



ODYSSEY
Charter School

Acceptable Use Policy (AUP) AND Chromebook Policy

July 2023

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Odyssey Charter School

Acceptable Use Policy and Chromebook Policy

Statement of Purpose

Odyssey Charter School is pleased to offer our students *individual* access to Chromebooks in grades K-8th and access to classroom computers, the Internet, and other electronic networks. The advantages afforded by the rich, digital resources available today through the Internet are an important tool to elevate learning. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. Internet safety is an important concern.

Chromebooks and other devices are used as tools for research and education and, like any other school property, must only be used for the educational purposes for which they are intended. The Chromebooks issued to students are the property of Odyssey Charter School. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct.

Policy Coverage

The policies, procedures, and information within this document apply to all technology used at Odyssey Charter School by students, staff, or guests (herein, all users referred to as “students”) including any other device or technology considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Children’s Internet Protection Act

Odyssey Charter School complies with the requirements of the Children’s Internet Protection Act (CIPA), 20 USC §9134, to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) restrict access to materials that may be harmful to minors. .

COPPA - Children’s Online Privacy Protection Act

The Children’s Online Privacy Protection Act (COPPA), 15 USC §6501 et al., requires certain websites and online or internet-based services to obtain parental consent prior to collecting personal information, such as name and email address (the information needed to create a unique account), from children younger than 13. . From time to time, Odyssey may utilize third-party software applications and web-based services that are subject to COPPA requirements. Under the Family Educational Rights Protection Act (FERPA), Odyssey may consent to COPPA requirements on behalf of its families. If you do not wish to be included in this consent by Odyssey, please notify the Principal in writing; alternative assignments or arrangements may have to be made for those students excluded from using these resources. Students will be monitored at all times while using these web- and internet-based tools.

Overview of Guidelines

This is a quick overview of the policies and rules.

- Scholars must have a signed student and parent AUP prior to obtaining a Chromebook. (see page 17)
- Scholars must handle the Chromebook with care, transporting it only in provided cases.
- Online activity is monitored. Internet is triple filtered.
- While at School, only wired earbuds are allowed (no wireless, Bluetooth, or over the ear headsets allowed).
- Hearing safe earbuds are issued to each student once. Replacement is up to the parents.
- The Chromebooks are not to leave Odyssey property, unless otherwise granted explicit.
- No Food or Drink allowed while using the Chromebooks.
- Students are not to use their own image as an account icon.
- Chromebook loss results in disciplinary action and requires parent signature acknowledgement.
- Improper use of Chromebook results in disciplinary action.
- Cyberbullying is a serious disciplinary offense.
- No personalization of Chromebooks, Hard Protective Cases or Carry Cases allowed.

Understanding of Access

Before a Chromebook is issued for use or allowed to use any Odyssey technology, students and parents or guardians must sign an Acceptable Use Policy, and Chromebook Policy Agreement.

With enrollment into Odyssey Charter School, parental permission is required to allow students to access the Internet. In recent times, Internet-based resources have become more interactive, allowing students to publish work, visible to a wider, often global audience through resources such as a classroom blogs, presentations, and multimedia. Online communication is critical to our students' learning of 21st Century Skills. Tools such as blogging, podcasting, and video production offer an authentic, real-world vehicle for student expression. Publishing pictures and classroom work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. **Student images and work will only be included on websites without identifying captions or last names.** Expectations for classroom blogs, student protected e-mail, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

Internet Safety

Parents and Users. Despite the best efforts of supervision and Internet filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.

User Safety. In using the network and Internet, users should not reveal personal information such as names, home address, telephone number, school name, location, etc, to non-school personnel. Users should never

arrange a face-to-face meeting with someone “met” on the Internet without a parent’s permission. Students are to identify themselves only by their first name and/or student number.

Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

Active Restriction Measures. Odyssey Charter School uses filtering software and other technologies to prevent students from accessing websites that are obscene, pornographic, harmful to minors, anti- social, or promote illegal activity. The use of anonymous proxies or other means to bypass content filters is strictly prohibited and will be considered a violation of the acceptable use policy. The school also monitors the online activities, through direct observation and/or technological means while on an Odyssey device, on the Odyssey network, or logged into the Odyssey network on a personal electronic device.

