Avon Grove Charter School
(AGCS)

1:1 Device Program

Expectations and Guidelines for Students and Parents

State Road Campus
110 East State Road
West Grove, PA 19390

Early Learning Center
1769 New London Road
Landenberg, Pa 19350

Rev. 1/2025

Rationale

Recent research is clear that to ensure student success, education needs to move away from teacher-centric models towards a learner-centric, customized learning approach. One-to-One programs create an opportunity to increase accessibility and provide an environment where personalization is key. With access to technology, students have the ability to break down the "four walls, eight periods, 180 days" of school model and learn at their own pace, ability levels, and take advantage of increased tools for communication and collaboration. The devices, along with the development of digital content, allow students to access content, interact, and collaborate 24/7; it breaks down the confines and notion that learning must take place at school, in a classroom, in front of an instructor.

Within this era of flexible learning environments, equitable access to a device and to high-speed internet is essential to being able to participate in school. ***AGCS has the resources in its 1:1 environment to provide a device for every student who attends the school.***

Program Details

Students in Kindergarten through 12th grade will be issued a specific student Chromebook device. Students will assume the full responsibility of the device and be permitted to take it home with them. Except Kindergarten Students. Students in Kindergarten will leave their Chromebooks in the classroom with the exception of FID days. It is expected that students arrive at school each day with their Chromebook fully charged. Specific student grade levels will be permitted to retain their school-issued Chromebook over the summer to promote summer learning. When students graduate they will be given the option to purchase their computer based on current market value.

AGCS has developed specific grade level goals aimed at building and reinforcing basic computer skills for learning. Technology instruction will play an important role in teaching students to become users of technology rather than just consumers of technology. Digital citizenship curriculum will continue to be emphasized through a student's experience at AGCS.

Device Retainment

Kindergarten: Students in Kindergarten will be issued a specific Chromebook which they will retain and use through 4th grade.
5th Grade: Students in 5th grade will receive a new Chromebook which they will retain and use through 8th grade.
9th Grade: Students in 9th grade will receive a new Chromebook which they will retain and use through 12th grade.
Graduating Seniors: Graduating seniors will be given the option to purchase their school issued Chromebook, upon graduation, for a fair market value assessed by the school.

The school's device program relies heavily on the proper care and maintenance of student Chromebooks throughout a student's time at AGCS.

Assessment of Technology Sharing Fee (Insurance)

The proper handling and long-term care of this technology is a big responsibility for our students. AGCS believes that the technological investment made through this program will significantly enhance our students' learning experience while at school and while at home. Extended safeguards have been put into place to protect the school's investment as well as provide reassurance to the parents/legal guardians and students. AGCS has implemented a yearly technology fee so that parents/legal guardians share the cost of this expansion program and the protections as described throughout this handbook. This technology fee is based on an average cost projection for shared expenses related to increasing IT staffing, infrastructure support, and accidental damage repair costs on an ongoing basis. This fee may be viewed and paid for in the ParentPortal and our eFunds system or through a

direct check/money order sent to the school. If the fee is not paid by a specific date, families will be moved out of the insurance pool and assume all risk and liability for the device.

Students/Families who participate in the National School Lunch Program (Free/Reduced Lunch) will be asked to pay a prorated technology fee to match that of the lunch program. Students who receive “Free Lunch” due to their economic status will have the technology fee waived. Students receiving a “Reduced Lunch” price will pay a prorated amount in line with their lunch assistance rates. Families will still be responsible for the full cost of the device and/or repair costs if the computers are lost, stolen, or damage is assessed to be due to negligence (see below for more details).

Technology Fee Structure			
Grade Level	*Full Fee*	*Reduced Lunch*	*Free Lunch*
K-12th Grade	$50	$6	$0

*A family technology fee cap will be set at $125 per AGCS family for families with multiple children in grades K-12.

Parents/Guardians must declare one of the four options below. If the school does not receive a completed declaration (either via paper or digitally), the school will assume the family wishes to assume all liability and enroll them in Option 2. Families will then be financially responsible for all repair and replacement costs.

