

Virgil Browne Glencoe Charter School (VBGCS) is pleased to offer a 1:1 Digital Learning Program which will provide all students with a district-owned technology device for use at school and at home. Our goal is to help our students develop the necessary skills to successfully live and work in an increasingly technology advanced world by providing engaging and powerful learning experiences for all students across all curricular areas. Through this initiative, student learning will be facilitated through student research, personalized learning to accommodate student needs, increased communication and problem-solving skills, greater student engagement and enthusiasm for learning, responsible behavior through digital citizenship, and motivation to become lifelong learners.

This exciting learning opportunity comes with certain responsibilities and obligations. District guidelines are provided herein so the student and parent/guardian are aware of the responsibilities they accept when using district-owned devices and other technology resources. In addition to following these guidelines, the student is required to follow the Acceptable Use of Technology Resources Agreement and all other applicable rules that may be set by the school and/or teacher.

## 1. General Information

### 1.1 Receiving the Device

The student will receive the following: (1) a **Device** to be transported daily between home and school (grades 7-10 and Pre-K – 6 as applicable), (2) a **charging cord** which should remain at home and used to charge the Device nightly, (3) a **protective case** which must be used to transport the Device at all times.

- The student and parent/guardian must sign and return this agreement and the Acceptable Use of Technology Resources Agreement before a Device and accessories can be issued.
- A Device is defined as a Chromebook, laptop, IPAD, or tablet.

### 1.2 Returning the Device

District-owned Device and accessories must be returned at the end of each school year.

- The student must return the Device and accessories in working and usable condition.
- The student who leaves the district for any reason during the school year must return the device to the school at the time of withdrawal.
- The student who transfers to another school within the district will return their Device and accessories to the school where the device was issued. The student will receive another device from the new school.
- Any Device and/or accessories not returned will be considered stolen property and law enforcement agencies will be notified.

## 2. Taking Care of the Device

### 2.1 General Precautions

The student is responsible for the general care of the Device he/she has been issued.

- The Device is the property of the V. B. Glencoe Charter School.
- No food or drink is allowed near the Device.
- Do not attempt to remove or change the physical structure of the Device (e.g. keys, case, etc.).
- Cords and cables must be inserted and disconnected carefully to prevent damage to the Device.
- Devices must remain free of writing, drawing, stickers, labels, etc. except for ones placed on the device by the district.
- Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Do not hold, lift, or suspend the Device in the air solely by the screen/display.
- Never store a Device in the carrying case while plugged in.
- Close the lid of the Device when it is not in use in order to save battery life and protect the screen.
- Student should only charge the Device with the charger issued with the device.
- The device is sensitive to extreme heat and extreme cold. Therefore, leaving it in cars, direct sunlight, etc. that may expose it to these conditions is potentially harmful to the device and must be avoided.
- When taken home, student is responsible for bringing completely charged Device for use each school day.

### 2.2 Carrying the Device

- Transport the Device with care.
- Devices should always be stored and carried within the provided protective case.
- Never transport your Device with the power cord plugged in.
- Device lids should always be closed and tightly secured when the Device is being moved.
- While in a carrying case, do not place anything in the case that may cause damage to the Device. Examples include but are not limited to, earbuds, pens, pencils, food, and other school supplies.
- Do not walk from one location to another while the Device is open. Always carry the device with two hands.
- Never move a Device by lifting from the screen. Always support the device from its base with the lid closed.

### 2.3 Screen Care

The Device screen can be easily damaged. The screens are particularly sensitive to damage from excessive pressure.

- Only use a soft, dry cloth to clean the screen. Do not use cleaners of any type.
- Do not lean or put pressure on top of the Device when it is closed.
- Do not “bump” the device against lockers, walls, car doors, floors, etc.
- Do not throw or sling the carrying case containing the device.
- Do not stack any books, heavy material, etc. on top of the Device. Any extra weight can crack the screen. This includes when the device is in the carrying case.
- Do not touch the screen with any objects (e.g. fingers, pens, pencils, etc.). Note: Pre-K Devices and some special education devices are finger touch enabled devices.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebook, earbuds, etc.).

### 2.4 Storing the Device

It is the student’s responsibility to ensure that the Device is in a safe and secure location.

- The student should never leave the Device unattended.
- When not in use, the Device should be stored in a carrying case and in a secure location.
- Nothing should be placed on top of the Device when being stored.

### 2.5 Device Left in Unsupervised Areas

- Device should never be left in an unsupervised area, including but not limited to, the school campus, cafeteria, library, computer lab, locker room, restroom, gymnasium, unlocked classroom, and hallway.
- A Device left in an unsupervised area is in danger of being damaged or stolen.
- Unsupervised Devices will be confiscated by school staff.

