

Take Home Device Policy

Citizens of the World Charter Schools – Kansas City

1. Introduction

Citizens of the World Kansas City (CWCKC) may provide a Chromebook, laptop computer, tablet, hot-spot, or other device with a charging cord ("school provided devices") for a student's educational use at home. The use of this equipment is meant to enrich the learning experience for the student as they work to acquire the necessary skills and knowledge to become successful in school and in life. To that end, only the student may use a school provided device. Furthermore, if your student does not connect in a meaningful way with the online learning content, the device(s) will be deactivated and will need to be returned to the school.

When using a school provided device at home, students must adhere to the same standards as if they were using the device at school. Students must continue to follow the technology use policy located in their Family Handbook. This policy and agreement is meant to supplement that policy.

2. Guidelines and Rules for Use of School Provided Devices

2.1. Internet Safety

- Act responsibly and safely
- School provided devices should be used only for school related purposes.
- Ask a trusted adult if you are unsure about something related to the use of your computer or electronic resources.
- Do not share your account information or the account information of others.
- Never post or share pictures or video of yourself or others unless you have school permission.
- Tell a trusted adult if you come across something that is dangerous or disturbing.
- All school rules for how you behave and how you treat others apply to all forms of electronic communication.

2.2. Security, Filtering, and Monitoring

- Students are expected to comply with all security and filtering requirements

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that would be in place if the device were used on school property.

- Parents/guardians are expected to monitor the student's use of the internet at home so that the device is not used to access illegal or inappropriate websites or download any material from those sites.
- School provided devices may not be used for:
 - Commercial or personal gain.
 - Political purposes, such as trying to influence an election.
 - Any illegal or indecent such as bullying, inappropriate images or text, or passing along information that is harmful or inappropriate.
 - Any activity intended to alter, bypass, or attempt to bypass the school's network, security settings, filters, safety settings, or user roles.
 - Personal software or applications, games, or operating systems.

2.3. Device Use and Care

- When not in use, keep your school provided device plugged in and in a safe storage spot away from liquids, pets and temperature extreme. in its protective sleeve or bag.
- Leave all school ID tags or stickers in place; notify ChromeHelp@cwckansascity.org if they appear to be loose.
- Do not apply stickers or permanently mark your device.
- Do not eat or drink near your device.
- Use a soft cloth to clean the screens and device; use only technology-specific cleaning products; do not use water or household cleaners.
- Please send an email to ChromeHelp@cwckansascity.org and let school staff know if your device is not working properly, or is lost, damaged, or stolen.

2.4. Loss or Damage of School Provided Device

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If a school provided device is lost or damaged, report the situation to your child's teacher and ChromeHelp@cwckkansascity.org immediately. If a device is stolen, please also notify local law enforcement and submit a copy of the report to ChromeHelp@cwckkansascity.org.

If a school provided device is damaged, a reasonable effort will be made to repair the equipment. A family may be held responsible for the cost of repair beyond normal wear and tear or for the cost of a replacement device if the device cannot be repaired.

3. Technical Support

If you need technical support, please take these steps:

- Log out of the application and log back in.
- Reboot the device (restart or power off and then on again).
- If neither of the above resolve the issue, please report the situation to your child's teacher. Include:
 - Student's name
 - CWCKC Chromebook/Hotspot ID #
 - Nature of issue

This account is monitored Monday through Friday from 8am through 4pm. Someone on the technology support team will reach out to you within 1 business day.

3.1. Logging Into the ChromeBook

Use any standard Gmail Username and Password. If you haven't setup this account, you will "Login as Guest" to access the internet to setup the account. Once the Gmail account is setup, log out of the device and back in with the new Gmail credentials.

4. Hotspot/Internet Access

- These devices are property of CWCKC
- CWCKC has agreed to provide service, the device will automatically deactivate at a time the school decides.

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- Return the device back to the school when asked
- There will be a \$35 fee if lost/broken. Please see sec. 2.4 on how to report lost or stolen devices
- Each device can provide 30GB of internet access each month. This should be enough to cover all school work for your student(s). Streaming services (Netflix, Hulu) will use a lot of data. School work should be prioritized for use.
- Email ChromeHelp@cwckansascity.org or call 816-499-8000 if you need technical support.

4.1 Connecting to the Hotspot

Open the Wi-Fi Setting or controls on the computer/chromebook you want to connect to the hotspot. Select the Wi-Fi name.

Enter the provided password when prompted.

Open your web browser, you should be connected.

4.2 Charging the Hotspot

- The Hotspot comes fully charged
- Typical charge time is 4 hours
- Remove from charger when fully charged
- Use only the charging cord included

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Parents/guardians—please review this policy with your child. By signing this policy, you and your child agree to abide by it and any other school policies relating to technology use. Any activity that violates this or any other technology use policy may be subject to disciplinary action. If you have any questions, please contact your child's teacher, or Dr. Miles.

Student Name (Printed)

CWCKC Chromebook ID

Student Signature

CWCKC HotSpot ID

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Phone Number

Parent/Guardian Email Address

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COMPLETE THIS COPY AND LEAVE WITH THE SCHOOL

Student Name (Printed)

CWCKC ID

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Expected Return to School Date:

Your student MUST return all CWCKC issued technology when they return to school. A \$200/\$35 (Chromebook/Hotspot) fee will be charged for any technology not returned to the school on time.

Parent/Guardian Initials