



ODYSSEY CHARTER SCHOOL

1:1 Chrome Program

Policies, Procedures, and Guidelines

2020-2021

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As part of our 1:1 Initiative, each Odyssey Charter School student will use an assigned Chrome device and will be permitted and expected to take the device home to work on assignments and coursework. Students will be able to access the Internet from their devices at school and wherever wireless connectivity is available.

The Chrome device provides students with the responsibility and access they need to choose how they learn, when they learn, and where they learn. Its engaging auditory, kinesthetic, and visual appeal expands the learning experience beyond the availability of traditional classroom resources to include interactive lesson capability as well as tools to support productivity and creative expression. The devices are easy to use and can improve the progress of learning for everyone, regardless of age or ability, and provides accessibility to the world's subject matter anywhere wireless connectivity is available. Providing individual devices to students empowers them to maximize their full potential in preparation for the workplace and post-secondary study.

Acceptable Use

Odyssey Charter School considers internet, computer, and technology usage as both a privilege and a necessity for students to bridge the limits of our physical building and to experience enhanced learning; however, the administration, staff, and students agree to follow and adhere to the guidelines set forth by the school's Acceptable Use Policy. The policy provides general guidelines concerning the use of school computers and other electronic devices and provides examples of prohibited uses. These rules apply to all school computers, all school-provided electronic devices, all school servers, and all Internet access and networks, regardless of how or where they are accessed.

In addition, Odyssey Charter School considers parents and guardians to be vital stewards of our students' instructional support system, and as such, we ask parents and guardians to agree to set and follow reasonable guidelines for supervision outside of school.

General Staff Responsibilities:

Staff members in charge of supervising students will monitor student use of the Internet and technology to ensure acceptable use and academic focus. Staff members will also attend periodic training and professional development to enhance their understanding of Chrome device function and implementation for use in the classroom to support instruction. Staff are not responsible for storing, watching, or holding devices assigned to students.

Parent and Guardian Responsibilities:

While the state offers a filtering system on the school network, Odyssey Charter School recognizes that other networks may not be filtered. Parents should discuss and establish acceptable use in their homes. While there are security settings available in the "Settings" of the Chrome device or on your individual WiFi/router settings, Odyssey Charter School will leave those options to parents/guardians to investigate and set as they deem appropriate.

User Responsibilities:

In order to maintain the privilege of using technology both at home and at school, users must agree to comply with the following:

1. Use of school technology must be grounded in academic purpose and align with objectives and goals of the instructional programs of Odyssey Charter School.
2. Network accounts and hardware, including school email accounts, electronic devices, and accessories, are considered school property.

3. Users agree to monitoring and supervision, and recognize that Odyssey Charter School reserves the right to determine if use of the network or equipment is consistent with the Acceptable Use Policy.
4. Users agree to maintain the software and app configuration of devices set by Odyssey Charter School. Students agree to delete personal data as needed to maintain storage capability necessary for academics.
5. Users must agree to the following codes of acceptable conduct for electronic communications including mobile devices, electronic mail, messaging, social networking, and Web involvement and applications:
 - a. Use of these tools during classes should be for academic purposes only.
 - b. When using these communication tools, users must agree to use extreme caution when revealing information of a personal nature.
 - c. While faculty and students are encouraged to use online portals as extensions of the classroom, those spaces must have appropriate security measures to ensure that membership to that space is limited to the learners involved in the actual classroom environment.
 - d. Teachers agree to monitor student interaction appropriately when students communicate using electronic means as a group (i.e. blogs, discussion boards, etc.)
 - e. Students may not use their devices to engage in any bullying or cyberbullying, pursuant to the school Bullying and Cyberbullying Policy.
6. Network accounts and devices are to be used only by the authorized user of the account.
 - a. Students agree to keep their username and password private.
 - b. Devices should be considered the same as a personal class notebook, and students should not allow another student to use their device for class or for studying.
 - c. Devices should be kept locked with a password by the account holder when not in use.
7. Students will care for the network, hardware, and software as tools of learning and will keep them in good working order.
 - a. Food and drink should be kept away from the device.
 - b. Equipment must be kept secure and treated carefully at all times.
 - c. Equipment must be charged nightly in preparation for use the next day.

As responsible users of technology, students, staff, and administration agree that, as outlined in the Acceptable Use Policy (included in the OCS Code of Conduct), the following are examples of **unacceptable uses** of technology. Please refer to the Policy for more detailed examples in these areas:

- a. Access to inappropriate material
- b. Unlawful purposes, including recording, sharing and/or posting of recorded material, images or audio without former consent of all parties.
- c. Security violations

The device may come equipped with both front and rear-facing camera and video capacities. Odyssey Charter School retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with Odyssey Charter School Code of Conduct.

