



ECCS STUDENT TECHNOLOGY RESOURCE LOAN FORM

Student and parents/guardians agrees to the following:

- To thoroughly read and understand the Technology Resource Student/Parent Handbook
- To sign an Acceptable Use Policy and Internet Safety Policy in effect for all cyber school activities.
- To use the laptop solely for educational and academic purposes
- To participate in a student-training/orientation program conducted upon acceptance into the school
- To be responsible for the care of the laptop issued, and to always carry the computer in an ECCS approved backpack designed specifically for transporting a laptop
- To bring the assigned laptop to the learning center whenever the student attends the center
- To lose access to the laptop and accepting an alternative plan for access if there is vandalism or hacking that damages or disables the laptop or network in any way
- To only use the already installed software running on the laptop
- Understands that Esperanza Cyber Charter School has the right to monitor laptops and email, and/or block access to application and websites (*there should be no expectation of privacy of files stored on the laptop*)
- To be held responsible for the payment and repair of any damages that occur to the ECCS-issued device while in the possession of the student, including, but not limited to, damage of the display, keyboard, charger, casing, or battery.
- To NOT loan/borrow laptops to/from other students, and to NOT share usernames and passwords
- To contact the ECCS Technology Department if the loaned device malfunctions, or is lost/stolen.
- To return the laptops at the end of the school year for maintenance and to pick up the computer at the beginning of the following school year
- To understand that any device not returned at the end of the school year will be reported as stolen to the authorities along with the name, address, and telephone number on file

If a family has more than one student enrolled at ECCS, one permission form must be submitted for each student.

*Esperanza Cyber Charter School, Technology Department
4261 N. 5th Street, Philadelphia, PA, 19120
Phone: 215-967-9703*



Acceptable Use Policy (AUP)

1. All use of the system must be in support of education and research and consistent with the mission of Esperanza Cyber Charter School. Esperanza Cyber Charter School reserves the right to prioritize use and access to the system. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and Esperanza Cyber Charter School policy.
2. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
3. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Nor is the system to be used to access or publish information potentially endangering the public, e.g. bomb construction or drug manufacture. Use of the system to access, store, or distribute obscene or pornographic material is prohibited. Violators will be subject to the school's disciplinary policy and/or state or federal laws and regulations.
4. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
5. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from a parent/guardian. Students should never make appointments to meet people in person that they have contacted on the system without knowledge and permission from a parent/guardian.
6. Participants should notify their instructor or a service provider representative if they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
7. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on ECCS equipment, network, or providers' networks is prohibited.

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Internet Safety Policy (ISP)

Esperanza Cyber Charter School firmly believes that the valuable information available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the program. The smooth operation of the network relies upon the proper conduct of all users, who must adhere to strict guidelines.

It is the policy of Esperanza Cyber Charter School to: (a) prevent network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of student personal information; (d) provide Internet safety education to students and (e) comply with the Federal Communications Commission's Children's Internet Protection Act (CIPA).

Esperanza Cyber Charter School takes reasonable measures to ensure that students do not access material and content that is potentially harmful to minors. As required by CIPA, Esperanza Cyber Charter School would compel a site to use a technology protection measure ("filter") that blocks access to material that is potentially harmful to minors. The filtering technology blocks Internet content and visual depictions including, but not limited to: pornography, child pornography, sexual acts or conduct, and other obscene material that may be deemed harmful to minors.

Esperanza Cyber Charter School administrators or other authorized staff may disable any technology protection measures for legitimate educational purposes, bona fide research or other lawful purposes. ECCS may override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

Esperanza Cyber Charter School staff monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that services are used within the context of the ECCS' instructional program, educational goals, and to enforce the Internet Safety Policy and Acceptable Use Policy. Additionally, ECCS and/or its service providers take reasonable precautions to prevent unauthorized access ("hacking") to electronic student records and information. These precautions include, but are not limited to: firewalls, confidential passwords, data encryption, electronic monitoring and physical data security.

Esperanza Cyber Charter School systems and equipment are for educational use only. ECCS makes no assurances of any kind, whether expressed or implied, regarding any Internet or electronic communication services. Even with the above provisions, ECCS cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate Internet material.

Esperanza Cyber Charter School provides instruction to minors on the topics of Internet Safety and appropriate online behavior. Internet Safety education topics include, but are not limited to: online behavior and ethics, social networking safety, chat room safety, cyber bullying awareness and response and other online privacy and security issues.

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Employee Policy and Loan Agreement

I have read and agree to abide by the guidelines listed in the ECCS Student Technology Resource Loan Form, Technology Resource Parent/Student Handbook, Acceptable Use Policy, and Internet Safety Policy; in addition to the instruction provided by the ECCS Technology Coordinator. I understand that violation of any of the aforementioned policies may result in disciplinary/legal action.

Loaned Device Information

<i>Device Type</i>	<i>Device Number</i>	<i>Device Serial #</i>
Laptop		

I certify that the information stated above is correct, and understand all policies and procedures regarding the technology devices. I also agree to return the devices loaned to me on the last day of school, unless otherwise directed.

Print Student Name: _____

Print Parent Name: _____

Employee Signature: _____

Date: _____

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