### 2.6 Device Identification

All Devices contain an VBGCS asset tag number, a manufacturer’s serial number, and a student identification label. This information will be used to identify the device and the student who is assigned to the device.

- The student must not remove or interfere with identification placed on the device.
- If the asset tag, serial number, or student identification label begins to detach from the device, the student should report it immediately to school authorities.

## 3. Using the Device

### 3.1 General Information

- A student in grades 6 – 12 will be allowed to take their Device home each night throughout the school year. A student in grades Pre-K – 2 will be allowed to take their device home upon approval of the teacher/school.
- The Device is intended for use at school each day.
- The student is responsible for bringing their Device to all classes.
- Devices shall only be used for **EDUCATIONAL PURPOSES**.

### 3.2 Device Left at Home

- If the student leaves the Device at home, a temporary loaner may be issued if one is available. Repeatedly leaving the device at home may result in disciplinary action.
- If the student leaves the Device at home, he/she is responsible for completing all assignments as if he/she had the device present.

### 3.3 Charging the Device

A fully charged Device battery should last for an entire day of regular use at school.

- When student is allowed to bring home the Device daily, he/she is responsible for bringing the completely charged Device for use each school day. Repeat violators may be subject to disciplinary action.
- Immediately report any battery issue (e.g. battery not lasting an entire day after a nightly charge) to your teacher.

### 3.4 Apps and Extensions on Devices

- Devices are controlled and monitored by a Google Management System.
- The student is not permitted to add apps or extensions to the Device and are blocked from this type of function. Access to Device apps and extensions are controlled by the V. B. Glencoe Charter School.
- Do not attempt to “jailbreak” the Device or change the configuration.

### 3.5 Cameras and Microphones

- The student must obtain approval before using the device for taking pictures and for audio and video recordings.
- Pictures and electronic recordings may not be shared, published, or re-broadcasted for any reason without permission from the teacher and all involved parties.

### 3.6 Screensaver, Background, Profile Photo

- All media used for screensavers, background photos, and/or profile images must be school appropriate and can only be changed with teacher permission.
- Attempted use of inappropriate images such as, but not limited to guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and/or gang related symbols and pictures, will result in disciplinary action.

### 3.7 Sound

- The student may bring headphones or earbuds to be used at school. The school is not responsible for lost or theft.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes or the teacher allows for headphone use.

### 3.8 Managing and Saving Digital Work to the Device

Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. A user can store their document, as well as other files, in the Google Cloud Account (Google Drive).

- The student will save work to his/her Google Drive which will be accessible from any device with Internet access.
- If a wireless Internet connection is not available, Google Apps for Education documents can be made available for offline editing prior to loss of Internet connectivity. Once connected to the Internet, offline documents will sync to the Google Cloud environment, allowing the student to work offline.
- If a Device needs repair, it is possible that files stored locally on the device may be lost if the device has to be reset.

### 3.9 Privacy and Security

- In compliance with state and federal regulations, the V. B. Glencoe Charter School utilizes a CIPA (Children’s Internet Protection Act) compliant filtering software and other technologies to prevent students from accessing websites that are obscene, pornographic, harmful to minors, anti-social, or promote illegal activity. The district also monitors the online activities of students through direct supervision and/or technological means.
- Electronic access may include the potential for access to inappropriate content despite the best efforts of supervision and filtering because no content filtering is capable of blocking 100% of the material available on the Internet. Should access to an inappropriate site occur, the student must notify the teacher immediately.
- The use of anonymous proxies to bypass content filters is strictly prohibited.
- Monitoring software will be used to scan and detect inappropriate content in the student’s Google Drive, regardless of the device being used.
- Users of V. B. Glencoe Charter School technology resources have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Device, Google Drive, the school network, or any district issued applications and are given no guarantees that data will be retained or destroyed.
- The student will only be able to login to the school-issued Device using his/her iberiaschools.org account.
- Guest access is not available on VBGCS Devices. The student must login to use the device.
- The student must not share his/her password.
- The student must not allow another student to use his/her Google account.
- VBGCS reserves the right to inspect or confiscate a student’s device, change a student’s password to access the account, and/or suspend the student’s account for any reason.

### 3.10 At Home Use

- The student is allowed to set up access to home wireless networks on his/her device.
- The Device will be filtered for inappropriate content regardless of where the Device is used.
- The student is bound by all VBGCS acceptable use agreements and guidelines regardless of where the Device is used.

### 3.11 Digital Citizenship Pledge

While working in a digital and collaborative environment, the student must always conduct himself/herself as a good citizen by adhering to the following:

- **Respect Yourself**  
I will show respect for myself through my actions. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information and which images I post. I will NOT act inappropriately. I will act with integrity.
- **Protect Yourself**  
I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others**  
I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for others in my choice of websites. I will not intentionally attempt to access sites that are inappropriate. I will not enter other people’s accounts.
- **Protect Others**  
I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property**  
I will request permission to use copyright or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by fair use rules.