School Responsibilities

- a) Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum.
- b) Use networked resources in support of educational goals.
- c) Treat student infractions of the Computer and Internet Use Policy according to the school discipline policy.
- d) Provide alternate activities for students who do not have permission to use the Internet.

Student Use of Internet Tools

The use of email, blogs, podcasts, or other Internet tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, or other Internet tools. This includes but is not limited to profanity, racist, sexist, bullying, or discriminatory remarks. Students contributing to the class blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their content. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers).

Students who do not abide by these terms and conditions may lose their Internet access privileges as specified in the School Discipline Policy. Students must maintain polite and appropriate behavior and adhere to all standards of courtesy and etiquette to retain the privilege of using the Internet and related devices.

The continued use of Odyssey technology and networks relies on the safety and security of our devices and systems. Students are expected to help maintain the protection of these resources to the extent possible. Any suspected breach or improper disclosure of sensitive information should be reported to the Principal or the student’s teacher as soon as possible so that the issue may be resolved and the damage can be mitigated.

Responsibility for Electronic Data

Students are responsible for backing up their data to protect from loss. Users of Odyssey Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Odyssey Charter School online computer network when using electronic mail and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes (a) unauthorized access, including so-called ‘hacking’, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Cyber Bullying

Odyssey treats cyber bullying the same as in person bullying. In accordance with OCGA §20-2-751.4, cyberbullying is the use of electronic communication that is (1) directed specifically at another student or school personnel; (2) maliciously intended for the purposes of threatening the safety of those specified or substantially disrupting the orderly operation of the school; and (3) creates a reasonable fear of harm to the other students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Cyberbullying includes being threatened, harassed, humiliated, or embarrassed by a peer using digital technologies such as the Internet or other electronic communication devices, regardless of whether the communication originated on school property or with school equipment. Some examples of cyber bullying include, but are not limited to:

- a) Pretending to be someone else online to trick others
- b) Spreading lies and rumors about others
- c) Tricking people into revealing personal information
- d) Sending or forwarding mean text messages
- e) Posting pictures of people without their consent

Cyber Safety

All students participate in cyber safety classes each year, with a focus on keeping students safe online. Some of the main points include:

- a) Never post or share your personal information online (this includes your full name, address, telephone number, school name, parents’ names, or Social Security number).
- b) Never share your passwords with anyone, except your parents.

- c) Never meet anyone face to face whom you only know online.

Unacceptable Usage of Computers and Networks

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following

1. Accessing materials/communications, or sending, creating, or posting materials that are:
 - a. Damaging to another person's reputation
 - b. Abusive
 - c. Obscene
 - d. Threatening or demeaning to a person's gender or race
 - e. Sexually oriented
 - f. Contrary to the school's policy on harassment
 - g. Illegal
 - h. Harassing / Cyberbullying
2. Gaining unauthorized access to wired or wireless network resources.
3. Using the school's computers or network for illegal activity such as copying software or other violation of copyright laws.
4. Using the school's network for private financial or commercial gain.
Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school's computers or computer systems.
5. Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
6. Using or attempting to use another person's user name or password.
7. Posting or plagiarizing work created by another person without his or her consent.
8. Posting anonymous messages or accessing learning games using anonymous user names
9. Using the network for commercial or private advertising.
10. Forging electronic mail messages.
11. Attempting to read, alter, delete, or copy the electronic mail of other system users.
12. Using the school's computer hardware, network, or Internet link while access privileges are suspended.
13. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
14. Attempting to alter the settings and/or configuration of a computer or any of the school's software.
Examples include changing screen colors, backgrounds, screen savers, etc.

Ownership of the Chromebook

Odyssey Charter School retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for a one-year period, renewable each year. Moreover, Odyssey Schools' administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

Receiving Your Chromebook

Chromebooks will be distributed each fall during the first week of school. Parents & Students must sign and return the Chromebook Policy Signature and Student Pledge document before the Chromebook can be issued to their student.

Insurance

Odyssey Charter School no longer offers Chromebook Insurance.

Lost, Stolen, or Damaged Chromebooks

A Chromebook or any of its accessories that are lost (whereabouts unknown), stolen, or negligently or intentionally damaged are the responsibility of the student and parent involved in the loss of property.

