



Instructions:

1. Please read the school handbook on the AOHS website and the Infinite Campus Parent Portal.
2. The agreements includes the following pages: Student Information Form, Agreement of Exclusive Enrollment, Technology Handbook Agreement, Affidavit of Colorado Residency, and the AOHS Agreements.
3. Complete all pages of this application. Signed applications can be returned to The Village office or emailed to stacey.chavarria@asd20.org. If you need us to print a copy to send home with your child, let us know.

Student Information

Last Name: _____ First Name: _____

Middle Name: _____ Birthdate: _____

Address: _____ City, State, Zip: _____

Parent/Guardian Name(s): _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Parent Email(s): _____

Check all plans that apply to this student	<input type="checkbox"/> IEP <input type="checkbox"/> 504	<input type="checkbox"/> ALP <input type="checkbox"/> READ	<input type="checkbox"/> ELL <input type="checkbox"/> RTI	Explanation/Plan Details:
Does your child have any health conditions that require school attention? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:			

Agreement of Exclusive Enrollment

Academy Online High School is a public school receiving public funding. No student in Colorado can be enrolled simultaneously in more than one public program. For this reason, we require that you complete all required withdrawal paperwork from your student's previous school district if you are new to Academy School District 20.

Your child may not be enrolled in any of these types of public programs:

- Public virtual program
- Traditional brick and mortar program outside of D20
- Any publicly funded part-time home school enrichment program
- Any publicly funded elective courses outside of D20
- Any sports programs offered by or through a charter or public school outside of D20

If the other program is funded through local, state or federal dollars, please do not enroll your child. If you have any questions regarding this policy, please contact our office.

If your child is enrolled in multiple programs, the duplication will be identified by the Colorado Department of Education. This could lead to negative consequences for the school and district.

By signing this document, you agree that it is your intention to only enroll your child in Academy School District 20 and that you will not enroll your child in any other public program.

Parent Signature

Date

Acknowledgement-Technology Handbook

We have read the Technology Student-Parent/Guardian Handbook and agree to follow the policies and guidelines contained therein.

Student Name: _____
(please print)

Student Signature: _____

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____

AFFIDAVIT OF STATE OF COLORADO RESIDENCY

Pursuant to 1 CCR301-71, Rules for the Administration, Certification and Oversight of Colorado Online Programs, the Colorado State Board of Education must ensure that student residency is documented and verified, both upon initial enrollment and annually thereafter, for all students enrolled in online schools and/or programs. Colorado residency is determined by the student and Parent or legal guardian currently residing within the State of Colorado boundaries, except for students of military families that maintain Colorado as their state of legal residence for tax and voter registration purposes. Reasonable evidence of residency within the State of Colorado boundaries can be established by a written statement of residency pursuant to Section 8.06.4.