- ❏ **Option 1**: We elect to pay the yearly assessed technology fee to cover accidental damage and minor repairs. We acknowledge that we are responsible for the full cost of repairs and/or the device for damage due to negligence, loss, and/or theft. We also acknowledge that we are responsible for any lost accessories. We acknowledge that my student will not be given the device until the technology fee has been paid in full.
- ❏ **Option 2**: We choose NOT to pay the yearly assessed technology fee and NOT to participate in the school's accidental damage and minor repair insurance umbrella. **We ASSUME ALL COSTS for repairs and/or replacement of all equipment and accessories.**
- ❏ **Option 3**: BYOD: We elect to “waive” the school issued Chromebook and use a personal device instead. We acknowledge that it is expected that our student has the device, and the device is charged, each school day. The AGCS Technology Department will not be responsible for repairs or maintenance on personal devices. Please reference the school’s BYOD and Acceptable Use Policy for more information as well as specific device specification recommendations. AGCS does not encourage this option as there can be issues and inconsistencies with a student's learning experience.
- ❏ **Option 4**: We are a "Free Lunch" family at the time of this application and would have our technology fee waived. We acknowledge that we are responsible for the full cost of repairs and/or the device for damage due to negligence, loss, and/or theft. We also acknowledge that we are responsible for any lost accessories.

New students enrolling with AGCS will receive the same or newer make/model/year computer as their grade level classmates. New students enrolling with AGCS throughout the year are expected to pay the full technology fee upon enrollment and the fee will not be prorated due to the partial year enrollment.

Financial Hardship

If the Technology Cost Sharing fee creates a financial hardship for a student and parent/legal guardian please complete the Assistance/Waiver Request form found in the ParentPortal. Payment options, prorated reductions,

and waivers are available on a case by case basis. Financial hardship assistance requests are only good for one academic year. ***Students and families will still be responsible for repair and replacement costs due to negligence, intentional damage, theft and/or loss.*** *All information will be reviewed and handled with the utmost confidentiality and care.*

AGCS Equitable Access Initiative
AGCS recognizes the need to help support families who may not have access to affordable, high speed internet in their homes in a remote learning environment.

Within the yearly acknowledgement form families are asked to indicate whether they have access to high-speed internet at home. Families who indicate "no" to this question will be contacted by the school to help coordinate access to high-speed internet for remote learning.

Payment Process
Technology fee information, based on the individual elections made, will be loaded into PowerSchool and be available for viewing via ParentPortal. Parents have the ability to pay the technology fee via the Parent Portal and our eFunds system or by sending in a check/money order made out to Avon Grove Charter School. If sending in a check or money order we ask that the student's name, ID number, grade, and homeroom teacher are indicated on the check/money order and that it is marked clearly for the technology fee.

No refunds will be made once the technology fee has been paid. *This includes if a student were to withdraw from Avon Grove Charter School or if computer privileges were suspended due to inappropriate or negligent use.*

Accidental Damage
The collected technology fees are designed to act as an "insurance" umbrella to cover hardware repairs due to defective parts, and repairs or replacement due to damage that may occur in the course of normal and careful use. The school's Administration and Technology department will assess situations and claims of accidental damage on a case by case basis. Some conditions are not covered and are listed in the sections below.

Minor Repairs
Students should not hesitate to contact the Technology department for minor hardware repairs. Even though it can be an inconvenience to deal with minor issues, it is important to report these issues before they worsen. Issues such as lost keys on the keyboards, loose trim on the Chromebook, or detached USB or audio ports should be taken to the Technology department for immediate repair before a larger problem with the computer arises.

Submitting a Support Ticket with IncidentIQ
Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. ***Never try to repair your Chromebook yourself.*** Students/Parents must submit a support ticket directly to the IT Department in order for devices to be assessed and repaired. The IT department and Administration will determine whether the damage is covered under the coverage plan or if additional resolutions/actions are needed. Students can submit an IT support ticket by clicking here. Parents/Guardians can submit an IT support ticket, if their student's device is not functioning by clicking here.

