

## 1-1 UA Technology Expectations Handbook

### Student Expectations

By taking possession of a District-owned Chromebook, University Academy expects students to adhere to the following 4 guidelines:

1. Be empowered. Do awesome things with this technology. Share with us your ideas and what you can do and learn. Amaze your community.
2. Be caring. Help foster a school community that is respectful and kind.
3. Be smart and safe. If you are uncertain, talk with us.
4. Be careful and gentle. Our resources are limited. Help us take care of our devices and network.

### Parent/ Guardian Expectations

By your student taking possession of the District-owned Chromebook, University Academy Charter School expects parents/guardians to adhere to the following responsibilities;

1. Must agree to monitor student use at home and away from school.
2. The parents/guardians are responsible for the cost of repair or replacement at the date of loss if the property is :
  - a. Not returned
  - b. Intentionally damaged
  - c. Lost
  - d. Stolen, but not reported to school and/or police in a timely manner.
3. Parent/Guardian must pay the \$15 University Academy Device Fee before their child can use their issued Chromebooks. The fee is nonrefundable and mandatory.

### 1:1 Receiving a Chromebook

- a. Qualifications: A student who is actively enrolled in grades K-12 at University Academy Charter qualifies for a District-owned Chromebook. ( dependent upon the class grade of the student) . In order to possess and use the borrowed device, one must comply at all times with University Academy's Technology Usage Policy as well as the University Academy Student Handbook and the 1-1 Student Technology Handbook. There is a financial obligation to the student due to loss or damage of the borrowed device if it occurs as the result of handling, storage, transport, use, or reporting of loss//damage that is not in complete compliance with University Academy's procedures. The payment of a one time fee for a University Academy device will help the school to mitigate these potential costs and sustain the program.
- b. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook and AC charger.
- c. Parents/guardians and students must acknowledge the "University Academy's Acceptable Use Policy .

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- d. Students must electronically complete the Chromebook User Agreement before a Chromebook is issued to the student.
- e. Chromebooks will be checked out to the student through the Library Media Center circulation system
- f. The Chromebook is the property of University Academy Charter School and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or school supplied or supported Google Workspace.

### 1.2 Returning a Chromebook

- a) Chromebook must be returned immediately when a student transfers out of University Academy Charter, no longer qualifies for the program or terminates enrollment for any reason. The Chromebook is property of University Academy Charter, even if a student graduates. Failure to return will result in a full-retail billing of the device \$250
- b) Students are expected to return the following items with the Chromebook:
  - AC Charger

### 1.3 Fines related to Chromebook

- a) By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care and proper use of the borrowed property. Chromebooks, & AC adapter will be turned in to the Library when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. University Academy Charter's Administration will make the final determination of any fees assessed.
- b) If a student fails to return the Chromebook, the student and/or guardian will pay the replacement cost of the Chromebook.
- c) Fines will be charged at the following amounts\*

Chromebook Replacement	\$250
AC Charger	\$25
Damaged Screen(including intentional damages, etching, punctures etc.)	\$100

\*fines for damages will always be incurred when devices are returned broken without notifying the IT department ahead of time.

### 1.4 Loss or theft of a Chromebook

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- a. In the case of loss or theft occurring at school, the borrower must report the incident to University Academy's Security team and the IT department as soon as possible. These incidents should be reported no later than one day of the occurrence.
- b. In the case of loss or theft occurring away from school, the borrower must report the incident to local law enforcement officials within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the IT department or School Administration within one day of the occurrence. Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student/[aren't/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

## 2. Taking care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by University Academy Charter. Chromebooks that are broken or fail to work properly must be given to the Instructional Technology department for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of University Academy Charter and all users will follow these procedures and the University Academy Acceptable Use Policy

### 2.1 General Precautions

- a) While the Chromebook is considered scratch resistant, the Chromebook will scratch. Do not use any sharp object(s) on the Chromebook.
- b) Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, slightly water dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners. Aerosol sprays, solvents, alcohol ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
- c) Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to an IT specialist.
- d) Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- e) Chromebooks must remain free of any writing, drawing , stickers or labels that are placed by University Academy Charter.
- f) Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- g) Chromebooks must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.
- h) Chromebooks must not be left in a vehicle or a location that is not temperature controlled. (example: hot Summer days and frigid Winter days)
- i) Chromebooks must be charged for school each day. This is the student's responsibility .

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- j) There is no “jailbreaking” or other root development manipulation allowed for this device.
- k) Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person. The Chromebook should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- l) Please do not attempt to contact Dell or HP or other service facilities directly for repair questions. Please contact the IT department specialist.

### 3. Using a Chromebook at school

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Unauthorized printing from a Chromebook to University Academy printers is not allowed. Any files needed printed should be coordinated through the proper University Academy staff member. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

#### 3.1 Chromebooks left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed by alternate means. The Chromebook is similar to any instructional material necessary for daily classwork. If leaving the Chromebook at home is a frequent occurrence, the student may be subject to disciplinary action.

#### 3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” Chromebooks are available and are not guaranteed. These “loaner devices” are available through the IT department.

#### 3.3 Charging a Chromebook's Battery

- a. Chromebooks must be brought to school each day in a fully charged condition. A sync cable/AC charger will be issued to the student for charging at home.
- b. In cases where the battery does “run out”, students may be able to connect their Chromebook to a power outlet in class or at designated charging stations in the building.

#### 3.4 Home Internet Access

University Academy Charter provides internet filtering on the District's internal network. These filters do apply in other locations. Chromebooks are filtered outside of the building. Parents/guardians, please take the necessary precautions for internet safety with your student.

- a. Students are allowed to set up wireless networks for use outside of the building.
- b. All students should recognize and guard their personal and private information. While on the internet, students shall not reveal personal information, including a home address, or phone number or the address or phone numbers of other students.

#### 3.5 Using the Chromebook Camera

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The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online or shared. Chromebook cameras may never be used in a locker room, restroom or any other private and sensitive area.

### 4. Managing files and saving work

#### 4.1 Saving to the Chromebook/Home Directory

- a. The Chromebook affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate or archive files to an independent storage space.
- b. Storage space will be available on the Chromebook-BUT will NOT be backed up in case of re-imaging. Chromebooks will save to Google Drive.

### 5. Software/apps on the Chromebooks

#### 5.1 Originally Installed Software/apps

- a. the software/apps originally installed by the University Academy Charter must remain on the Chromebook in usable conditions and be easily accessible at all times.
- b. From time to time the school may add software/apps for use in a particular course.

#### 5.2 Additional Software/apps

Students are allowed to load extra apps on their Chromebooks insofar as they do not interfere with academic need.

#### 5.3 Procedure for Reloading Software/apps

If technical difficulties occur or illegal software/apps are discovered, the Chromebook will be restored to factory settings. University Academy Charter does not accept responsibility for any loss of software/apps or documents deleted due to a necessary reset or reformat.

#### 5.4 Software/app upgrades.

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebook for periodic updates and syncing.

#### 5.5 University Academy Charter Annual Device Fee

Payment of \$15 dollars can be made with a debit card or major credit card using SchoolPay. After payment is authorized, you will receive confirmation of your payment and your student will be allowed to use the device at home. Payment via cash or check may be made in person during Meet the Teacher night or student Chromebook distribution .

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If a student has a covered damage claim, the student will receive a free replacement device. After the first repair , students will be responsible for paying the repair costs. There is no first time free policy for lost Chromebooks, the full price will be charged.

1st Occurrence	No cost - A replacement will be provided
2nd Occurrence	\$100
Lost or Stolen	Full-price(\$250)