



**CITY CHARTER HIGH SCHOOL
ACCEPTABLE USE OF TECHNOLOGY
2021-2022 School Year**

(Student Name)

(Advisor Name)

1. _____ Parents and Students have read the Acceptable Use of Technology at City High documents.
2. _____ I understand that by signing below, I have read and agreed to the City Charter High School Acceptable Use of Technology Policy (attached).

Parent/Guardian Signature

Student Signature

Date

3. The laptop you are provided with is a:

Dell Latitude 7390, Intel Core i5, 13.3XGA, NIC, 8 GB SDRAM, 256 Gb Hard Drive, Windows 10, Internal mini-PCI, wireless NIC, 9 cell Battery, battery charger, 4 year parts, labor and Complete Care warranty. The laptop has MS Office Professional Plus 2016, Adobe Creative Cloud and other software as needed. The value of the laptop is \$800.

4. City Charter High School Warranty, Loss, Theft and Repair Policy.

All repairs to the laptop are covered by the school as long as there is no evidence of vandalism or repeated misuse. In case of loss, theft, repeated misuse or vandalism, the following approximate costs will be incurred by the parent and paid to City Charter High School:

- | | |
|------------------------------|---|
| A. Keyboard Breakage: | \$20.00 - \$30.00 |
| B. Screen Breakage: | \$250.00 - \$350.00 |
| C. Plastic Case Replacement: | \$75.00 - \$150.00 |
| D. Charger Replacement: | \$30.00 - \$60.00 |
| E. Battery Replacement: | \$95.00 - \$150.00 |
| F. Loss: | \$500.00 |
| G. Theft w/Police Report: | 1 st Occurrence - No Cost
2 nd Occurrence - \$500.00 |

5. _____ I understand that by signing below, I agree to the City Charter High School Warranty, Loss, Theft and Repair Policy and will be liable for associated costs.

Parent/Guardian Signature

Student Signature

Date



**CITY CHARTER HIGH SCHOOL
ACCEPTABLE USE OF TECHNOLOGY
2021-2022 School Year**

ACCEPTABLE USE OF TECHNOLOGY at CITY HIGH

City High promotes the use of networked computer technology in its instructional program to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. Towards this end, all staff and students are provided with computers for educational activity at school and home. This acceptable use policy provides an ethical framework for using networked computer technology in a positive and constructive manner. **Note: City High reserves the right to log network use, to monitor file server space utilization by users, to restrict access to external network sites and to monitor email usage, while respecting the privacy rights of school's users.**

Responsibility

City Charter High School makes every effort to ensure that networked computer technology is used responsibly by students. Staff has a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the rights of every user in the school and on the Internet. **City Charter High School establishes that use of networked computer technology and the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of these privileges and appropriate disciplinary action.**

City Charter High School's CEO/Principal shall review, and resolve all instances of inappropriate use of school technology. Electronic information available to students and staff does not imply endorsement of the content by City Charter High School, nor can the school guarantee the accuracy of information received on the Internet. City Charter High School shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. City Charter High School shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or Internet resources. Network accounts will be used only by the authorized owner of the account and for its authorized educational purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with this policy, accepted rules of network etiquette, and Federal and State law. Specifically, prohibitions on use of the network shall include, but not be limited to:

- Use of the network to facilitate illegal activity.
- Use of the network for commercial or for-profit purposes.
- Use of the network for non-work or non-school related work.
- Use of the network for product advertisement or political lobbying.
- Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Use of the network to access obscene or pornographic material.
- Use of inappropriate language or profanity on the network.
- Use of the network to transmit material likely to be offensive or objectionable to recipients.
- Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Use of the network to disrupt the work of other users.
- Destruction, modification, or abuse of network hardware and software.
- Quoting personal communications in a public forum without the original author's prior consent.
- The creation of links to other networks whose content or purpose would tend to violate these guidelines.



Consequences for Inappropriate Use

General rules for behavior and communications apply when using the network/Internet, in addition to the stipulations of this policy. The network/Internet user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet data or other network data or hardware. This includes but is not limited to the uploading or creation of computer viruses.

	Level 1 – Nuisance Violations such as downloading games/music/software, use of Social Networking and Instant Messaging, unauthorized use during classroom time	Level 2 – Ethical Violations such as downloading pornographic images, movies and excessive music files, plagiarism, or cyber-bullying	Level 3 – Network Security Violations such as password compromise, hacking network/Internet servers, use of proxy servers or any other attempts to subvert internet filtering, theft of identity.
First Offence	Teacher takes laptop	Teacher takes laptop	Due to possible security issues, Level 3 violations will be dealt with on a case by case basis by administration and may involve outside law enforcement.
	Reclone	Reclone	
	Phone call home	Meeting with Parents	
Second Offence	Above measures + Meeting with Parents	Above measures + Lose Machine for 5 days	
Third Offence	Above measures + Lose machine 5 days	Above measures + 3 Day Suspension Lose Machine 10-20 days	
Fourth Offence	Above measures + 3 Day Suspension Lose Machine 10-20 days	Above measures + 5 day suspension Lose Machine 20-30 days	

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, the following guidelines shall be followed:

- Only current staff and students are authorized to have accounts on the City High network.
- Employees and students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student’s or teacher’s name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the school network.

Home Use of Laptops and the Internet

Every student at City High is issued a laptop. The laptop, like all technology, is a tool for learning. The laptop is the full responsibility of the student for their career at City High. Students are encouraged to take their laptops home in order to complete assignments, do research and access school work. Use of the laptop by anyone other than the student or their

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parent is expressly prohibited. Since laptops have wireless networking, laptops can connect to the internet outside of school. All guidelines for Acceptable Use of Technology that apply in school, also apply for home use.

Additional Software

Students are not allowed to load additional software on their laptop Computers.

Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. To ensure privacy and safety, network users shall not reveal personal account addresses or telephone numbers to other users on the network.

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Warranty

Every City Charter High School laptop contains a 4 year warranty. This will provide complete protection for all repairs, accidental breakage and maintenance. The student should never have to pay for any laptop repair.

Damage

However, damage done to the computer through misuse, vandalism or repeated breakage, must be paid for by the student responsible for the computer. In case of misuse, vandalism or repeated breakage, the following approximate costs will be incurred by the parent and paid to City Charter High School:

Keyboard: \$20 - \$30

Screen Breakage: \$250 - \$350

Plastic Case: \$75 - \$150

Loss

Students are also responsible for lost laptops or their components. Loss is not covered by the school's commercial insurance policy. If a student loses a laptop, battery or charger they must pay the school for the item. Students who owe the school for lost, damaged or vandalized laptops must repay the school on a monthly payment plan. In case of a loss, students will not be allowed to take another laptop home until payment is made in full. Students will have access to a laptop during the school day as long as they continue making monthly payments. In case of loss, the following approximate costs will be incurred by the parent and paid to City Charter High School:

Charger Replacement: \$30 - \$60

Battery Replacement: \$95 - \$150

Laptop Loss: \$500.00

Theft

City Charter High School defines theft as when a student either 1) has their laptop equipment forcibly taken from their possession or 2) has their laptop taken when it is locked up. If a student's laptop is stolen the student must produce a Police Report to City High:

Theft w/Police Report: 1st Occurrence – No Cost

2nd Occurrence - \$500

3rd or more Occurrence – Determined by Administration

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