Conditions Not Covered by Technology Fees
The shared insurance pool created by the collection of technology fees does not cover damage or loss due to negligence or intentional damage (vandalism). Some examples of negligence are, but not limited to, removing the protective shell or case provided, throwing or intentionally dropping the computer, throwing a backpack containing

computer, using the computer in a place where there is a high probability that it will get wet, leaving the computer in plain view on the seat of a car, picking keys off of they keyboard, and/or leaving the computer unattended and unsecured in a public place. Negligence is not limited to these examples and the determination of negligence will be made by administrators and the Technology department.

More than one occurrence of loss, theft, or damage in 30 days or more than three incidents in one academic year will be interpreted as negligence. In the case of vandalism by a person other than the student to whom the computer was issued, an investigation by the school administration and police will determine who is responsible for repair or replacement. Teachers and/or administrators will spot check computers throughout the school year for evidence of negligent care.

Below is a table of projected costs for frequently seen repair needs. These projections are subject to change based on the extent of damage, cost of parts, labor, etc and are only designed to give parents an idea of the cost of certain repairs. Repair and replacement costs also vary depending on the model computer. This table does not include all possible repair areas, parts, and/or scenarios and can vary based on the device model.

Type of Repair/Replacement	**Projected Cost of Repair**
Screen Repair/Replacement	$100.00-$200.00
Replacement Keys	$15.00
Keyboard Replacement	$70.00
Touchpad Replacement	$40.00
Base Cover Replacement	$30.00
Charger	$25.00-$35.00
Cover/Case	$15.00

Loss or damage of accessories such as the charging cord, cover/case, or stylus pen are not covered and the student and parent/legal guardian will be responsible for full replacement costs as listed below.

The school will provide a loaner Chromebook to a student if his/her computer is being repaired or has been stolen.

Authorized Repair of Devices
Only the AGCS Technology Department is authorized to make repairs or alterations to any equipment, software, or accounts associated with the school's 1:1 program. Any unauthorized alterations or repairs will be billed directly to the student and parent/guardian at the assessed repair cost not to exceed the total cost of the device.

Theft/Loss/Vandalism
Students are responsible for the replacement of the Chromebook or power cord if they are lost, stolen, or the student does not return items at the end of the year. The loss of the Chromebook may be covered through a family's homeowners insurance or other policy.

Before reporting a computer as lost, a student should make a diligent effort to find the Chromebook.

Theft/vandalism of the computer outside of the school must be reported both to the school administration and to the appropriate Police Department. A copy of the Police Report must be submitted to the school administration within 5 days along with the following information: date and address of theft, detailed description of theft, police file number, officer's name, and police agency contact information.

If the student's assigned Chromebook is not recovered within TWO (2) school days, the student will be issued a replacement device. If the student's assigned Chromebook is not recovered in TEN (10) school days the parent or legal guardian of the student will be billed for the full cost of its replacement.

Note that theft/vandalism is not a circumstance covered under the assessment of the yearly technology fee.

Computer/Missing Accessory
At the conclusion of the school year, all equipment must be the original ones issued to the students. AGCS will not accept any third party chargers as an individually purchased replacement. If a parent/guardian chooses to purchase a replacement charger it must be brand-specific to the computer and we encourage them to do it through AGCS. Students are permitted to put labels on chargers to better track them.

Personalization of Hardware
Students are prohibited from:

- Putting stickers or additional marking on the computer itself
- Removing or interfering with any identification placed on the computer (i.e Asset tags, Manufacture Serial Tags etc).
- Using a different adaptor/power cord than the one issued by the school.

Students are able to personalize the computer's software, add-ons, background screens unless otherwise directed by the Technology department.

Only One User Clause
The Chromebook is to be used only by the assigned student and should never be loaned to anyone else. The computer is registered to the student and the student alone is responsible for it and the cost of any repair needs, loss, theft, or negligence on behalf of any other individual. Parents/Legal Guardians may use the computer to monitor a student's classwork or use.

Bring Your Own Device (BYOD)
While AGCS is able to provide a device to each student, a student and his/her parent/legal guardian may prefer for the student to bring a personally owned computer at home instead of using a school issued device. Students may then elect to "waive" the school issued device. If students choose this option, it is expected that they are in possession of their own, adequate, device. The AGCS Technology Department will not be responsible for repairs or maintenance on personal devices. Please reference the school's BYOD and Acceptable Use Policy for more information.

