



DEMOCRACY PREP PUBLIC SCHOOLS

Work Hard. Go to College. Change the World!

Tuesday October 24th, 2017

ABOUT THE DEMOCRACY PREP CHARTER HIGH SCHOOL CHROMEBOOK PROGRAM

Dear Families of Democracy Prep Charter High School,

The mission of the 1-to-1 program at Democracy Prep Charter High School is to create a collaborative learning environment for all learners. This environment will enable and support Scholars and teachers to implement transformative uses of technology while enhancing Scholars' engagement with content and promoting the development of self-directed and lifelong learners. Scholars will transition from consumers of information to **creative producers and owners of knowledge**.

The focus of the 1-to-1 Chromebook Program at Democracy Prep Charter High School is to prepare Scholars for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology, including access to the Internet, be readily available and seamlessly integrated throughout the educational program. The primary learning tool of our 21st century scholars at DPCHS is the Chromebook, a web-oriented device that provides the opportunity to connect scholar learning to all the resources and information available online, anywhere at any time. We are proud to announce that we have been able to provide **one laptop for every scholar** at Democracy Prep Charter High School since February 2016.

However, with this opportunity comes a serious responsibility on our part to preserve this technology. We are a public school, and as such, cannot afford to replace laptops that are treated poorly. When using laptops, we are ensuring that each scholar is solely responsible for the laptop that they are using in the classroom.

Device Purpose

Democracy Prep Charter High School ensures each scholar has access to one Chromebook laptop in every classroom. All Chromebooks are property of Democracy Prep Public Schools. Each Chromebook device will provide each scholar access to educational materials needed for each scholar to be successful. The Chromebooks also allow scholar access to Google Apps for Education and other rich educational web-based tools and useful sites. **The Chromebooks and other DPCHS issued devices, email/Google accounts are the property of Democracy Prep Public Schools and, as a result, may be subject to inspection at any time. The scholar should have NO expectation of privacy of materials found on a Chromebook, their Google Drive or gmail account. Supplied devices are an educational tool and not intended for personal use such as: gaming, social networking, or high end computing.** The policies, procedures and information contained in this document apply to Chromebooks and all other technology devices used by Scholars within Democracy Prep Public Schools. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms.

The mission of Democracy Prep is to educate responsible citizen-scholars for success in the college of their choice and a life of active citizenship.

BEST PRACTICES – As described and demonstrated during Prep Academy orientation.

A: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Scholars should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Chromebooks should never leave the classroom from which they are being used.
- For screen adjustment **do not grasp screen by wrapping hand around screen**, your thumbs will shatter the screen.

B: Carrying Chromebooks

- Transport Chromebooks with care. Scholars should always carry their Chromebooks with both hands to avoid dropping accidents.
- Chromebook lids should always be closed secured when moving.
- **Do not slam the lid/screen shut** when you are finished with usage!
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

C: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook in the cart with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen.

ACCEPTABLE USE GUIDELINES

A: Acceptable Use Policy

- Scholars will have access to all available forms of electronic **media and communication that is in support of education and research** and in support of the educational goals and objectives of Democracy Prep Charter High School.
- Scholars are responsible for their ethical and educational use of the technology resources of Democracy Prep Charter High School. Any misconduct will result in a **Send out** and **Technology Misuse Violation** (4 points).
- Access to Democracy Prep Charter High School technology resources is a privilege and not a right. Each employee, scholar and/or parent will be required to follow the Acceptable Use Policy.

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- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered **Technology Misuse Violation** (4 points) and be subject to further disciplinary action in accordance with the scholar handbook and other applicable school policies.
- Scholars are highly encouraged to alert their teachers **IMMEDIATELY** of any issues they encounter with any DPCHS Chromebook.
- Scholars are always to use Chromebook from the classroom that they are in at any given time. Chromebooks never leave the classroom or DPCHS campus.

B: Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among Scholars for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of Democracy Prep Charter High School.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material you must exit the site immediately.

C: Legal Property

- Comply with trademark and copyright laws and all license agreements. Do not engage in illegal file sharing, copying or downloading. Ignorance of the law is not immunity. If you are unsure, **ask a teacher or parent**.
- Plagiarism is a violation of the scholar policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the New York State Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the Democracy Prep Public Schools.

D: E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

E: Consequences

- When using Chromebooks each scholar is solely responsible for the laptop that they are using in the classroom.

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- Non-compliance with the policies of this document or the Responsible Use of the Internet/TSD AUP, will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school and DPPS network staff to ensure appropriate use.
- DPCHS cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the New York Freedom of Information Act; proper authorities will be given access to their content.
- If any scholar has technology issues or damages are determined to be caused by **mistake or negligence** the scholar will be subject to a **Technology Misuse Violation** (4 points) and must follow up with Dream Coaches and Technology Staff and discuss best practices for preventing mistakes from reoccurring.
- If any scholar has technology issues or damages are determined to be caused by **abusive behavior**, the scholar be subject to a **\$50** fine which is a small fraction of the typical cost to repair one of our laptops. We are highly confident that all our scholars can avoid any cases of abuse by following the guideline outline in this policy as well as best practices presented to scholars during Prep Academy. For Chromebooks, signs of abuse include but are not limited to: dropped Chromebooks (that has long term effects), removed keys, cracked or broken LCD screens, cracked or broken casings, drawings on the screen (or other parts), and damaged touchpads.

Failure to abide by the aforementioned expectations (including refusal to pay the \$50 fee) will result to loss of computer privileges at school.

Democracy Prep Charter High School is committed to a tradition of excellence and innovation and providing a rich and challenging learning environment, enabling Scholars to maximize their potentials to become life-long learners and productive, responsible citizens. A searchable digital copy of this policy is available online at <http://dpchs.democracyprep.org>. If you have any questions in regards to scholar laptops and their use, please contact us at the information below.

Sincerely,

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