless a student is otherwise directed to download an application after receiving permission from the IT Department.
- Do not remove or change Chrome browser extensions.
- Do not attempt to circumvent any security restrictions or security settings on the computer.
- The school does not accept responsibility for the loss of any data deleted due to reloading or maintenance performed on the Chromebook.
- Periodic software updates will automatically install on the Chromebooks as they become available.

Music, Games, or Programs

The Prep Charter High School Acceptable Usage Agreement states that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws. No student will attempt to download or install any music, videos, or games to the Chromebook. Music and games can be disruptive during class and may not be used in school unless the student has permission from the teacher for an educational project.

Deleting Files

- Take care to not delete any files stored on Google Drive, as Prep Charter High School is not responsible for restoring any lost data.
- Do not attempt to delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the Chromebook.

Student Storage/Saving Files

Students are expected to use their Prep Charter High School Google account (@prepchs.org) and Google Drive to create, manage, organize school-related files. The use of thumb drives or other external storage media is strictly prohibited for security purposes.

Wallpapers

- Prep Charter High School supplies its own school wallpaper. Students are not permitted to load any personal wallpapers.

Login

- Students will login using their school-issued usernames and passwords to gain access to the Chromebook and Google Cloud Services.
- Students will not share their password with others.
- Students are prohibited to change their Chromebook or any other Prep issued account passwords.

Sound, Video & Microphone

- Sound will be muted at all times at school unless permission is granted.
- Headphones can be used in class with given permission from the teacher.
- Use of the webcam is strictly prohibited unless allowed by a teacher or to participate in a synchronous remote learning environment.
- Use of the built-in microphone is strictly prohibited unless allowed by a teacher, or if required by an educational program.

Printing

- Students wishing to print a document can only do so by submitting a document to their teacher for printing or by using the school's PC computer lab.

Monitoring Chromebook Usage

Prep Charter High School will not use any of its monitoring capabilities in a manner that would violate the privacy rights of the student; however, Prep Charter High School reserves the right to monitor the device for appropriateness:

- Prep Charter High School teachers have the ability to use remote control software to better support mobile devices within the classroom.
- A search of the Chromebook and student files may be conducted if there is suspicion that any policies, procedures, guidelines, or laws have been violated.
- The Prep Charter High School IT department technicians will be able to monitor student Chromebook status at any point during the day through remote transmission.
- Students may be selected to provide their Chromebook for inspection. Students with damaged Chromebooks who fail to report the damage will be subject to additional fines and disciplinary actions.

Privacy

- Prep Charter High School reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Prep Charter High School equipment. Students should refrain from storing any personal data on Prep Charter Chromebooks.
- All Chromebooks have a tracking/monitoring system that is activated when the laptop is logged on. The school does not have remote access to the web camera installed on each computer and will not use the web camera in a manner that would violate the privacy rights of the student.
- Capturing video, audio, or photography while on school grounds may only be used if allowed by a teacher for educational purposes and follow all school policies.
- Students are strictly prohibited to record any other person at school unless given explicit permission.

Warranties, Damages, Malfunction, and Theft

Accidental Damage Coverage

- Damage should be reported to the IT Department or a teacher or administration immediately.
- Frequent/repeated accidental damage, negligent care, and/or deliberate damage to the equipment may result in school discipline according to the Prep Charter High School Discipline Guidelines and/or fines, even if the damage is covered by the warranty.

Theft/Loss/Vandalism/Malfunctions

- *All Chromebooks are loaded with tracking software that will disable the device if lost or stolen.*
- If at any point a Chromebook is stolen or lost during the school day or is vandalized or linked to a criminal act; the student is to immediately report it to their IT Department, teacher, or school administration. At that time, an appropriate report will be filled out by the student via the Prep Charter Student Helpdesk form.
- If at any point a Chromebook is stolen, vandalized or linked to a criminal act, it must be reported to the Philadelphia Police Department by the parent or student and a copy of the police report must be brought to the school within 24 hours (excluding weekend/holiday) to be given to school administration.
- Filing a false police report is punishable by law.
- During class, general malfunctions of the Chromebook or the software on it should be reported to the student's teacher (who will relay that to the technology department).

Financial Responsibility

- Chromebooks that are found to be damaged due to misuse, deliberate damage, neglect, vandalism, or malicious intent may result in a fine being issued to the students/parents of the responsible parties.
- Any fees for damages will be accompanied by a letter and recorded in PowerSchool. All fees must be paid before a student graduates, is expelled, or withdraws from Prep Charter High School.
- Any fee paid for a Chromebook does not entitle the student to take ownership of the device.

Consequences Due to Damages, Misuse, or Underuse of the Chromebook and/or Accessories

The 2023-2024 school year at Prep Charter High School will continue the use of a Chromebook Program 1:1 program. This program is a vital component of the entire curriculum and one that requires all students to participate in. Failure to comply with the policies listed below could result in severe disciplinary measures or even expulsion.

- Any Chromebook fees (see table below) due to intentional, accidental, or inappropriate use of the Chromebook must be paid by the student or a family member.
- If a Chromebook is lost or stolen, it must be reported to the IT Department immediately.
- Failure to pay fees will result in complete loss of the Chromebook, as the student will not be issued a replacement.
- Failure to pay fees may result in withholding transcripts or prevent the student from graduation.

Tables for Estimated Prices due to Damages/Loss

Parts Repair Fee *Cost May Vary Based on Current Market Pricing	Cost
Total Loss of Device	\$250
LCD Screen	\$50
Palmreset/Keyboard/Trackpad Assembly	\$80
LCD Back Screen Housing	\$30
Bottom Housing	\$10
Display Hinge	\$25
Speakers	\$10
Motherboard	\$30
Battery	\$50
A/C Adapter	\$30
Individual Keyboard Key	\$10

Prep Charter High School Acceptable Use Policy

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Prep Charter High School Acceptable Use Policy. I understand that this access is designed for educational purposes. It is expressly understood that my child will not store any personal data on any technological equipment provided by the school or through their use of the school's information systems/networks and email/cloud services account. Prep Charter High School has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Prep Charter High School to restrict access to all controversial materials and I will release and hold them harmless for any materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child, agree to the terms of the Acceptable Use Policy and certify that the information contained on this form is correct.

Student Name: _____ Student Grade/ Section: _____

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

Adopted: September 1, 2011

Revised: October 5, 2012

Revised: June 15, 2012

Revised: September 11, 2017

Revised: July 22, 2020

Revised: Aug 30, 2023

PCH Board Approved: September 14, 2017

Prep Charter High School 1:1 Chromebook Release Consent

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Prep Charter High School Chromebook 1:1 Program Agreement. I understand that use of this device is designed for educational purposes. It is expressly understood that the Chromebook and its accessories are property of Prep Charter High School. Further, I accept any charges from damages or loss of the Chromebook due to misuse or carelessness. Lastly, I agree to pay any accumulated fees do to damage, loss, theft, or vandalism before my child graduates, is expelled, or withdraws from Prep Charter High School. I hereby give permission to issue my child a Chromebook for classroom use and agree to the terms of Chromebook 1:1 Program Agreement and certify that the information contained on this form is correct.

Student Name: _____ Student Grade/Section: _____

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

Adopted: July 8, 2020

Revised: July 28, 2020

Revised: July 30, 2020

Revised: Aug 30, 2023

PCH Board Approved: September 14, 2017