- **Protect Intellectual Property**

I will request to use software and media that others produce. I will not download, share, and post illegally obtained media. I will abide by all licensing agreements.

#### 4. Repairing/Replacing Damaged Devices

##### 4.1 Technology Usage Fee

VBGCS will charge a one-time **per device** technology usage fee to cover the repair and/or replacement cost of a malfunctioning Device or a device that was accidentally damaged. The cost of the technology fee for 2020-2021 is \$20 per student with a \$40 family cap. This one-time fee is far less than the cost of any part used in the repair of a Device.

- The current price for common repair/replacement parts is as follows: (1) power adapter - \$57.41, (2) battery - \$66.05, (3) LCD screen - \$71.14, (4) keyboard - \$55.45, (5) LCD bezel - \$37.72, (6) touchpad - \$51.50. The cost of a Chromebook Device is \$250.00. The cost of an IPAD device is \$500. The cost of a laptop Device is \$300.
- All repairs and/or replacements will be documented. *This fee will not cover habitual occurrences of the same issue (e.g. missing keys, cracked screens, lost power adapters).*
- **A new insurance fee will be charged for each new device assigned to student due to accidental damage.**
- **A lost or stolen device is not covered under this fee.**
- The Technology Usage Fee is non-refundable.

##### 4.2 Accidental Damage vs. Negligence/Intentional Damage

Accidents do happen. There is a difference, however, between an accident and negligence or intentional damage.

- If the Device is deemed to be intentionally or negligently damaged by the student, the student will face disciplinary action and will be responsible for the cost of repair and/or replacement. The school administration and/or a certified repair technician will determine negligence or intentional damage.

##### 4.3 Broken/Malfunctioning Devices

The student will be held responsible for maintaining their individual Device and keeping it in good, working order. A Device that is broken or malfunctioning must be immediately reported to school authorities.

- Repairs of damaged or malfunctioning Devices will be handled by the district Technology Department.
- The student or parent/guardian should never attempt to complete any repairs to the device nor should it be taken to any outside computer service for any type of repair or maintenance. This will void the warranty and/or coverage policy on the device.
- The student may be provided with a loaner Device, if one is available, while the assigned device is being repaired. The decision will be made at the discretion of school administration.

##### 4.4 Lost or Stolen Device

- Lost or stolen Devices should be immediately reported to school administration.
- If the Device is stolen at school, an attempt to locate and/or track the device will be made. If the device is unable to be located, a police report will be filed.
- If the Device is stolen anywhere besides the school's campus, it is the student and/or parent/guardian's responsibility to immediately report the theft to local law enforcement and then to school administration on the first day (start of the day) that the student returns to school. Once the police report has been filed, it is the student and/or parent/guardian's responsibility to pay for and obtain a copy of the police report and provide a copy to the school administration within 10 business days of the report being filed. VBGCS will work with law enforcement to track the stolen device using its GPS tracking software. The student may be provided with a loaner Device, if one is available, upon submission of a police report and at the discretion of school administration.
- The student and/or parent/guardian should record the VBGCS asset tag number (engraved on the device) and the serial number (located on the bottom of the device). These numbers will be used if the device is lost or stolen.
- Lost or stolen devices or power adapters are not covered under the technology fee.

## 5. Parent/Guardian Responsibilities

VBGCS strongly encourages the parent/guardian to actively monitor and supervise the student as he/she uses the Device at home.

### 5.1 Parent Best Practices for Internet Safety at Home

- Keep computers in a central place.
  - This will make it easier for you to monitor and keep an eye on your child's activities.
- Know when your child goes online.
  - Establish specific times when access to Internet is permitted and keep that schedule.
  - Limit the length of access time. This will encourage your child to go directly to the information required, rather than aimlessly surfing the Internet.
  - Talk about what kinds of sites that they like to visit and establish what is and isn't appropriate for your family.
  - You can also check where your child has been by looking at the history in the browser menu.
- Teach Internet Safety
  - It is impossible to monitor your child's online activity all the time.
  - As your child gets older, he/she needs to know how to use the Internet safely and responsibly.
  - Teach your child not to communicate or share any personal information with strangers on the Internet.
- Use Privacy Settings and Sharing Controls.
  - Many sites that feature user-generated content, YouTube, Facebook, and other social networking sites, have sharing controls that put users in charge of who sees personal blogs, photos, videos, and profiles.
  - Teach your child to respect the privacy of friends and family by not identifying people by name in profiles and pictures.
- Protect Passwords.
  - Remind your child that he/she should not give out his/her password to anyone for any reason.
  - Make sure your child makes a habit of unclicking "Remember Me" settings on the computer.
- Teach Your Child to Communicate Responsibly.
  - Instruct your child to talk to you if he/she finds anything on the Internet that makes him/her feel uncomfortable.
  - Ask your child about his/her Internet experiences and what he/she has learned.
  - Remind your child that he/she should not text, email, instant message or post any hurtful or inappropriate information.
- View all Content Critically.
  - Just because you see it online doesn't mean that it is true.
  - Children should learn how to distinguish reliable sources from unreliable ones, and how to verify information that they find online.
  - Make sure that they understand that cutting and pasting content directly from the Internet is plagiarism.

