

**Spectrum Charter School  
4369 Northern Pike  
Monroeville, PA 15146**

**Board of Trustees Policy 815.1**

**REMOTE ACCESS AND MONITORING  
OF SCHOOL-ISSUED TECHNOLOGY**

The Board of Trustees (“Board”) of the Spectrum Charter School (“Charter School”) recognizes the need to establish regulations for school-issued Technology Resources consistent with the educational mission of the Charter School.

**Definitions**

**Technology Resources** means technologies, devices and resources used to access, store or communicate information, as issued by the Charter School to Charter School students for use in connection with the Charter School academic program. This definition includes, but is not limited to: computers, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital cameras, e-readers, i.e. Kindles and Nooks, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

**Remote Access of Technology Resources** means a situation where a Charter School employee or agent, using client management software, accesses a Technology Resource in the student’s possession. Software maintenance, which will download software and configuration changes automatically when a student connects to the Charter School Network with the Technology Resource, does not constitute remote access of the Technology Resource. Remote access of Technology Resources does not include voluntary participation by the student or other User in web conferences, chat rooms or other web-based activities not required as part of the Charter School’s academic program.

**Software maintenance** means any software or configuration changes sent out to all Technology Resources even if it only affects certain Technology Resources that are necessary for the maintenance and security of the Charter School’s Technology Resources and to ensure that only authorized software is installed on the Technology Resources.

## **Repair and Maintenance of Technology Resources**

Technology Resources are the property of the Charter School. Students are responsible for the appropriate use of Technology Resources whether in the Charter School facility or if used in the student's home in accordance with Charter School policies. If Technology Resources are in need of repair, service or other maintenance, students are to report to the Homeroom Teacher. Students should not attempt to repair or service any Technology Resources. Vandalism to any Technology Resource or any of their accessories is strictly prohibited by the Charter School Student Code of Conduct.

## **Remote Access**

Certain Technology Resources may be equipped with the ability to be accessed remotely in the following two scenarios:

1. **Technical Problems**. In some instances it may be necessary for Charter School to access the Technology Resource remotely to resolve a technical problem. If this is needed, the student will be asked for permission. If permission for remote access is given, a permanent record of the approval will be logged along with the time, date and duration of the access. Charter School will only implement remote access software that automatically creates a record of its activation. If the student does not wish to have the technical problem resolved remotely the student may decline the request for remote access and return the device to the Charter School Office. However, a student does not need to be asked for permission prior to remote software maintenance as defined above. Software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Technology Resource if the files are deemed to be a threat to the operation or security of the Network or are stored in unauthorized software.
2. **A Technology Resource Reported Missing or Stolen**. If the student or parent/guardian believes the Technology Resource is missing or stolen, a written report of the incident must be filled out by the student and parent/guardian and filed with CEO/Principal or designee. Once the report is filed, the Charter School may initiate the following procedures for reporting Technology Resources missing or stolen which provide as follows:
  - i. Activate Internet Protocol tracking may be used with parent/guardian and student consent for the sole purpose of retrieving the equipment.
  - ii. At no time will the Technology Resource's camera be activated remotely nor will screen shots, audio, video or on-screen text be remotely monitored.

NOTE: The Board of Trustees may from time to time approve other tracking technologies; however, no tracking technology will be used unless its function and capabilities have first been explained to the parent/guardian and student.

### **Review of Student Records**

The Charter School's Student Information System permits only authorized Charter School users to remotely access student records and various remote levels of access are permitted depending on the reason for review and level of authority of authorized user, in accordance with applicable state and federal law.

### **Review of Student Files**

At no time will any Charter School employee, other than as stated above, review a student's files stored on the Technology Resource, except as follows:

- After the Student Technology Resource has been returned for reason of end of school year, disenrollment or for a replacement Technology Resource because of a defective Technology Resource.
- If the Charter School has a reasonable suspicion that a student is violating applicable state or federal laws, Charter School Code of Conduct and/or Charter School rules or policies, authorized Charter School administrators may remotely access and/or take custody of the Technology Resource and review student files. "Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence that the student has violated state or federal law, Charter School Code of Conduct, or Charter School rules or policies. The scope of the search must be reasonably related to the violation that justified the search.
- Where a Technology Resource is reported missing or suspected stolen, pursuant to a written and signed consent form that clearly and conspicuously sets forth the ability of the Charter School to access or review student files. Parents/guardians and student must be informed in writing that the failure to sign the consent form or to otherwise cooperate with the Charter School or an investigating law enforcement agency in connection with the retrieval of the Technology Resource may subject the parents/guardians and/or student to the cost of the full replacement value of the Technology Resource.
- Teachers and other Charter School personnel may provide assistance to students in locating student files in the presence of and at the request of the student.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.**

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



## **Chromebook Loan Agreement and Sign-off Form**

A technology device and accessories in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.. This equipment remains at all times the property of the Spectrum Charter School and is lent to the student for educational purposes only.

The student may not deface or destroy this property in any way. The equipment is for the use of the student **only**; family and friends should not use the computer. Inappropriate use of the device may result in the student losing his or her privilege to use the tool. The equipment will be returned when requested by Spectrum Charter School, at the end of the school year, or sooner, if the student enrollment changes, or withdraws from the School before the end of the school year. The School property may be used by the student only for non-commercial purposes, following School policies and rules, the School's Internet Acceptable Use Policy, as well as local, state, and federal law.

