CORNERSTONE CHARTER ACADEMY
USE OF TECHNOLOGY AGREEMENT &
DIGITAL STUDENT CODE OF CONDUCT

USE OF TECHNOLOGY
Cornerstone Charter Academy authorizes students to use technology owned or otherwise provided by the school as necessary for instructional purposes. The use of school technology is a privilege permitted at the school's discretion and is subject to the conditions and restrictions set forth in administrative regulations and this Acceptable Use Agreement.

School is issuing, on temporary loan, its School-owned equipment, hardware, accessories and/or software. "Equipment Issued to User", for academic purposes. User hereby acknowledges receipt of the Equipment issued to User. The Equipment is, and at all times remains, the property of School, and is lent to User for a temporary duration. User may not alter, deface or destroy the Equipment in any way. User agrees to take all necessary precautions to ensure the continued working condition and security of the Equipment. School expressly disclaims all warranties not stated herein.

This Agreement will be effective as of the date of signature, indicating receipt of the Equipment and will remain effective until the end of the current school year, or until User is no longer an enrolled student at School, whichever occurs first. School may terminate this Agreement with User at any time, with or without cause, and without advanced notice. This Agreement may not be changed, amended, or modified without the express written approval of School. Any change, modification, or amendment to this Agreement approved by School in writing. This Agreement, and the Equipment, may not be transferred, sold, left as collateral or assigned by User to any other individual or entity for any reason.

In the event of termination of this Agreement, irrespective of the nature or cause of the termination, User agrees to return the Equipment complete, and in working order. In the event all or any part of the Equipment is not returned to School, or is not returned in working order, User shall be liable and shall pay to School, immediately upon demand, the full replacement value of the Equipment not returned or not in working order. Any failure of the User to return all or any part of the Equipment or failure to pay the full replacement value of any Equipment not returned or not in working order, will be treated as criminal theft and will be referred to local law enforcement. In addition, School may take any and all administrative action appropriate, including but not limited to: disciplinary action pursuant to the Student Code of Conduct; suspension of participation in extracurricular events or student activities; or referral to a collections agency to recover funds owed.

Only User may use the Equipment and the Equipment's use is restricted to non-commercial, educational-related purposes only. Protection and backup of any data on the Equipment is the sole responsibility of User. School shall not be liable for any loss of data or any data that is compromised. If any Equipment has to be restored, reformatted, or replaced for any reason, including due to a malfunction or repair, data stored on the Equipment could be lost. Upon termination or expiration of this Agreement and the return of the Equipment, the Equipment shall be reformatted and/or restored and all data will be erased or otherwise discarded.

The school expects all students to use technology responsibly in order to avoid potential problems and liability. The school may place reasonable restrictions on the sites, material, and/or information

that students may access through the system. Each student who is authorized to use school technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

DEFENITION OF SCHOOL TECHNOLOGY

School technology includes, but is not limited to, computers, the school's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, wireless access points (routers), telephones, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through school-owned or personally owned equipment or devices.

PRIVACY

Since the use of school technology is intended for educational purposes, students shall not have any expectation of privacy in any use of school technology. The school reserves the right to monitor and record all use of school technology, including, but not limited to, access to the Internet or social media, communications sent or received from school technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity.

Students should be aware that, in most instances, their use of school technology (such as web searches and emails) cannot be erased or deleted. All passwords created for or used on any school technology are the sole property of the school. The creation or use of a password by a student on school technology does not create a reasonable expectation of privacy.

FINANCIAL LIABILITY

There is a $25 annual technology allowance to be paid within the first two weeks of the start of school. The allowance covers the student's usage of the computer during the school year.

Parents/Guardians/Students are responsible for the cost of repair or replacement if the digital device is:
      Accidentally damaged
      Intentionally damaged
      Damaged due to negligence
      Lost due to negligence
      Not returned at the end of the year or upon withdrawal, and/or
      Stolen but not reported to local law enforcement.