## 6. Failure to Follow Guidelines and Policies

Student use of the Device, network, and Internet is a privilege, not a right. Devices should be used for educational purposes and students are to always adhere to all acceptable use guidelines and policies and all of its corresponding administrative procedures. Misuse of the Device and/or the school network has the potential to impose disciplinary consequences. Violations of guidelines and policies may result in, but are not limited to, the following disciplinary actions:

- Student/Parent Conference with school administrator, teacher, and/or other school officials
- Restriction of Internet and Device privileges
- Disabling of Google Account
- Detention, in-school suspension, out-of-school suspension, expulsion
- Restitution for damages or replacement
- Legal action

\*Note: If privileges are revoked, the student will be responsible for all assignments in paper/pencil format.

**\*\*\*\*\*Return This Page to Your Teacher\*\*\*\*\*****Student Pledge:**

I will follow all parts of the V. B. Glencoe Charter School Device Agreement and Acceptable Use of Technology Resources Agreement (which can be found on the VBGCS website) while at school as well as outside of school.

**This means I will:**

- Only use the Device for educational purposes and in a responsible and ethical manner.
- Take care of my Device as outlined in the VBGCS Device Agreement.
- Bring a charged Device to school on a daily basis.
- Never leave my Device unattended.
- Comply with trademark and copyright laws and all license agreements.
- Report to my teacher all inappropriate material that makes me feel uncomfortable or is not respectful.
- Keep my password secret.
- Keep food and beverage away from my Device.
- Promote and communicate online safety and digital citizenship.
- Be responsible for restitution for damages or replacement due to misuse of the Device.
- Return the Device, carrying case, and power cord in good, working condition.

**This also means that I will not:**

- Disassemble any part of my Device (including district identification), attempt repair myself or through a third party, and/or place decorations (such as stickers, markers, etc.) on the Device.
- Loan my Device to others.
- Deface, vandalize, destroy, damage, ruin, and/or scratch my Device in any way.
- Use or attempt to use another person's username and/or password.
- Cyberbully and/or post, send, or store information that could endanger others.
- Give out personal information over the Internet.
- Delete district/school installed Device settings.
- Attempt to bypass Internet filters.

By signing, I hereby acknowledge I have read, understand, and agree to abide by the terms and conditions of the V. B. Glencoe Charter School Device Agreement and all associated agreements it references. I understand that this device is the property of VBGCS, is to be used for educational purposes and will be monitored and tracked. If I violate any conditions of these agreements, I may have my computer privileges revoked and face disciplinary action.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Parent Permission and Acknowledgement:**

By my signature below, I acknowledge I have read and understand the V. B. Glencoe Charter School Device Agreement (which can be found on the VBGCS website) and have discussed the information with my child. I am aware that the care and responsibility of the device as outlined in the agreement, both in and out of school, lies with my child. I understand that this device is the property of VBGCS, is to be used for educational purposes and will be monitored and tracked. I understand that this device will be filtered for inappropriate content but I am also aware that no content filtering is capable of blocking 100% of the material available on the Internet. I recognize that any violations of this agreement may cause my child to have his/her computer privileges revoked and face disciplinary action including, but not limited to detention, suspension, expulsion, restitution for damages, or legal action.

Parent Name: (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**Technology Usage Fee Form**  
**(Please initial the appropriate selection below.)**

\_\_\_\_\_ Single Student Fee - \$20.00

Name	Grade	Student ID #

\_\_\_\_\_ Family Fee (for two or more students who are residing in the same household ) - \$40.00

Please list the name, school, and student ID for each student covered under the Technology Usage Fee.

Name	Grade	Student ID #

By my signature below, I acknowledge I have read and understand the terms of the Technology Usage Fee. I understand that this fee will not cover lost or stolen devices or habitual occurrences of the same type of damage. I also understand that charger replacement is covered at a reduced charge. Charger replacement fee is \$10 per incident.

\_\_\_\_\_ I wish to enroll in the Technology Usage Fee.

\_\_\_\_\_ I opt to take full financial responsibility for the replacement and repair cost for damage. Charger replacement fee will be actual cost incurred.

Parent Name: (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

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

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