



# Achievement First

## Student Technology Agreement

### Chromebook Usage

Achievement First believes technology resources are a tremendous source of information that provide countless opportunities for students and staff. To that end, we will be utilizing technology to ensure rigorous academic instruction, especially during remote instruction. This Agreement that covers specific terms of technology use to be followed at all times, beyond the Acceptable Use Policy and the policies currently outlined in the Family Handbook. Please read this agreement over with your child, then electronically sign on Parent Square or print, sign and return the last page to your child's teacher.

Each student will receive the following equipment:

- 11" Chromebook
- Power adapter and cord

### **Distribution of Chromebooks**

Before a student is issued a Chromebook, the following steps must occur:

- Students and parents must read and agree to all policies and procedures for use, care and maintenance of the Chromebook.
- Students and parents must review the Acceptable Use Policy at the bottom of this document.

### **Collection of Chromebooks**

At the end of the school year, the conclusion of the COVID-19 related school closures and/or upon withdrawal from an Achievement First school, students must turn in their Chromebook, adapter and cord. **Failure to return the Chromebook, adapter, or cord will result in a fee of up to \$250 to cover the replacement cost.** In addition Achievement First may file a report of stolen property with local law enforcement if not returned.

### **Device Labels**

All Chromebooks will be barcoded with an Achievement First asset tag. Labels may not be removed, modified or tampered with in any way. **Removal, modifying or tampering with the barcode may result in disciplinary action and/or result in a fee.**

### **Cases/Charging Cords**

Students may not personalize the outside of the Chromebook. It is the student's responsibility to care for and protect his/her device. Students will be assigned one charging adapter and cord with the Chromebook. The charging cords will be tracked by serial number. The student is responsible for the charging cord, and it must be returned with the Chromebook at the end of each school year or withdrawal from Achievement First.

### **Taking Care of Your Chromebook**

Each student is responsible for the general care of the Chromebook that he/she is issued by the school. Chromebooks that are broken or fail to work properly must be reported to the school operations team as soon as possible. **AF-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.**

### **General Precautions**

- Chromebooks should not be used near food or drink.
- Chromebooks should be used with caution with cord as the cord may be a tripping hazard.
- Chromebooks must remain free of any personal writings, drawings, stickers, and labels
- Chromebooks should not have heavy objects placed on or near them.



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- Chromebooks should be transported with care.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed only after making sure there is nothing on the keyboard.
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth.

### Operating System and Software

The Chromebook operating system, Chrome OS, updates itself automatically and is managed by AF

### Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings and Forms.
- Work within these apps are stored via Google Drive in the cloud.
- Student accounts are issued and maintained through Achievement First's Google domain.

### Additional Apps and Extensions

- Students are NOT allowed to independently install Chrome web apps and extensions from the Chrome Web Store.

### Using Your Chromebook Outside of School

A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the technology guidelines within the Family Handbook and all other procedures in this document wherever they use their Chromebooks.

### Content Filter

Achievement First utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, within the AF network, will have all internet activity monitored by the School. Students will also be subject to content filtering at home while on AF-owned Chromebooks. However, when a student is using the Chromebook out of the school network, internet usage is the responsibility of the student and the parent.

### Repairing/Replacing and Handling Theft and Vandalism of Chromebooks

All Chromebooks in need of repair must be reported to your school operations team immediately. All repairs must be performed or authorized by AF-technology staff. Given the unprecedented nature of COVID-19 we will handle repairs on a case-by-case basis.

### No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. **Achievement First may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, parents and students acknowledge and agree to such access, monitoring, and recording of their use.**

### Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the technology guidelines within the Family Handbook signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this manual will be subject to



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disciplinary actions. Students who do not adhere to these policies could have his/her Chromebook confiscated and network privileges disabled.

### Estimated Repair Costs

The family may be charged for repair costs depending on the damage. Below are the estimated costs. Payments of repair/replacement costs will be made through the school office.