Type of Incident/Loss	Electronic Device	Device Accessories
1st Loss/Accident	Actual cost of repair/replacement (Up to $50 Maximum)	Actual cost of repair/replacement (Up to $10 maximum)

1st Loss Intentional Act or Theft	Actual cost of repair/ replacement up to $100 maximum	Actual cost of repair/replacement up to $100 maximum
2nd Loss/Accident	Actual cost of repair/replacement (Up to $100 Maximum)	Actual cost of repair/replacement (Up to $25 maximum)
2nd Loss Intentional Act or Theft	Actual cost of repair/replacement. No further devices shall be assigned to the Student for the remainder of their Cornerstone tenure.	Actual cost of repair/replacement. No further devices shall be assigned to the Student for the remainder of their Cornerstone tenure.
3rd Loss	Actual cost of repair/replacement. No further devices shall be assigned to the Student for the remainder of their Cornerstone tenure.	Actual cost of repair/replacement. No further devices shall be assigned to the Student for the remainder of their Cornerstone tenure.

DEVICE RESPONSIBILITY

Students Responsibilities:
Carefully read the Use of Technology Agreement/Digital Code of Student Conduct
Sign the Use of Technology Agreement/Digital Code of Student Conduct
Keep their digital device safe.
Charge their digital device nightly.
Restart their digital device weekly to get important updates.
Bring their digital device school daily
Reporting any loss of, or damage, to the digital device within 72 hours.

Parent Responsibilities:
Carefully read the Use of Technology Agreement/Digital Code of Student Conduct.
Sign the Use of Technology Agreement/Digital Code of Student Conduct.
Helping to ensure the digital device is kept safe and secure at all times to avoid breakage, damage, loss, and theft.
Ensuring that the digital device is used for digital learning purposes only outside of school.
Checking the digital device frequently for damage and reporting and issues to the appropriate school personnel.
Carefully monitoring daily use of the internet at home.
Reporting any loss of, or damage to, the digital device within 72 hours.
Providing the school with a copy of the police report listing Cornerstone Charter Academy as the property owner in the event of theft.

Returning the digital device to the school at the end of the school year, during inventory periods, when damaged, upon withdrawal, and/or instances where the student is suspended/expelled for any reason.

DIGITAL DEVICE CARE

Care at Home:
- Charge the device fully each night.
- Never leave the device on the floor.
- Protect the device from damage such as:
    Extreme heat or cold
    Food and drinks
    Small children
    Pets
    Water (rain, inclement weather)

Care at School:
- Keep the device on the center of your desk (not your lap).
- Close the lid of the device before standing up or moving the device.
- Always use two hands when carrying or transporting the device.
- Lock, shutdown, or put it to sleep before walking away from the device
- Follow all directions given by any teacher/administrator.
- Never leave your device unattended for any reason.
- Never pile things on top of your device.

Personalization:
- Students are prohibited from:
    Putting stickers or additional marking on the device or power cord/charger.
    Removing or interfering with any identification placed on the device.

Traveling To and From School:
- Completely shut down the device before traveling.
- Do not leave the device in a vehicle, if possible.
- Use your backpack for transport.

Digital Device Cleaning:
- Students should use a microfiber cloth to clean the device and compressed air to clean the keyboards.
- Students should NOT use glass cleaner to clean the device screens as it can damage them.
- Students should NOT attempt to remove keyboard keys to clean.

DIGITAL CODE OF CONDUCT

All students receiving digital curriculum and direct instruction online are subject to any applicable Orange County Public Schools District policies, Cornerstone Charter Academy policies and this Student Code of Conduct. As an online student, there are additional rules and expectations regarding proper internet etiquette in place in order to protect all students. Internet access is required for all students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use. Please review the following **rules and expectations** carefully:

- **Students are responsible for good behavior** on the network. Always use a computer in a way that shows consideration and respect.
- **We take integrity and authenticity of student work** very seriously. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result disciplinary action.
- **Security is a high priority**, especially when the system involves many users. If you identify a security problem in the school's computers, network, or Internet connection, notify a system administrator.
- **It is illegal to create harmful computer viruses.**
- **Email is not private.** Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.
- **Beware of emails from anyone, particularly adults you don't know,** asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher of any message you receive that is inappropriate or makes you feel uncomfortable.
- **Email with your online classmates should be course-related.** It is prohibited to send unwelcome email to your online classmates.
- **Email addresses that use profanity or may be construed as offensive, shall not be permitted for correspondence.** Administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or be refused participation in courses.
- **Protect your password.** Keep it secret from anyone except your parents.
- **Administrators will cooperate fully** in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in disciplinary actions.

INTERNET USAGE POLICY

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Cornerstone Charter Academy (CCA) and, as such, is subject to disclosure to the parent, parents, administration or other third parties. Consequently, CCA expects both students and staff to abide by the school's Internet usage policy:

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of internet platforms and tools provided by the school in violation of school policies will result in disciplinary action. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of the organization or person
- Refusing to cooperate with a security investigation
- Using the Education Portal for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Copyright infringement, license, trademark, patent, or other intellectual property rights
- Engaging in any other illegal activities

ACADEMIC INTEGRITY POLICY

What is academic integrity?
- ✔ Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work.

Why is academic integrity important?
- ✔ When students submit an assignment that is not their own original work, there are two issues involved:
  - Students are earning credit for learning material for which they have not demonstrated mastery.
  - They may be violating the policies of the school.

What are some examples of academic integrity violations?

✔ There are two kinds of academic integrity violations. One is "plagiarism" and the other is "cheating."

✔ **Plagiarism -** To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Some examples are, but not limited to the following:
  ▪ Copying and pasting a report from the Internet and representing it as your own work
  ▪ Copying any other work and not properly citing authorship

✔ **Cheating**
  ▪ To influence or lead by deceit, trick, or artifice
  ▪ To practice fraud or trickery to violate rules dishonestly
  ▪ Providing questions/answers/ work to another student
  ▪ Receiving questions/answers/work from another student

Ensuring Academic Integrity
  ✔ Cornerstone uses a variety of tools to ensure the integrity of student work.
    ▪ **Plagscan.com -** This Internet tool compares student work against a variety of databases. The Learning Management System is now integrated with Plagscan.com, and most work is automatically uploaded to the system. This database compares students' work against other students' work, as well as work found on the Internet.
    ▪ **Teacher Expertise -** Instructors have extensive classroom experience. Their expertise is often a guide in identifying the level of originality in student work.
    ▪ **Academic Integrity Reporting Policy -** Community members, guidance counselors, parents, and students can call or email any academic integrity-related issue anonymously.

Consequences of Violation of this Policy

A variety of consequences will be administered when students are caught cheating or plagiarizing. These consequences range from resubmission of an assignment up to expulsion from coursework. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted to a transcript.

✔ **Students** are responsible for submitting their own, original work and are expected to:

  ▪ Read and sign the Student/Parent Acknowledgement Form as part of the enrollment process
  ▪ Ask any questions regarding plagiarism or cheating if they are not sure

✔ **Parents**, as partners in supporting student learning, are expected to:

  ▪ Read and sign the Student/Parent Acknowledgement Form as part of the enrollment process
  ▪ Ensure that their student's work is authentic and original
  ▪ Monitor your student's Google Classroom account.

- Ask any questions regarding plagiarism or cheating if they are not sure

✔ **Teachers,** are stakeholders in ensuring the highest standards of academic integrity, are expected to:
- Act as a resource for student questions
- Submit various assignments in the Plagscan.com database
- Coordinate any academic integrity issues with the Instructional Leader
- Verify student mastery of content through discussion based and authentic assessments
- Participate in any mandated trainings or staff development

✔ **Instructional Leaders** are expected to:
- Support academic integrity in each course they oversee
- Ensure that all teachers participate in academic integrity initiatives
- Support the administration of consequences
- Provide support to the instructional staff in the implementation of these policies

