

Forest Charter School Technology Guidelines

Forest Charter School provides access to technology (e.g., computers, power cords, etc.) for students to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students. Forest Charter School expects students to adhere to the following guidelines for the use of school-owned technology:

Students:

- **MUST:** use computers and other provided technology for educational purposes only.
- **MUST** observe all copyright laws, including those related to computer software.
- **MUST:** keep all school-owned technology in a secure location, free from potential damage and/or theft.
- **MUST:** treat all school-owned technology with care so that it is not damaged or lost.
- **MUST:** take responsibility for personal data. Create a backup system and understand how to use it. Forest Charter School is not responsible for backup, recovery, or transfer of student data of any kind.
- **MUST:** return all school-owned technology upon disenrollment/graduation from Forest Charter School or at the request of the school.

Students:

- **MUST NOT:** download any software, pirate software or MP3s or similar media files to any school-owned computer.
- **MUST NOT:** tamper with the computer system; change or modify the computer or any of its components. This includes authorizing or attempting any repairs. All repairs or replacements are to be completed by Forest Charter School technology staff only.
- **MUST NOT:** attempt to view any blocked/restricted websites or attempt to bypass security in any way.
- **MUST NOT:** attempt to retrieve, view or distribute any obscene, offensive or pornographic, or illegal material.
- **MUST NOT:** send, view, or print offensive, harassing, racist, or sexist messages
- **MUST NOT:** bring the school into disrespect in any way whatsoever.
- **MUST NOT:** disseminate personal identification information about yourself or others, including personal address, social security number, and phone number.
- **MUST NOT:** expose school-owned computers/technology to extreme variations in temperature (hot/cold) or to environments where the equipment could be damaged (e.g., around food and drinks).

- **MUST NOT:** damage or deface school-owned property/technology in any way. (e.g., writing, stickers, etc.).

Forest Charter School Google Suite for Education Permission

All FCS students will be issued a Forest Charter Google Suite for Education account.

Here are some important things to know about Google Suite for Education Accounts.

Students in Grades K-5

- Students in grades **K-5** will have access to Google Drive, Classroom, Keep, Docs, Sheets, and Slides. Students in grades **K-5 will NOT** have access to Gmail.

Students in grades 6-12

- Students in grades **6-12** will have access to Google Drive, Classroom, Docs, Sheets, Slides, Calendar, Gmail, Keep, and Groups.

General Information

- Parents may contact **support@forestcharter.com** at any time to reset their student's account password, access or monitor their student's account, revoke student access to specific applications, or request that their student's account be deleted.
- Students can log in to the School Pathways student portal from the FCS website by using their provided username and password.
- All FCS Google Suite for Education accounts are the property of Forest Charter School. FCS teachers, administrators, and technology staff may have access to student accounts at any time. Account activity will be monitored, passwords may be reset, and accounts may be suspended or deleted at the discretion of Forest Charter School. All FCS Google Suite accounts will be closed upon disenrollment/graduation from Forest Charter School. Students are expected to use personal accounts for non-school related email or other activities.
- For more information on what student information is collected by Google Suite for Education and how it is used please visit https://gsuite.google.com/terms/education_privacy.html. For more information on privacy and security for school Google accounts and Chromebooks, please visit <https://edu.google.com/trust/>.

Damage and replacement policy, and optional insurance.

- Optional insurance is available for you to purchase. This insurance will provide replacement cost coverage and protect the Chromebook against: Accidental damage (drops/spills), theft, vandalism, fire, flood, natural disasters and power surge due to lightning strikes. If you elect not to purchase the insurance the parent/guardian will be liable for the full replacement cost of the device regardless of lost, stolen, or broken. Full replacement cost is \$350. Please see the 'Optional Chromebook Insurance Policy' for details.
- Parents/guardians or students will be required to cover the cost of technology equipment that has been damaged under their care. If a computer has been damaged, please bring it to the technology department or related administrator immediately. The support agent will assess the damage to determine if reimbursement at cost is necessary.
- When returning chromebooks, please make sure they are relatively clean and free of any stickers. You may be charged a cleaning fee if your chromebook is overly dirty or stickers are applied when returned.

Chromebook Content Filtering

Forest Charter School provides both on and off campus content filtering for chromebooks. We use a basic level of filtering for all chromebooks that blocks websites categorized as sexual, malicious, and relating to controlled substance. This does not include video streaming sites like Netflix or YouTube, or social media sites like Facebook and Instagram. The ability to modify the filter per student is an option. All browsing history is logged and can be accessed at any time.

If you have concerns about your students browsing habits or would like to customize filtering, please email support@forestcharter.com or call 530-265-4823 to speak with the technology department.

I understand that Google Suite for Education accounts will be created for all FCS students. I further understand that students in grades 6-12 will have email access, and that I may access, monitor, set passwords, revoke access to specific apps, and/or request that my student's account be deleted by contacting the FCS Technology Director. I give my permission for Forest Charter School to create a Google Suite for Education account for my student(s).

I understand that the use of Forest Charter School's technology is a privilege, not a right. School technology is available to enrolled students for educational purposes only. School technology privileges may be revoked at any time if I am in violation of any of the guidelines listed in this agreement.

I understand that it is my responsibility to treat school computers with care to prevent damage, loss, or theft. Parents or guardians may be liable for repair or replacement costs for damaged, lost, or stolen computers. All repairs or replacements will be completed by Forest Charter technology staff only.

I understand that all school computers (including those purchased with instructional budget funds) are the sole property of Forest Charter School. School computers must be immediately returned upon the disenrollment/graduation or upon request of the school. Parents or guardians will be liable for the replacement cost of any items, including computers not returned upon disenrollment/graduation or at the request of the school. Students are responsible for backing up any personal data stored on school computers or in school accounts.

I understand that a Forest Charter Google Suite for Education account will be created for all FCS students and that Google Suite accounts include email access for students in grades 6-12. I further understand that FCS Google Suite accounts will be closed upon disenrollment/graduation, or if student technology privileges are revoked, and that students may lose access to any services, programs, or applications associated with their FCS Google Suite account.

I understand that it is the parent or guardian's responsibility to monitor their student's computer and Internet usage at home. I also understand that usage can be monitored and logged at all times and there is no right to privacy on a Forest Charter School owned device.