Damages that are found to not be intentional will be handled by Odyssey at no charge; **however**, damages that are found to be the result of **negligent or intentional destruction** of property will be charged for the full repair or current replacement value of the Chromebook. Cost of repair or replacement will be determined by the Odyssey IT Staff.

EXCEPTION: If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to Odyssey Charter School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution. This is the only way that loss will be covered.

Parents and students must complete a Chromebook Damage Form to obtain repair or replacement for their Chromebook. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the Instructional Technologist. If repair is needed due to negligent or intentional damage or any other misuse, the school may refuse to provide a loaner Chromebook.

Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Return

Student Chromebooks and accessories will be collected at the end of each school year for maintenance over summer vacation. Odyssey Charter School will attempt to ensure that students retain their original Chromebook each year.

Any student who transfers out of Odyssey Charter School will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for repaying the School for the full replacement cost of the lost property. Odyssey reserves the right to pursue any and all legal options available to recover the cost of its lost property. Students who transfer out of Odyssey during the first two weeks after starting school at Odyssey may apply for a refund if the Chromebook is returned in perfect working/cosmetic condition.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or reported to the Odyssey IT staff. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

General Care Precautions

- a) No food or drink is allowed next to your Chromebook while it is in use.
- b) Chromebooks must be Shut Down Properly at the end of each day.
- c) Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- d) Students should never carry their Chromebook while the screen is open unless directed to do so.
- e) Chromebooks should be shut down when not in use to conserve battery life.
- f) Chromebooks should never be shoved into a locker or book bag as this may break the screen.
- g) Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- h) Always bring your laptop to room temperature prior to turning it on.
- i) Never leave the Chromebook in an unsecure location
- j) Students may not remove or interfere with the serial number or other identification tags.
- k) Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic case.
- l) Only use Chromebook on flat surfaces.

Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded bag is acceptable, provided the bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. When carrying outside of the bag, carry with two hands.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from too much pressure on the screen.

- a) Do not lean on top of the Chromebook.
- b) Do not place anything near the Chromebook that could put pressure on the screen.
- c) Do not place anything in a carry case that will press against the cover.
- d) Do not poke the screen with any object, including fingers.
- e) Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- f) Clean the screen with a soft, dry anti-static, micro-fiber cloth or pre-moistened eye glass cloth.
- g) Do not use window cleaner or any type of liquid or water on the Chromebook.

Using Your Chromebook at School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Using Your Chromebook At Home – Special Circumstances

Chromebooks are not to go home unless approved by an administrator, and then Chromebooks may go home under special circumstances only (ie – homebound, hospitalization, etc.).

Absent extenuating circumstances, if a Chromebook is missing from school for two consecutive days, the Chromebook will be considered stolen and a police report may be filed.

Repeated violations of this policy will result in referral to administration and possible disciplinary action.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headsets may be used with teacher permission. Odyssey will provide earbuds for students use at school. If a student loses Odyssey supplied headsets, the student/parent will be responsible for replacing them. Unless otherwise provided, a student will need to provide their own small, wired, earbud type head phones for personal use at home. Personal headsets used at home must have a microphone in order to work with the Chromebook.

Printing

Printing functionality is available in each classroom, but is limited and must be authorized by the teacher.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will

save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

No Personalizing

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Odyssey Charter School. Spot checks for compliance will be done by administration, teachers or Odyssey Technicians at any time.

Network Connectivity

Odyssey Charter School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Odyssey will not be responsible for lost or missing data.

Software on Chromebooks

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

Chromebook software apps are delivered via the Chrome Web Store and controlled by Odyssey Charter School. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. All Chromebooks will be inspected at the end of the year to identify damage and arrange for repair.

Monitoring of Use

In compliance with state and federal regulations, the Odyssey utilizes CIPA (Children's Internet Protection Act) compliant filtering. The school also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to Odyssey tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using Odyssey network or equipment.

Activity can be monitored on any computer while a student is logged into their Odyssey account. Students should log out of any personal computer when not actively engaging in schoolwork, otherwise Odyssey may inadvertently monitor or receive notices regarding other users' activity on those personal devices.