STUDENT CODE OF HONOR

A student should <u>NEVER</u>:
- Share their Username and Password with anyone other than their Parents
- Use anyone else's Username and Password
- Obtain or assist anyone to obtain unauthorized access to the network
- Post their or anyone else's personal information (i.e. address, email, telephone, etc.)
- Post private messages sent to them

STUDENT EXPECTATIONS AND CONSEQUENCES OF MISCONDUCT

Students attending virtual school will follow the Orange County Public Schools Code of Student Conduct and Cornerstone Charter Academy Student Handbook incorporating all policies, procedures, and student expectations for behavior. The school will follow guidelines and procedures related to discipline, suspension, and dismissal, as the school district is the only entity with the authority to dismiss a student.

In the virtual environment, however, there is a set of non-traditional types of misconduct that must be regularly monitored and, if not hopefully eliminated altogether, then disciplined in a swift and rigid manner. Accordingly, in addition to district applicable policies, the Code of Conduct incorporates expectations of conduct specific to participation in a virtual instructional program. For example, Internet access is required for all students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. Accordingly, below are rules and expectations intended for the virtual environment:
- **Students are responsible for proper behavior** on the network. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane,

threatening, or disrespectful language.

- **We take integrity and authenticity of student work** very seriously. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses and other disciplinary action.
- **Security is a high priority**, especially when the system involves many users. If you can identify a security problem in the school's computers, network, or Internet connection, notify a system administrator.
- **It is illegal to create harmful computer viruses.**
- **Email is not private.** Never write anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.
- **Beware of emails from anyone, particularly adults you don't know,** asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher of any message you receive that is inappropriate or makes you feel uncomfortable.
- **Email with your online classmates should be course-related.** It is prohibited to send unwelcomed emails to your online classmates.
- **Email addresses that use profanity or may be construed as offensive, shall not be permitted for correspondence.** Administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or be refused to participate in courses.
- **Protect your password.** Keep it secret from anyone except your parents.

Administrators will cooperate fully in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from course(s), as well as other disciplinary or legal action.

Cyber-bullying - is an issue of conduct taken quite seriously by the school. Cyber-bullying, which is the use of the Internet and similar technologies to hurt and/or harm other people, has been a pervasive problem, especially among contemporary children and adolescents and can have extraordinarily deleterious effects on students, ranging from low self-esteem to poor academic achievement to severe mental and emotional problems even leading to suicide. In order to combat this serious problem, the school's administrations, faculty, and staff prepare an introductory lesson educating students about the nature and consequences of cyber-bullying and how they can avoid and stop it. Beyond this proactive intervention, the school also closely monitors all discussion boards, student-to-student emails, and peer interaction that takes place through the Internet or other related technologies. Teachers are also trained (during professional development sessions) on how to identify potential cyber-bullying and are required to report to school administration any potential examples of such abuse.

Violations - As is the case with the gradation of cyber-bullying, the severity of the offense is the prime determiner in deciding the appropriate consequence. Again, depending on the violation, the school will follow the OCPS Code of Student Conduct and Cornerstone Charter Academy Student Handbook guidelines for possible consequences adapting these to a virtual setting as necessary.

TEACHER AVAILABILITY AND RESPONSIVENESS

Frequent student-teacher communication in the virtual learning environment requires commitment above and beyond the traditional workday by staff in a brick and mortar environment, as communication is the critical element to the success of the program. Emails are considered essential and are expected on a regular basis. We make the following commitments to its students, parents and schools:

- All email and voicemail communication will be responded to within 48 hours during the workweek.

- Teachers will establish office hours and post them. During those hours, teachers will be available to answer phone calls and emails. Each request for correspondence will be answered in as timely of a fashion as possible with a minimum turnaround target of 48 hours. No response to a student/parent contact shall exceed 48 hours from the time of initiation.

- Teachers will update course announcement pages.

- Teachers will provide targeted and timely feedback to students on submitted assignments and completed assessments.

