



PIEDMONT
Community Charter School

2022-2023
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. All users must comply with Board Policy 502.3.2. Harassing, Intimidating, Bullying, and Other Offensive Uses.
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.



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**2022-2023 TECHNOLOGY HANDBOOK
RESPONSIBLE USE AGREEMENT
STUDENT SIGNATURE PAGE**

- I agree that my use of PCCS technology is for educational purposes only, and all communication on a school-issued device, account, and network will be conducted in an appropriate, legitimate, and responsible manner.
- I agree that I will not install, download and/or otherwise utilize any software that is not authorized by PCCS Technology Department.
- I will not remove programs or files from my PCCS issued laptop.
- I agree to keep all accounts and/or passwords secure.
- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher and/or PCCS staff member.
- I understand that PCCS personnel can review laptops and/or files at any time.
- I understand that it is my responsibility to store and backup my files.
- I will report any school laptop problems to the technology helpdesk at my school. I will not bring a school computer to an outside repair service (e.g. Apple Store, Geek Squad).
- I will treat my PCCS laptop with care and will place it in its padded case when not in use.
- **I understand that parent(s)/guardian(s) will be held financially responsible for any loss or damage to school computer caused by accidental, intentional or negligent acts.**
- I understand that if the issued laptop is not returned on the last day of attendance, the parent(s)/guardian(s) will be charged with theft.
- I will return my PCCS issued laptop and all of its accessories upon my withdrawal from Piedmont Community Charter School or whenever required by PCCS administration.

I have read and understand the terms and conditions of the PCCS Technology Responsible Use Agreement.

Student Name (Please Print)

Grade

Student Signature

Date

Completed form must include parent/guardian signature. See back of page.



**2022-2023 TECHNOLOGY HANDBOOK
RESPONSIBLE USE AGREEMENT
PARENT SIGNATURE PAGE**

FOR PARENTS:

Technology Use Agreement

I have read the Piedmont Community Charter School *Parent/Student Technology Handbook 2022-2023* and understand the responsible use guidelines issued by the school.

I understand that school-issued laptops and accessories are the property of Piedmont Community Charter School. The signed recipient of a PCCS laptop is responsible for any costs incurred from damage, up to and including full replacement of the device in instances of theft or failure to return leased property to PCCS. (See § 14-168.1, 14-167.)

I certify that _____ (student name) would be unable to sufficiently participate in virtual learning and/or complete internet-based homework assignments if a Chromebook or laptop was not provided by Piedmont Community Charter School.

Name: _____

Signature: _____

Date: _____

This agreement hereby expires when my child is withdrawn or leaves PCCS. All computer equipment will be surrendered to PCCS at that time.

§ 14-168.1. Conversion by bailee, lessee, tenant or attorney-in-fact. **Every person entrusted with any property as bailee, lessee, tenant or lodger, or with any power of attorney for the sale or transfer thereof, who fraudulently converts the same, or the proceeds thereof, to his own use, or secretes it with a fraudulent intent to convert it to his own use, shall be guilty of a Class 3 misdemeanor. If, however, the value of the property converted or secreted, or the proceeds thereof, is in excess of four hundred dollars (\$400.00), every person so converting or secreting it is guilty of a Class H felony.** In all cases of doubt the jury shall, in the verdict, fix the value of the property converted or secreted. (1965, c. 1073, s. 5; 1979, c. 468; 1979, 2nd Sess., c. 1316, s. 13; 1981, c. 63, s. 1; c. 179, s. 14; 1993, c. 539, s. 113; 1994, Ex. Sess., c. 24, s. 14(c); 2013-360, s. 18B.14(d).)

§ 14-167. Failure to return hired property. Any person who shall rent or hire, any horse, mule or other like animal, or any buggy, wagon, truck, automobile, or other vehicle, aircraft, motor, trailer, appliance, equipment, tool, or other thing of value, and who shall willfully fail to return the same to the possession of the person, firm or corporation from whom such property has been rented or hired at the expiration of the time for which such property has been rented or hired, shall be guilty of a Class 3 misdemeanor. If the value at the time of the rental or hiring of the truck, automobile, or other motor vehicle that is not returned is in excess of four thousand dollars (\$4,000), the person who rented or hired it and failed to return it shall be guilty of a Class H felony. (1927, c. 61, s. 3; 1965, c. 1073, s. 3; 1969, c. 1224, s. 15; 1993, c. 539, s. 111; 1994, Ex. Sess., c. 24, s. 14(c); 2005-182, s. 1; 2013-360, s. 18B.14(c).)