PIEDMONT
Community Charter School

2021-2022
Parent/Student
Technology Handbook

Technology & Responsible Use

Piedmont Community Charter School provides a wide array of technology resources to improve learning, communication, and organizational effectiveness. The term "Technology Resources" includes, but is not limited to: school-owned, –leased, and -controlled computers, computer networks, computer files, software, electronic communications and research media such as Internet access, webpages, e-mail, cellular phones, digital cameras, and related forms of electronic communication as well as electronic data files, storage, and manipulation.

Piedmont Community Charter School (PCCS) intends that students benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, PCCS establishes this policy to govern student use of school technology resources. This policy applies regardless of whether such use occurs on or off PCCS property. It applies to all PCCS technological resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

Student Expectations

A. RULES FOR USE OF SCHOOL TECHNOLOGY RESOURCES

1. PCCS technological resources are provided for school-related purposes only. **Use of PCCS technological resources for entertainment, commercial gain or profit is prohibited.**

2. PCCS technological resources are installed and maintained by members of the Technology Department. **Students shall not attempt to perform any installation or maintenance on school devices.**

3. Users may not use technology resources in violation of any local, state, or federal law, or any other school policy or rule.

4. No user of technological resources may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, harassing, abusive or considered to be harmful to minors. <u>All users must comply with Board Policy 502.3.2, Harassing, Intimidating, Bullying, and Other Offensive Uses.</u>

5. The use of anonymous proxies to circumvent content filtering is prohibited.

6. Users may not use school technology resources in any way that threatens their safe, secure, and orderly operation. This includes, but is not limited to, creating, installing, or forwarding computer viruses; consuming inordinate and unauthorized electronic storage space; sending "chain letters," "spam" e-mail, or similar types of communications; or downloading software, media files, or data streams.

7. Users must respect the privacy of others and must not reveal personal identifying information, or information that is confidential. *For further information regarding what constitutes personal identifying information, see policy 503.5.3, Disclosing Personal Identifying Information.*

8. Students may not link their PCCS school e-mail address to personal social media accounts.

9. Users are prohibited from using the school's network to attempt to gain unauthorized access to other computers, networks, or accounts.

10. Users are prohibited from using another individual's ID, password or school computer.

11. Students must have devices charged and ready for school use on a daily basis to get maximum learning benefit.

B. GUIDELINES FOR APPROPRIATE CARE OF SCHOOL TECHNOLOGY RESOURCES

Students who are issued PCCS-owned and maintained laptops must also follow these guidelines:

1. **Use a padded, protective case at all times.** The padded case must be separate from their backpack. Do not carry other belongings inside the padded laptop case. Computers will not be issued if student does not have a padded protective case.

2. Do not loan out the laptop, charger or cords.

3. Keep the laptop secure; do not leave the laptop unattended. Do not leave the laptop in your vehicle or place on top of a car.

4. Have a plan to keep the laptop secure while at after-school care facilities.

5. Do not eat or drink while using the laptop.

6. Do not stack objects on top of the laptop.

7. Do not place stickers on the inside/outside of the laptop.

8. Do not place anything between the screen and the keyboard (pencil, earbuds, etc.) when closing the laptop. This can result in screen damage that is not covered by warranty.

9. Back up data and other important files regularly. PCCS will, at times, perform maintenance on the laptops. All files not backed up to server storage space or other storage devices will be deleted.

C. CONSEQUENCES FOR MISUSE OF SCHOOL TECHNOLOGY RESOURCES

Consequences will be assigned for consistent failure to meet expectations outlined in this handbook. Consequences to be assigned include, but are not limited to:

- Warning
- Suspension of computer privileges
- In-school or out-of-school student suspension

Parent(s)/guardian(s) will be held financially responsible for any loss or damage to school devices caused by accidental, intentional, or negligent acts.

D. ACCESS TO DIGITAL RESOURCES

- **G Suite For Education**
  (read their privacy policy here)

Google's G Suite for Education is managed by Piedmont Community Charter School. PCCS assumes the responsibility for complying with Child Online Privacy Protection Act (COPPA) and the information that students submit. *COPPA is a regulation that requires parental consent for the online collection of information about users under 13.*

- **Zoom**
  (read their privacy policy here)

In cases where students must access instruction virtually, they will do so via Zoom. Parents are responsible for the home learning environment which includes ensuring their child is properly supervised and that the background environment is appropriate for a classroom setting. All live Zoom meetings are to be treated as a classroom setting. Students are expected to follow all classroom behavior expectations.