



ECCS EMPLOYEE TECHNOLOGY RESOURCE LOAN FORM

All school-related business, including delivery of virtual lessons, communication with student/staff/parents via email or video/phone call, viewing of student data, and the creation of school-related material should be restricted to school-issued devices.

For this reason, ECCS is pleased to offer employees the opportunity to use school-issued technology devices to deliver instruction or complete administrative tasks. As new replacement devices are added to the school, we hope to continue offering updated devices to support our employees' needs better.

ECCS offers a variety of devices for employee use, including laptop computers and cellular phones. We believe that using these devices can assist in creating and delivering course content, completing administrative reports, supporting communication between parents and staff, and promoting a flexible and mobile environment.

Teachers issued any devices listed above must agree to certain terms of use as outlined in this document.

The terms of use are listed below:

1. The laptop computer is the property of the Esperanza Cyber Charter School and is issued to employees to conduct school business. It is intended only for the use of the school employee to whom it is assigned.
2. The laptop computer is a desktop replacement. Therefore it must be at school during regularly scheduled work days to receive administrative communications, upgrades to anti-virus and other software, take daily attendance and other requirements of the student records management system, etc.
3. The employee must participate in a teacher orientation program conducted during the first week of the new school year.
4. The employee will be responsible for the care of the device issued and always carrying the devices in an ECCS-approved bag or case.
5. The employees agree to ensure any ECCS-issued device is not left unattended
6. The employee understands that Esperanza Cyber Charter School has the right to monitor laptops and emails and/or block access to applications and websites; therefore, there should be no expectation of privacy of files, documents, pictures, etc., stored on any of the ECCS-issued devices
7. The employee may take the laptop computer home or to other locations after school. However, the employee is responsible, at all times, for the care and appropriate use of the laptop computer.
8. Each user assigned a laptop computer must have a signed copy of the Esperanza Cyber Charter School Acceptable Use Policy on file.
9. It is essential that the employee assigned a laptop notify the Technology Department at 215-967-9703 immediately if the laptop is lost or stolen.
10. The laptop computer will need to be returned to the Technology Department from time to time to receive regular maintenance and upgrades. You will be notified when this becomes necessary.
11. All users of the ECCS-issued devices must adhere to school policies regarding appropriate use, data protection, computer misuse, health and safety.
12. Damage, accidental or otherwise will be the sole responsibility of the user assigned to the device. A replacement and /or repair cost will be assessed and it is payable to Esperanza Cyber Charter School, within 10 days of such damage or need for repair.



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.



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 monitors 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.



Esperanza Cyber Charter School

Employee Policy and Loan Agreement

I, _____, have read and agree to abide by the guidelines listed in the ECCS Employee Technology Resource Loan Form, 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		
Mobile Phone		
Monitor		

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 Employee Name: _____

Employee Signature: _____

Date: _____