Procedure for Repairing the Chrome OS

If technical difficulties occur, the technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- a) Odyssey’s name engraved on the device
- b) Record of serial number and Odyssey Charter School asset tag
- c) Individual’s Google Account username
- d) **Under no circumstances are students to modify, remove, or destroy identification labels.**

Storing Your Chromebook

When students are not using or monitoring their Chromebook, they should be stored in the Chromebook cart located in their classroom or in their lockers with the lock securely fastened. Nothing should ever be placed on top of the Chromebook. The Chromebook is not to be stored in student lockers or anywhere else at school outside of school hours except in the student’s homeroom Chromebook Cart. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events

If students are taking the Chromebooks home under special circumstances, they are responsible for securely storing their Chromebook during extra-curricular events. Students should check with teachers, directors or coaches regarding a secure locker when off site. It is each student’s responsibility to ensure that the Chromebook is properly secured.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, school bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal’s office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location. See attached forms indicating actions for 1st offense and subsequent offenses.

Chromebook Technical Support

Students should report any breach of password, or Chromebook operation issues by submitting an email to odyit@odysseycharterschool.net, completing a help request from the Odyssey Website, or contacting IT for password resets.

Odyssey Charter School Chromebook Policy Handbook & Pledge

Students must pledge the following:

- ✓ I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- ✓ I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- ✓ I will never loan out my Chromebook to other individuals.
- ✓ I will know where my Chromebook is at all times.
- ✓ I will charge my Chromebook's battery to full capacity each night.
- ✓ I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- ✓ I will not disassemble any part of my Chromebook or attempt any repairs.
- ✓ I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- ✓ I will use my Chromebook in ways that are appropriate for education.
- ✓ I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- ✓ I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Odyssey Charter School.
- ✓ I will follow the policies outlined in the Chromebook Policy Handbook and the Odyssey Acceptable Use Policy while at school as well as outside the school day.
- ✓ I will file a police report in case of theft or damage caused by fire.
- ✓ I will be responsible for all damage or loss caused by neglect or abuse.
- ✓ I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or stolen
- ✓ I agree to pay the full replacement cost of my Chromebook, power cord/charger to mitigate the costs, in the event that any of these items are damaged by my or others actions
- ✓ I understand that not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to my place of residence or other location of the Chromebook to take possession.
- ✓ I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.
- ✓ I understand that failure to timely return the device and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of public school property.

Mandatory Forms to be signed and Returned

Please read Odyssey's acceptable use policy and Chromebook policy carefully and review with your child(ren).

Please ensure that you and your child sign and return the following forms as soon as possible. These forms are needed prior to issuing a Chromebook, or granting access to Odyssey's internet or Chromebooks.

- 1) Student Agreement – one per student
- 2) Parent Agreement – one per student



Acceptable Use Policy (AUP)

For Chromebooks, Computers and Internet

Student Agreement

1. I will take care of my school issued Chromebook and know that I will be issued the same Chromebook each year.
 - a. Cords and cables must be inserted carefully into the device to prevent damage.
 - b. Devices must never be left in an unlocked locker, car or any unsupervised area.
 - c. Report any software/hardware issues to the appropriate Odyssey personnel.
 - d. Keep the device in a well-protected, temperature-controlled environment when not in use.
2. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
3. I will never loan out my school-issued device to other individuals.
4. I will fully charge my Chromebook each night.
5. I will keep food and beverages away from my device.
6. I will not disassemble, jail break or hack into any part of my or any school-issued device.
7. I WILL NOT attempt to make any repairs to my device.
8. I will protect my school-issued device by carrying it in the case provided.
9. I will use my school-issued device in ways that are appropriate and meet the school's expectations whether at school, home, or anywhere else. If I use my device in an inappropriate way, I may be subject to disciplinary actions by my school.
10. I WILL NOT place decorations (such as stickers, markers, etc.) on the school-issued device.
11. I will not deface the serial number sticker on any school-issued device.
12. I understand that my school-issued device is subject to inspection and auditing at any time without notice. NOTHING I do to or on the device is private.
13. I will not share my password(s) with anyone other than a teacher or adult from my school or my parent/guardian.
14. I understand Chromebooks remain the property of Odyssey and must be returned upon withdrawal from Odyssey and/or end of academic school year during the collection process.
15. I understand that if I damage or lose my device and/or its parts, or it is stolen, I am subject to cost of replacing the device.
16. I will not access, attempt to access, share or attempt to share inappropriate, damaging, or threatening information on the device or Odyssey network/Internet.
17. I will not share personal information with anyone other than Odyssey staff while using the Odyssey network/Internet for school.