Students are permitted to provide personal headphones to listen to their devices, and are permitted to use them with authorization from the teacher for instructional use in the classroom. In order to maintain this privilege, students must comply with volume levels that are not audible by surrounding audiences, and may not wear headphones or listen to their devices or other electronic devices during transitions, emergency drills, or anytime a staff member requests that the devices be put away.

Consequences:

Violating the Acceptable Use Policy of the school may result in, but are not limited to, the following consequences:

- Warning
- Discipline referral
- Parent conference
- Detention
- Loss of technology privileges
- Loss of take-home privileges
- Suspension
- Expulsion
- Referral to law enforcement

As student devices are school property, school authorities reserve the right to maintain access to and to search school property at any time with or without suspicion or consent.

Disclaimer:

Odyssey Charter School will periodically review the acceptable use policies and reserve the right to change the policies to further the academic environment of our school. Odyssey Charter School cannot be held accountable for the following:

1. Information accessed or retrieved on the network.
2. Privacy of/for electronic communications. System administrators have access to state and school email and have the right to monitor messages. Inappropriate or illegal messages will be reported and punished by the proper authorities.
3. Damages users may suffer, including loss of data from delays or service interruptions/malfunctions caused by negligence, errors or omissions. Users agree to use technology, storage and data at their own risk.
4. Costs or charges incurred as a result of seeing or accepting information or any costs, liability, or damages caused by the way a user chooses to use his/her access to the network.

Legal Propriety:

Students must be aware of and comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a user is unsure, he/she should consult a parent or teacher. Examples of violating legal propriety include, but are not limited to:

- Plagiarism; this is also a violation of the Odyssey Charter School Student Code of Conduct. Credit must be given to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Illegal software or media of any kind. The use or possession of hacking software or illegally downloaded media is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

Chrome Device Identification:

Student devices contain identifying information retained by the school. Devices can be identified in the following ways:

- Record of serial number.
- Identifying student information.

At no time should the identification information or any school-provided label be modified or removed. Each device is assigned to an individual, and the responsibility and care of the device rest solely with that individual.

Students are not permitted to ask other students or staff members to hold, store, charge, maintain, or monitor their device. Students who leave their device unattended are responsible for all damage or loss of the device. It is required that students assign a password to their device to prevent access to the device by others.

Receiving Your Device and Device Check-In:

- Before the device can be issued to the student, parents and students must previously have:
 - signed and returned the Chrome Insurance Agreement (last page of this document)
 - purchased device insurance from the school for \$25
- Individual school devices and accessories must be returned to the school at the end of each school year for service and updating. Students who withdraw, are expelled, placed in an alternative setting, or terminate enrollment at Odyssey Charter School for any reason must return their individual device on the date of termination or will be charged for full replacement costs of the device and its accessories. Transcripts and files will not be transferred to the next school without return or payment for the device and accessories.
- If a student fails to return the device at the end of the school year or upon termination of enrollment at Odyssey Charter School, that student will be subject to criminal prosecution or civil liability. Failure to return the device will result in a theft report being filed with the Delaware State Police Department. The student will be responsible for any damage to the device and must return the device and its accessories to OCS in satisfactory condition. Students may be charged a fee for any necessary repairs or replacement, not to exceed the replacement costs of the device and its accessories.

Insurance Information:

Odyssey Charter School understands that an electronic device can be broken and to keep costs down, has instituted an insurance policy to assist parents with repair and replacement expenses. All families are required to participate in the insurance plan as part of the Chrome Device 1:1 Initiative.

Costs:

- Annual Premium: \$25 (Non-Refundable).
- Minor Incident Deductible: 1st Incident: \$25, 2nd Incident: \$50, 3rd Incident: \$100.
- Major Incident Deductible: 1st Incident: \$75, 2nd Incident: \$150, 3rd Incident: \$250.

Major and Minor Incident Definitions:

- Minor Incidents are those that occur without intentional damage and may include:
 - Cracked Screens, when the digitizer is still functional and pieces of glass are not missing or completely destroyed. Students are encouraged to report the FIRST crack of a screen, as damage will progress if left for a period of months and will likely progress to the Major Incident cost level.
 - Theft occurring off of school grounds, with a police report.
 - Fire, flood, or natural disaster, with an insurance or fire report.
- Major Incidents include those that require a complete replacement of the device and may include:
 - Cracked Screens, where the digitizer is also broken, glass is missing, or the whole computer needs to be replaced (this happens when the computer is not protected from damage).
 - Water/Liquid Damage

Not Covered:

The following items are not covered under the policy:

- Loss
- Intentional damage
- Theft that occurs when the device is:
 - On school grounds
 - Left in unlocked area or vehicle
 - Left in unsecured book bag

The cost to replace a device or the device accessories that are lost or damaged through misuse or negligence and, therefore, not covered by the school insurance policy depends on the device. Please see the chart below:

Lower School Device (K-2)	Intermediate/Middle School Device (3-8)	High School Device (9-12)
Replacement of Entire Tablet: \$250 Replacement Case: \$25 Replacement Keyboard: \$45	Replacement of Entire Laptop: \$225 Replacement Charger: \$30	Replacement of Entire Laptop: \$350 Replacement Charger: \$30 Replacement Stylus: \$30

Chromebook Insurance Agreements and the \$25 fee are due on or before Friday, September 11th. Students will not receive their chrome device until they turn in the agreement and pay the fee. Students who sign their Chrome Device Insurance Agreement or pay their fee after Friday, September 11th will be charged a late fee as follows:

- September 12-18, 2020 \$30
- September 19-25, 2020 \$35
- September 26, 2020 or later \$40

Claims

If your device fails to work or is damaged, report the problem to the main office or an administrator as soon as possible. In a virtual learning setting, report the issue to the school's administrative assistant as well as completing a help desk ticket. To receive the repaired item, the student will be required to pay the deductible amount. The damaged device, or a police report if theft off of school grounds has occurred, must be presented. A theft must be reported to the student advisor's office immediately. In case of damage, an effort will be made to provide a temporary replacement until the original device is repaired.

Storing and Protecting Your Device

Storing the device:

- Students are welcomed and encouraged to take their devices home daily.
- A Chrome device must not be left unattended. When not able to be in the student's personal possession, the device should be secured with a lock in the student's locker.
- Devices should not be stored in a vehicle at home or at school or exposed to long-term temperature extremes or direct sunlight.
- The device comes with ports for charging and other accessories. Student-issued accessories are the responsibility of the student.

- The device must be kept free of stickers, writing, painting, or other forms of adornment that are non-removable. Devices that are permanently personalized or otherwise altered will be charged a fee for replacement at the end of the year. Devices that have sticky residue or are excessively dirty will be charged a cleaning fee at the end of the year.

Caring for the device:

- Care must be exercised when handling the Chrome device. Do not place a device in a bag that contains food, liquid, or heavy or sharp objects. Do not throw or slide a device or a bag containing one. Do not put pressure of any kind on the screen.
- Only use a clean, soft cloth to clean the screen, and never use cleansers of any type. Avoid getting any moisture into the openings.

Using the Device at School:

- Students are responsible for bringing the device to all daily classes. Devices must be fully charged at home overnight and ready for use during each school day. Staff members are not responsible to provide charging opportunities or equipment to students.
- Students are responsible for getting the coursework completed whether or not the device or the network is working or available. Device malfunctions are not acceptable excuses for failure to submit work, and Odyssey Charter School is not responsible for lost or missing data. Students are responsible for backing up their work via Google Drive, Schoology, OneDrive or by other acceptable means.
- Inappropriate media may not be used as a screensaver or background photo. Presence of these will result in disciplinary action. This includes, but is not limited to:
 - Images of weapons
 - Pornography or sexually explicit pictures
 - Offensive language
 - Images of alcohol or drugs
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Instructors maintain the right to determine Chrome device use in the classroom. Failure to abide by teacher direction regarding device use will result in disciplinary action and may jeopardize device privileges.

Student Name: _____

New Student

Student ID #: _____ Date Received: _____

Returning Student

Grade: _____

ODYSSEY CHARTER SCHOOL
Student Pledge for Chrome Device Use

1. I will take good care of my device.
2. I will never leave the device unattended.
3. I will never loan out my device to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery each night.
6. I will keep food and beverages away from my device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device from damage by treating it with care at all times.
9. I will use my device in appropriate ways and for educational purposes.
10. I will not decorate or deface the device in any permanent way, including bumper stickers or material that will not completely remove from the device.
11. I understand that my device remains the property of Odyssey Charter School and is subject to inspection at any time.
12. I agree to follow the policies outlined in the Chrome Device and Acceptable Use policies.
13. I will file a police report in case of theft that occurs off of school grounds.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I understand that I am responsible for full replacement costs associated with any loss or theft that occurs while I am on school property and my device is on school property.
16. I agree to return the device and accessories in good working condition or will pay the fee for replacement.
17. If I crack my screen, have any problems, or have misplaced my device, I will report this to the main office immediately.
18. I understand that devices that are checked out from the school or borrowed from a cart are subject to the same rules/regulations as the device assigned to me.

I have read, understand, and will follow all rules, regulations, and policies when accessing and using the school's electronic information resources system. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation of the policy, I understand and agree that my access privileges may be revoked and disciplinary action and/or legal action may be taken.

My signature below indicates that I agree to the stipulations set forth including the Chrome Device Policy, Procedures and Information, the Acceptable Use Policy, and the Student Pledge for Device Use. Printed copies are available upon request.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____