Please complete the below affidavit and submit documentation to the Central Registry Department in Academy District 20 in order to evidence Colorado residency for those students listed below for purposes of residency status for the Colorado Department of Education. Failure to complete all required fields will result in an invalid/incomplete Affidavit.

~~~~~

**Affidavit by Parent or Legal Guardian:**

**Name of Person Completing this Affidavit:** \_\_\_\_\_

**Relationship to student(s) listed below:**

- \_\_\_\_\_ **Parent**
- \_\_\_\_\_ **Legal Guardian**
- \_\_\_\_\_ **Self (Student 18 years or older)**
- \_\_\_\_\_ **Self (Student without a parent/guardian AND is in a crisis housing situation as defined by the McKinney-Vento Act)**

**Name of Online School/Program:** \_\_\_\_\_

**List all students for whom this affidavit applies:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**(If additional students enroll after the completion of this affidavit, a new affidavit must be completed for those students not listed above).**

**Physical address (cannot be a post office box or general delivery at a post office) for all students listed above:**

\_\_\_\_\_  
(Street) (Apartment #)

\_\_\_\_\_  
(City) (County) (Zip)

**I do hereby swear and affirm, under penalty of perjury, that the child(ren) listed above and I are currently, and will continue to be, residents of the State of Colorado for the 2018/2019 school year.**

**Signature:** \_\_\_\_\_

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

## The Village at Academy Online Program Agreements

By initialing next to each item below, you indicate that you have read them and are willing and able to support and follow the agreements/expectations of The Village at Academy Online High School.

| Student | Parent |                                                                                                                                                                                                                                                        |
|---------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____   | _____  | 1. We have read and agree to follow the procedures and expectations detailed in the Academy Online High School handbook.                                                                                                                               |
| _____   | _____  | 2. We understand that most core academic (math, science, English, social studies) coursework is delivered through an online learning management system.                                                                                                |
| _____   | _____  | 3. We understand that online students need to commit to fully participate in the online program including regular logins, work completion, and assessment completion.                                                                                  |
| _____   | _____  | 4. We commit to stay up to date with the school calendar through e-mail updates, 20 Alerts, and utilizing the school website.                                                                                                                          |
| _____   | _____  | 5. We understand the need for regular attendance during in-building activities.                                                                                                                                                                        |
| _____   | _____  | 6. We will communicate with the school when our child is not able to attend in-building activities for an extended period of time.                                                                                                                     |
| _____   | _____  | 7. We understand the state enrollment count happens on October 1 and commit that our student will attend in-building activities that day and log into the learning management system.                                                                  |
| _____   | _____  | 8. We understand that most digital communications may be kept and archived and that these communications often support and sometimes function as attendance records in courses.                                                                        |
| _____   | _____  | 9. We understand that inappropriate online communications or inappropriate use of online tools may lead to disciplinary action. Examples include, but are not limited to: bullying, harassment, plagiarism, and/or creating content as another person. |
| _____   | _____  | 10. We understand that actions conducted online, even while out of the physical building, can be subject to the district's discipline policies and procedures.                                                                                         |
| _____   | _____  | 11. We understand that students are strongly encouraged to participate in district and state-mandated testing.                                                                                                                                         |
| _____   | _____  | 12. We understand that Academy Online classes are self-paced and may not have regular due dates and deadlines, but still require daily work and progress.                                                                                              |
| _____   | _____  | 13. We will partner with our mentor teacher to communicate about student progress, goals, and completion of courses.                                                                                                                                   |
| _____   | _____  | 14. We understand the unique nature of a blended program and that our student may not be in-building during hours when other district students are required to be in-building.                                                                         |

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

# The Village at Academy Online High School



**Student-Parent/Guardian**

**Technology Handbook**

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## Overview

Academy Online High School provides access to a mobile device for its students. (laptop computers) These devices are central to the delivery of our educational program and we expect that all students will use electronic resources as an essential part of their learning experiences. We seek to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

When signing the Student-Parent/Guardian Digital Device Agreement, you are acknowledging that you understand and accept the information in this document.

### **AOHS students and families must understand that:**

1. All users of the Academy District 20 network and equipment must comply at all times with the ACADEMY DISTRICT 20 Appropriate Use of Technology Policy, [IJND E1 \(http://bit.ly/1MBidhw\)](http://bit.ly/1MBidhw)
2. Digital Devices are on loan to students and remain the property of AOHS and Academy District 20.
3. Students and families must follow all guidelines set forth in this document and by AOHS staff.
4. All rules and guidelines are in effect before, during, and after school hours, for all AOHS digital devices whether on or off the school campus.
5. All files stored on AOHS equipment or the Academy District 20 network are property of the AOHS and are subject to review and monitoring.
6. Hereafter, the terms “equipment” and “technology” refer to the digital device and power cord/charger. Each piece of equipment is issued as an educational resource. The guidelines surrounding this equipment can be equated to those of a textbook or a school issued calculator.
7. Students are expected to keep the digital devices in good condition. Failure to do so may result in charges to the parent and/or student for repair or replacement.
8. Students are expected to report any damage to their digital device as soon as possible. This means no later than the next school day.
9. Students may not loan digital device components to other students for any reason. Students who do so are responsible for any loss of components.
