

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>) 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 21st 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 at School and Home

ASD20 maintains an on-site internet filtering software package. This program automatically filters all student access to the internet, whether at school, at home, or in any location at where internet access is available.

While digital devices provided by Academy School District 20 are filtered remotely, no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content. While Academy School District 20 makes every attempt to protect students from inappropriate material and risks to their safety, *no technology measure is 100% effective, and no technology measure is a substitute for open communication and involved parents/guardians.*

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.