PARENT/GUARDIAN'S RESPONSIBILITIES

As a parent/guardian of a virtual school student, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to set aside time to work on courses when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way. Teachers will keep the parent/guardian apprised of the student's progress and will initiate contact if they fall behind in their coursework.

Parents are expected to supervise and monitor their student's progress throughout the duration of the course. This can be accomplished by accessing the parental account periodically to monitor student progress.

Parents should support Academic Integrity. Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

You may contact your child's teacher directly via email to answer questions about the course that you may have. When a parent/guardian has a concern about the child's performance or behavior, the parent/guardian should set up a conference with the child's teacher.

Parents/guardians should also be aware of the course progression plan that their student is following and use that to help plan for the child's academic and educational future.

PRIVACY POLICY

We will abide by **student privacy guidelines** inspired by the Family Educational Rights and Privacy Act (FERPA) of the federal government of the United States. The following persons have access to student records:

- Principal
- Administrative Team
- Professional Staff (Teachers, Guidance Counselor, the General Counsel)

Students will be provided with a unique password to access online content/ resources. It is the student's responsibility to keep his/her password in confidence.

ANTI-DISCRIMINATION POLICY

We do not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, learning disability or handicap in its education programs.

Discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee is prohibited.

BULLYING AND HARRASSMENT POLICY

Harassment is prohibited between members of the school community, including communication of any form between students, faculty and/or staff, and any third parties directly or indirectly related to the Academic Network.

We are committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and reprisal.

It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are committed to protecting its students and employees from bullying, harassment or inappropriate uses of computers or programs to participate in bullying behavior. Bullying and Harassment **will not be tolerated** and shall be just cause for disciplinary action.

Conduct that constitutes bullying or harassment, as defined herein, is prohibited.

Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress,

and/or communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose.

Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

Consequences for students for actions that violate the policy on bullying and harassment shall be determined by the administrative staff.

NETIQUETTE POLICY

Students are responsible for proper behavior while online. Students must always show consideration and respect when participating in classes. Obscene, profane, or threatening language online as well as offline will not be tolerated.

Students should be cautious about email messages from anyone, particularly adults asking for personal information, attempting to arrange meetings, or engaging in personal contact. Students should disclose to teachers any message received that is inappropriate or that causes uncomfortable feelings.

Any distribution of unsolicited email to online classmates is prohibited. All course interaction between teachers, parents, students, and stakeholders will be logged. Email messages to classmates should be limited to correspondence that is course-related. Administrators will cooperate fully with any investigation related to any illegal activities conducted through the Internet.

DISCIPLINARY ACTIONS
We will determine the appropriate disciplinary actions for student violations of the OCPS Code of Student Conduct and CAA Student Handbook as they arise. The severity of the offense is the prime determiner in deciding the appropriate consequence.

When a violation has occurred, a report, including the date, time and circumstances of the alleged act, will be submitted. This report includes a description of the actions of all parties involved, names of witness's available and documentary evidence that supports the charge.

Students wishing to report a violation should file the report through the teacher. Upon receipt of the report, it will be determined if the student may have violated a policy. If there is sufficient information, the student and parent will be contacted informing the student of the charges in sufficient detail, including the time and place the alleged violation occurred and the penalty that would be appropriate if the student did in fact violate the policy.

GRIEVANCE POLICY

Cornerstone will follow our existing grievance policy.

CORNERSTONE CHARTER ACADEMY
Use of Technology Agreement/Digital Code of Student Conduct

STUDENT/PARENT ACKNOWLEDGMENT FORM

We have read the **Use of Technology/Digital Code of Student Conduct Device Agreement** and understand and agree to cooperate with all of the policies contained herein. I understand the importance of this document and agree to adhere to the policies and regulations listed in this document. I acknowledge that I will pay the $25 annual technology allowance cost and adhere to all Cornerstone Charter Academy rules and regulations.

_____   _____
(Student's Name)   (Student's Signature)

_____   _____
(Parent or Guardian's Name)   (Parent or Guardian's Signature)

_____
(Date)