If electing to utilize your own device, the device should adhere to the below minimum system specifications/requirements.

Chromebook	Processor: Intel N100 series processor or equivalent RAM: 4 GB Storage: 32 GB Wireless: 802.11ac Graphics: Intel Integrated Graphics Resolution: 1366x768 (11 inch screen) Webcam: 720p USB: USB 3.0 Operating System: Chrome OS version 149.0 or higher Peripherals: Keyboard is required
Windows Laptop	Processor: Intel 12th Gen processor or equivalent RAM: 8 GB Storage: 128 GB Wireless: 802.11ac Graphics: Intel Integrated Graphics Resolution: 1366x768 (11 inch screen) Webcam: 720p USB: USB 3.0 Operating System: Windows 11, version 22H2 Home or better Peripherals: Keyboard is required Browser: Chrome Browser
Apple MacBook	MacBook Air (M1, 2020 and later) MacBook Pro (M1, 2020 and later) Operating System: Mac OS 15 (Sequoia) or better Peripherals: Keyboard is required Browser: Chrome Browser

Families are HIGHLY encouraged to utilize a school issued device to ensure continuity of technology access, systems, and accessible software.

Device Distribution

Before the equipment is distributed, students and parents must complete the following:

- Review the 1:1 Program Handbook and Acceptable Use Policy
- Complete the yearly acknowledgement form found in ParentPortal
- Pay the yearly assessed technology fee

Daily Preparation and Expectations

- *Students are expected to bring a fully charged Chromebook or personal device to school every day just as they are expected to bring their textbooks to school.* Likewise, students are expected to take the computer home each night, if permitted, to complete assignments. Not taking the computer home will not be a valid excuse for an unfinished assignment.
- All students are responsible for the care of the computer both in and out of school.
- Charging carts will be available in specific areas in the school for short-term and emergency charging. The charging lockers are not to be used as storage for extended periods of time.

- Students may be subject to loss of privileges, disciplinary action, and/or legal action if they are found in violation of policies and guidelines found in this Handbook, the Student Handbook, and the school's Acceptable Use of Policy
- Computers must be restarted regularly to ensure all the latest security updates are installed.

Student and Classroom Use Guidelines

- Each teacher will have individual rules and procedures related to the use of computers in his/her classroom. Students are expected to follow these computer rules just as any other classroom rules, and a teacher can take disciplinary action as appropriate to maintain a safe and productive learning environment in the classroom.
- Students should remember that the computer is to be used for learning. Staying on task and focusing on their learning experience will make the best use of the technology.
- *Music*: Listening to music on our computer, in class, is not allowed without permission from your teacher. The use of earbuds/headphones is required at all times.
- *Gaming*: The use of games during class is not only distracting to the student but to others around them. Playing games in the classroom during instructional time and using anonymous proxies to access blocked sites are forbidden and will be subject to disciplinary action according to the Student Discipline Policy. The school recognizes the use of computers during free time to relieve stress. However, such use should be infrequent and not disturb the work of others.
- We encourage the use of collaborative sharing tools, such as Google Drive and Schoology, to submit assignments/schoolwork to teachers.
    - Anything printed from student computers will be directly related to teaching and learning
    - Students will have limited access to printers from the school.
    - Students are only allowed to print one copy of any document unless given permission by their teacher
    - Students are not permitted to print personal items not related to schoolwork

Computer Use During Lunch

It is encouraged that computers not be used during lunch in the cafeteria. Using your computer around food or drink increases the risk of possible damage. If you bring your computer to your lunch period/cafeteria please ensure that you are still in possession of it when leaving.

Google Apps for Education

Avon Grove Charter School utilizes Google Apps for Education which provides email, online file storage, and the ability to share files safely and securely between staff and students. It is extremely important that students access and utilize their school email address on a regular basis as the school, and many teachers, utilize it as a major form of communication. It is important to note that communication from a school assigned student account can only be delivered inside the domains of agcharter.org or agcharter.net. These accounts are also filtered and monitored by the AGCS IT Department. Students will be required to utilize their unique Google Apps for Education username and password in order to log-in to their school issued Chromebook.