Repair #1	Repair #2	Repair #3	Additional Repairs
Cost of Repair up to \$20	Cost of Repair up to \$60	Cost of Repair up to \$100	Full Cost of Repair

### Lost, Stolen or Vandalized Chromebooks

If a Chromebook is lost, stolen, or vandalized and the student is acting in good faith with the hardware; the student/parents shall contact the school office within 24 hours of the event and a replacement will be provided.

### Digital Citizenship Agreement

The best way to prepare our students for the digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not guarantees that your student will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

#### Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so I can access them when and where I need them.
- I will be aware of whom I share my files (keeping them private, sharing with teachers, or sharing publicly).
- I will always logout before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my parent, teacher, principal, or other adult.

#### Respect and Protect Others

- I will not use computers to bully or harass other people.
- I will not login with another student's username and password.
- I will not trespass into another student's network folder, documents, files, or profiles.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my parent, teacher, principal, or other adult.

#### Respect the Learning Environment

- I will limit my web browsing to school or personal research similar to what I would do in class.
- I will not visit any inappropriate websites. If an inappropriate page, image, or search result come up, I will immediately close the window or tab.
- I will not play games on the computer during school hours without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat during school hours without specific teacher instruction.

#### Honor Intellectual Property

- I will not plagiarize.



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- I will cite any and all use of websites, images, books, and other media.

### **Acceptable Use Agreement**

I understand that Achievement First provides electronic resources, including Internet access and storage space for students' work, as an integral part of the digital learning curriculum. Behavior and language in the use of these resources must be consistent with classroom standards. I agree to the following responsibilities and restrictions:

1. I will use the electronic resources, including storage space, only for educational purposes related to work in Achievement First, and not for any personal, commercial or illegal purposes.
2. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
3. I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of Achievement First and are used for school-related purposes by students, their parents and staff.
4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission and a signed parental permission slip.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
9. I understand that my use of the school system's computers is not private, and that Achievement First reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
10. I understand that the prohibited conduct described above is also prohibited off campus when using school/district sites or equipment. If misuse of sites or equipment has the effect of seriously interfering with the educational process, such off-campus violations may lead to disciplinary measures.
11. I will use the Internet provided by Achievement First only to access digital curriculum, to complete work for such curriculum, and/or in ways approved by a teacher. .

**Parents:** I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students' use may be electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value. Accordingly, I



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agree to supervise and monitor my child's use of the Chromebook to ensure compliance with the above guidelines for the duration of the school closure.



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### **Statement of Purpose and Explanation for Consent**

Achievement First believes that scholars and teachers should have access to technology as it offers a multitude of resources for academic growth and success. Our goal in providing these services is to enhance the educational development of our scholars. Scholars are expected to use their technology in a responsible, efficient, courteous and legal manner. All Internet access and other online services available to scholars are filtered and monitored to ensure their security and safety.

We use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google. Students will use their Google Workspace accounts to sign into their Chromebooks, complete assignments, communicate with their teachers and learn 21st-century digital citizenship skills. At Achievement First, we use Google Workspace accounts to create accounts for your child with other academic software companies for additional instruction and learning. In other words, Achievement First will utilize other academic software programs (e.g., Clever, Lexia, ST Math, Actively Learn, Scholastic) through G-Suite.

Your child's personal information is protected in the creation of their account and when they are using the account for the purposes of doing their school work. Google and all of our software partners are prevented from sharing your child's information based on our organizational and state laws. Personal information such as name, email, and password are only shared with Google and our software vendors in a situation involving account issues.

In signing your name below, you are indicating that you have read this notice and give your consent for your child to use the Google Workspace for Education services. If you don't provide your consent, this will impact the educational experience for your child. For example, your child will have to take exams on paper and will be limited in the resources they can use in assignments at school.

Please reach out to your child's school staff with any questions or concerns regarding your child's information and technology usage.



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**STUDENTS MAY NOT USE COMPUTERS UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO AN AF STAFF MEMBER.**

By signing this agreement, I acknowledge that I have read, understand, and accept the terms of the Chromebook Use, Digital Citizenship Agreement, Acceptable Use Agreement, and the Statement of Purpose and Explanation for Consent.

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

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

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

Parent/Guardian Signature: \_\_\_\_\_

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

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