10. When a student leaves Academy District 20, or at the end of each school year, they must return the digital device and power cord/charger in good working order as determined by the school staff.
11. AOHS reserve the right to recall the equipment at any time.

## Parent/Guardian Responsibilities

AOHS makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the digital devices in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

### **Sign the Technology Handbook Acknowledgement Form**

#### *Parent/Guardian Responsibility*

In order for students to be issued a digital device, a student and their parent/guardian must sign the Technology Handbook Acknowledgement.

## **Accept Liability**

### *Parent/Guardian Responsibility*

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is:

- not returned
- intentionally damaged or damaged due to negligence
- lost
- stolen, but not reported to school and/or police in a timely manner.

## **Monitor Student Use**

### *Parent/Guardian Responsibility*

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved. While digital devices provided by Academy District 20 are filtered remotely at home or in other off-site locations providing internet access, *no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content.*

### *Suggestions*

- Investigate and apply parental controls available through your Internet service provider and/or your wireless router.
- Develop a set of rules/expectations for digital device use at home. Only allow digital device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms or other isolated locations.
- Demonstrate a genuine interest in what your student is doing on the digital device. Ask questions and request that they show you his or her work often.
- Digital devices may contain cameras, review their pictures and videos occasionally.
- All rules of acceptable use cited within this document apply to camera use.



## Digital Device Rules and Guidelines

Policy [IJND](http://bit.ly/1fnJbdJ) (<http://bit.ly/1fnJbdJ>) and [IJND E1](#) articulate the rules and regulations so that students and parents/guardians are aware of the responsibilities students accept when they use an AOHS-owned digital device.

Students receive digital device-related training at school during the first weeks of the deployment window as deemed appropriate by school staff.

*For all of the topics listed below, please reference policies [IJND](#) and [IJND E1](#)*

- [Security Reminders](#)
- [Appropriate Content](#)
- Activities requiring teacher permission
- [Digital Storage](#)

## **Digital Device Use, Care and Classroom Routines**

### *Classroom*

- Never pile things on top of the digital device.
- Never leave the digital device unattended.
- Do not put the laptop in a place that it could easily fall off a desk, table, or other object.

### *Care of the Digital Device at Home*

- Charge the digital device fully each night.
- Use the digital device in a common room of the home.
- Store the digital device on a desk or table – never on the floor!
- Protect the digital device from:
  - extreme heat or cold,
  - food and drinks, small children, pets.

### *Prohibited Actions*

- Students are prohibited from:
  - Putting stickers or additional marking on the digital devices, cases, or power cord or chargers.
  - Defacing Academy District 20/AOHS issued equipment in any way. This includes, but is not limited to marking, painting, drawing or marring any surface of the digital devices or stitching on the protective case.

If such action occurs, the student may be billed for the cost of repair or replacement

## **Google Email for Students**

### *Purpose*

- All AOHS students are issued a Google email account. This allows students to safely and effectively communicate and collaborate with AOHS staff and classmates, giving them an authentic purpose for writing.
- The effective use of email is:
  - a 21<sup>st</sup> Century communication tool,
  - used in careers and higher education settings

### *Guidelines and Reminders*

- Email should be for educational purposes only.

- Parents may check student e-mail at any time, provided they have the password. Students are encouraged to share their password with their parents.
- Academy D20 reserves the right to monitor all student e-mail accounts at any time.
- Email should be used by the authorized owner of the account.
- Students are expected to protect their passwords.

## **Desktop Backgrounds and Screensavers**

### *Considerations*

Any images set as the desktop background must be in line with the Appropriate Use of Technology Policy ([IJND E1](#)).

## **Copyright and Plagiarism**

### *Considerations*

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

## **Behaviors and Discipline Related to Student Digital Device Use**

See [IJND](#) and [IJND E1](#)

### *School-Based Discipline*

The discipline policies at AOHS encompass the 1:1 environment. Students who abuse the privilege of having a school owned device are subject to discipline actions including losing access to the device.

[Examples of Unacceptable Use](#) - See [IJND E1](#)

## **Digital Device Security**

### *Balanced Approach*

Two primary forms of security exist: digital device security and internet filtering. ASD20 strives to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the network.

Security settings are in place on the digital device to prevent certain activities. These may include downloading or installing apps on the digital devices, removing software, changing system settings, etc. These permissions may vary by level.

### *Internet Filtering*

Academy District 20 maintains an on-site internet filtering software package. This program automatically filters all student access to the internet via the District network, whether using a school-owned or personally-owned device, and it automatically filters internet content on all district-owned devices for K-8 students, whether at school, at home, or in any location where internet access is available. District-owned devices for 9-12 students are filtered only when connected to the district 20 network.

## **Damaged Equipment**

### *User Fee*

All parents/guardians will be asked to pay a \$50 user fee each year. This provides protection against *initial* accidental damage or loss and offsets the cost of repair. (See *Accidental vs. Negligence below*)

### *Repairs*

Occasionally, unexpected problems do occur with the digital devices that are not the fault of the user (digital device crashes, software errors, etc.). In the event of such problems; contact support personnel at the individual schools during the day.

### *Loaner Digital Devices*

Temporary replacements, or loaners, may be available so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner while issued to them. The same rules and regulations apply to loaners that apply to their regularly assigned device.

### *Accidental Damage vs. Negligence*

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration, if the digital device is deemed to be intentionally or negligently damaged by the student, the students may be subject to discipline and the cost of repair or replacement above the initial cost of the use fee.

## Lost and Stolen Equipment

### Reporting Process

If any equipment is lost, the student or parent must report it to the school immediately. Students should inform a school official as soon as possible. If equipment is stolen from a family's home, automobile or other location other than school, a police report must be filed and a copy of the report must be provided to the school by the parent/guardian within ten business days.

### Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed the replacement cost for damaged or lost equipment if loss is determined to be a result of negligence.

## **Payment Timeline**

All payable amounts are due at the time of device issue unless prior arrangements have been made with the school.

# Technology Handbook Acknowledgment Form

**Upon reviewing the Technology Handbook, please sign the Technology Handbook Acknowledgment Form found in the AOHS Agreements Packet.**