The student may not make or allow others to make any attempts to add, delete, access, or modify School-owned information on any provided device or any school-owned computer. The Spectrum Charter School network is provided for the educational use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network. Asset tags have been placed on the devices to identify which machine has been assigned to which student. These labels are not to be removed or modified. If they become damaged or missing, contact the School office for replacement.

The student agrees to use best practices to assure that the School property is not damaged while in the student's possession.

## **Responsibilities**

**Student Device Responsibilities:** The technology device issued is a vital learning tool and is to be used for educational purposes only. To take the device home each day, you must be willing to accept the following responsibilities.

- When using the device at home, at school, and anywhere else I may take it, I will follow the policies of the Spectrum Charter School and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the device with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may get damaged or stolen.
- I will not lend the device to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove School-owned programs or files from the device..
- I will charge my device nightly so that it has a full charge at the start of school every day.
- I understand that if I leave my device at home or do not charge it, I am still responsible for getting coursework done as if I had my device present and charged.
- I will bring the device to school every day. If I leave my machine at home for multiple consecutive days, I may be called upon to bring the device in to verify the possession and condition of the device.
- I agree that email, Google Meet, and any other electronic communication should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the device. If it is not working correctly, I will notify the School office, teacher, or administrators.
- I will bring the device to the School office or my teacher, if it needs to be repaired. If it receives service, the student's record will be checked, and a loaner may be issued if the student is eligible and a device is available. Appropriate fees will be charged to the student if applicable.
- I know that if I put tape or stickers on my device and need a replacement device, the school is not responsible for the replacement of the tape or stickers on the first device. We highly recommend you put tape or stickers on a device case or skin.
- I agree not to draw on or deface in any manner my device.

**Parent/Guardian Responsibilities:** Your son/daughter will be issued a device to improve his/her education this year. The following guidelines must be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.

- I will not attempt to repair the device, nor will I try to clean it with anything other than a dry cloth.
- I will report to the school any problems with the device and will not delete any School software.
- I will make sure my child recharges the device nightly.
- I will make sure my child brings the device to school every day.
- I understand that if my child comes to school without the device, I may receive a phone call to bring it to school.
- I agree to make sure that the device is returned to school when requested or upon my child's withdrawal from Spectrum Charter School.

### **Use and Care of Your Technology Device**

- Bring it to school every day. Technology Devices are intended for use at school each day. Teachers will plan their lessons, assuming that all students will bring their device with them with plenty of battery. In addition to teacher expectations for technology device use, school messages, announcements, calendars, and schedules may be accessed using their device. You are expected to be responsible for bringing your technology device to all classes unless specifically instructed to do otherwise by your teacher or principal.
- Charge your device every night. Be sure to have a full charge as you enter school each day. Make charging your device part of your nightly routine before going to bed on school nights.
- Makeup work. If you leave your device at school or come to class without a charge, you are still responsible for all your coursework. If you leave your device at home for multiple consecutive days, your teacher or principal may request you bring the machine in to verify the possession and condition of your device.
- Keep only school-appropriate media on your computer. Inappropriate media should not be on the device and may not be used as a screensaver or background image. The device should not be used to take photos unless it's part of an assignment or instruction by the school staff.
- Do not take images, video, or audio without subject consent and school staff permission. Taking pictures and recording audio or video without permission on your computer is inappropriate. Without the permission of school staff is unlawful. Posting them to the Internet is a violation of our school policies.
- Keep browsing safe. Students are expected to abide by the Internet Acceptable Use Policy and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home, it is the parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- Turn down the volume and pull out the headphones. Speakers are to be muted at all times unless your teacher permits you for instructional purposes. You may use headphones at teacher discretion.

- Avoid eating and drinking while using your device. Doing so puts your device at risk to crumbs and spills that can do permanent damage to the function and life of your device.
- Never leave your device unsecured. Your device should never be in an unlocked locker, car, or any unsupervised area.
- Never leave your device exposed to extreme elements. Devices are sensitive to heat and liquids. Leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp, or wet should be avoided.
- Notify the School office, teacher, or administration if your device has a problem. Whether your device is not functioning correctly, has suffered some damage, or is missing, it is your responsibility to let the school office know as soon as possible. Never try to repair your device yourself. Clean only with a dry cloth.

### **No Expectation of Privacy**

No one should have any expectation of privacy or confidentiality concerning any usage of a device issued by the School, regardless of whether the usage happens for school-related purposes or not. Without prior notice of consent, the School may access, supervise, view, monitor, log, and record student use of School issued devices at any time for any reason related to the operation of the School. At any time, the School may inspect the contents and condition of machines.





## Parent/Guardian Chromebook Sign-off form

**MUST BE SIGNED BEFORE RECEIVING CHROMEBOOK**

Print First Name: \_\_\_\_\_ Print Last Name \_\_\_\_\_

Print Student Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that I have read and understand the Chromebook Loan Agreement and will abide by all of the requirements listed in the Loan Agreement.

Parent/Guardian Signature: \_\_\_\_\_

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FOR OFFICE USE ONLY

Device ID # \_\_\_\_\_

Date distributed to parent/student \_\_\_\_\_

Date returned by parent/student \_\_\_\_\_



## **Student Chromebook Sign-off form**

**MUST BE SIGNED BEFORE USING CHROMEBOOK**

Print First Name: \_\_\_\_\_ Print Last Name \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that I have read and understand the Chromebook Loan Agreement and will abide by all of the requirements listed in the Loan Agreement.

Student Signature: \_\_\_\_\_