Schoology

Avon Grove Charter School utilizes Schoology (LMS) for communication and collaboration between teachers and students in grades K-12. Grade 7-12 students are expected to check their individual Schoology accounts on a daily basis for information, assignments, and communication. Failure to check a student's email or Schoology account will not be an accepted excuse for missing important school information, dates, and/or deadlines. Each parent/guardian is able to create a Schoology Guardian account in which to access student course information.

This account is different, separate, and does not replace the need for a PowerSchool Parent Portal Account. Additional information related to the utilization of Schoology as a learning tool will be shared separately.

Camera/WebCam

Each student issued Chromebook is equipped with a camera that has the capability of capturing and recording both still images and video. These cameras are to be used for educational purposes only. Disciplinary consequences, including revoking computer access, will be enforced if students use this hardware inappropriately. **The school does not have the ability to remotely access student webcams.**

Blocksi Content Filtering and Device Management

Avon Grove Charter School utilizes an Internet content filter and security system called Blocksi Our Blocksi system is in full compliance with the federally mandated Children's Internet Protection Act (CIPA). All school issued Chromebooks, whether being used at home or during school, will have all Internet activity filtered and monitored by the school Technology Department. All AGCS parents also have the option to access the Linewize Parent Portal for their students for added parental controls related to computer and internet use. Computers brought to school through the BYOD plan will have internet activity filtering and monitoring applied while students access the school network. These protections do not extend beyond the school network for student's personally owned devices.

Summer Use of Chromebooks

- All students will be permitted to retain their devices over the summer to promote summer learning.
- If students experience an issue with the laptop during this time they should contact the Technology Department by submitting an IT ticket. Devices will need to be brought to the State Road Campus if a specific repair is needed.
- Remote updates will be made to the computers over the summer.
- Students who do not pay their technology fee in a timely manner at the beginning of the school year will have their assigned Chromebook disabled.

Withdrawal, Expulsion or Out-Placement from School

All equipment and accessories are the property of Avon Grove Charter School and must be returned prior to the student's withdrawal , expulsion or out-placement from Avon Grove Charter School. Any equipment or accessories not returned to Avon Grove Charter School within 3 days of the student's withdrawal, expulsion, or out-placement from the school will be considered stolen and appropriate collections and legal action will be taken, including the recovery of any attorneys' fees and costs incurred by Avon Grove Charter School.

Device Purchase

Student devices may only be purchased at the conclusion of a student's 12th grade year. Devices may be purchased by students' who have paid the full technology fee for the device for all years of enrollment under the program. Purchase prices of the Chromebook devices will be assessed at the final year's depreciated value. Purchased Chromebooks will be restored back to their factory settings as part of the purchase process. These Chromebook models will most likely be approaching their "End of Life" (EOL) regarding critical system updates from Google.

Returning Equipment Due to Graduation

For students that are graduating, a specific collection time and location will be established prior to the last day of school for equipment return. Failure to have completed the buyout process, turn in the school owned computers, or pay all outstanding school fees/holds will result in students being removed from graduation ceremonies.

AGCS 1:1 Parent Acknowledgement Form

This form is available online via a students back-to-school forms

Student Name:_____ Date:_____
Student Grade: _____ Student ID#: _____

Parent/Guardian Name (Print): _____
Parent Email Address: _____

My Student participates in the National School Lunch Program (Free/Reduced Lunch)

- ❑ Yes, we are a free lunch family
- ❑ Yes, we are a reduced lunch family
- ❑ No, we do not participate in the National School Lunch Program

My child has access to the internet (WiFi) at home.
Note: We are seeking information related to student internet access at home to help connect families with resources to close the digital divide. Please answer this question based on a student's access to the internet by means ***OTHER*** than utilizing a smartphone/data plan.

- ❑ Yes
- ❑ No

Parental Acknowledgements

(Please check all of the following boxes to indicate your acknowledgement and agreement)

- ❑ We (Parent/Guardian & Student) have carefully read and agree to all of the provisions of the AGCS 1:1 Device Program Handbook and understand AGCS' expectations for Chromebook responsibility, care, and use.
- ❑ We (Parent/Guardian & Student) have carefully read and agree to the AGCS Acceptable Use Policy

Technology Fee Declaration

Parents/Guardians must declare one of the four options below. *If the school does not receive a completed declaration (either via paper or digitally), the school will assume the family wishes to assume all liability and enroll them in Option 2. Families will then be financially responsible for all repair and replacement costs.*

If a family chooses Option 1, they may pay via the Parent Portal, check, or money order made out to Avon Grove Charter School with a note made that the payment is for the technology fee.

(Please read the following options carefully and check the box of the ONE option of your choice)

- ❑ **Option 1**: We elect to pay the yearly assessed technology fee to cover accidental damage and minor repairs. We acknowledge that we are responsible for the full cost of repairs and/or the device for damage due to negligence, loss, and/or theft. We also acknowledge that we are responsible for any lost accessories. We acknowledge that my student will not be given the device until the technology fee has been paid in full.

- ❏ **Option 2**: We choose NOT to pay the yearly assessed technology fee and NOT to participate in the school's accidental damage and minor repair insurance umbrella. **We ASSUME ALL COSTS for repairs and/or replacement of all equipment and accessories.**
- ❏ **Option 3**: BYOD: We elect to "waive" the school issued Chromebook and use a personal device instead. We acknowledge that it is expected that our student has the device, and the device is charged, each school day. The AGCS Technology Department will not be responsible for repairs or maintenance on personal devices. Please reference the school's BYOD and Acceptable Use Policy for more information as well as specific device specification recommendations. AGCS does not encourage this option as there can be issues and inconsistencies with a student's learning experience.
- ❏ **Option 4**: We are a "Free Lunch" family at the time of this application and would have our technology fee waived. We acknowledge that we are responsible for the full cost of repairs and/or the device for damage due to negligence, loss, and/or theft. We also acknowledge that we are responsible for any lost accessories.

By Signing this agreement, Student/Parent/Guardian agrees to the 1:1 Handbook Policies and Procedures, receipt of the above equipment, and agrees to:

(please check the boxes to acknowledge the following statements)

- ❏ To abide by all policies, procedures, rules, and expectations within the 1:1 Handbook.
- ❏ To abide by all Avon Grove Charter School's Acceptable Use Policy guidelines
- ❏ To use the equipment for educational purposes only
- ❏ That Internet access will be filtered and monitored at all times
- ❏ To not install, remove, or make any alterations to the equipment hardware, software, or operating system
- ❏ To report any problems or damages immediately to the school
- ❏ That the equipment is the property of Avon Grove Charter School
- ❏ To return the equipment when asked or transferring out of the school
- ❏ That any damage due to loss or negligence or lack of reasonable care will be the financial responsibility of the Student/Parent/Guardian
- ❏ That all yearly technology fees are paid in full prior to being issued the device
- ❏ That all equipment, software, and internet use will be done so with good faith

Considering that most students are minors, a parent/guardian must sign this agreement. The Parent/Guardian signing below agrees to be bound by this agreement and therefore are financially responsible for the equipment.

By signing this form, the Student and the signing Parent/Guardian acknowledge and agree that the school reserves the right, at all times and without prior notice, to access, inspect, and search for any and all its property for the purpose of determining whether any policy has been violated, or when an inspection and investigation is necessary for purposes of promoting safety or compliance with state and federal laws.

Parent/Guardian Name (Print):	
Relationship to Student:	
Parent/Guardian Signature:	Date:

AGCS 1:1 Technology Fee Financial Hardship Form

This form is available online via a student's back-to-school forms

Date:_____

Please complete this form to request payment options, prorated reductions, and/or waivers.

Student Name:_____

Grade:_____

Parent/Guardian Name:_____

Address: _____

_____

Phone: _____

Statement of Need: Please provide information regarding the financial hardship and the need for financial assistance and/or payment plan options.

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***Please Note**: Each request will be reviewed and handled with the utmost confidentiality and care. Specific provisions and accommodations will be made on a case by case basis. Submission of this form does not guarantee that the technology fee will be waived, reduced, modified, or accommodations will be put in place.*