I understand that rules and regulations are necessary in order to offer technology opportunities to Odyssey students. In order to use technology resources, I understand and agree to the above statements and I will abide by the Odyssey Acceptable Use Policy and Chromebook Policy in this handbook.

Should I commit any violation, I understand access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated. I further understand that any violation of the regulations is unethical and may constitute a criminal offense.

Student Signature: _____

Date: _____

Parental Agreement

Student:

Homeroom:

Grade:

As the parent or guardian of the above named user, I hereby certify that I have read and understand the Odyssey Charter School Chromebook and Acceptable Use Policies. I understand that Chromebook and Odyssey Network/Internet access are designed for educational purpose and that Odyssey has taken available precautions to control inappropriate materials. However, I also recognize it is impossible to restrict access to all inappropriate materials, and I will not hold Odyssey Charter School responsible for materials acquired on the Internet. With that understanding, I hereby give permission to Odyssey Charter School to provide a Chromebook and Internet/Network access to my student. I further agree to indemnify and hold harmless Odyssey Charter School, its employees and agents, for any and all claims arising from or related to my child's use or misuse of the Internet/Network, and waive any and all claims I may have against the School for such use or misuse.

I agree to help my student understand and abide by the Chromebook and Acceptable Use Policy. I understand that I may be held personally or criminally liable for damage to or failure to return school property.

I grant permission for my student to be assigned a Chromebook for educational use only. Yes No

I grant permission for my student to use the Internet and Network. ___Yes ___No

I grant permission for my student to use an email account at school for instructional purposes only. ___Yes ___No

I grant permission for publication of any work of my student. ___Yes ___No

I grant permission for my student's photograph to be published on the school and/or district website, in the classroom, yearbook, online or newspaper articles. ___Yes ___No

By signing below, I acknowledge that I have had an opportunity to review the Odyssey Charter School Chromebook and Acceptable Use Policy and agree to abide by their terms.

Parent's Signature: _____ *Date:* _____

Parents Printed Name: _____ *Phone :* _____



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Other Forms to be used as necessary

Student:

Homeroom:

Grade:

Temporary Loss of Chromebook - School Use Only

Offense: 1st ___ 2nd ___ 3rd ___

4th ___ **Other:** _____

Date: _____

Chromebook Tag # _____

Re: Temporary Chromebook Loss

Dear Odyssey Parent,

Your child has misplaced, left, or otherwise failed to maintain possession of his/her Chromebook and it has been found by an Odyssey Staff Member. Because this is a serious issue, potentially resulting in the permanent loss or theft of the device and/or damage to the device, we request parental and student acknowledgement of the issue.

Please note, permanent damage is subject to full repair or replacement value up to \$350.00 is the responsibility of the parent or guardian. Additionally, students who lose their Chromebooks through the careless misplacement of them are subject to disciplinary action.

Device was:

___ Returned today ___ Retained and will be returned to student upon receipt of signed Loss Form

Sign and date this document acknowledging temporary loss of the Chromebook and return this document to the homeroom teacher for return of the device.

Parent

Printed Name: _____

Signature: _____

Contact Number: _____

Date: _____



ODYSSEY
Charter School

Student:

Homeroom:

Grade:

Signature: _____

Printed Name: _____

Date: _____

CHROMEBOOK DAMAGE FORM - School Use Only

Odyssey has determined that intentional damage has incurred to your students Chromebook. The cost for repairing the damages will be :

Description of Damage:

The Chromebook belonging to the above named student is:
is:

- Lost or Damaged

Odyssey has reviewed the problem and has determined that

- The Chromebook can be repaired
- The Chromebook cannot be repaired
- The Chromebook is Lost or Stolen and must be replaced

Odyssey can repair or replace your student's device after payment has been received. Please remit the following amount based on the issue as described in the "Description of Damage"

Charges as follows:

- LCD Replacement \$ 120.00

- Keyboard / Trackpad \$ 140.00
- Top Encasement \$ 80.00
- Bottom Encasement \$ 90.00
- Hinge Replacement (each) \$ 80.00
- Charge Port Replacement \$100.00
- Repairs equal or exceeds price to replace \$300.00
- Lost or Stolen \$300.00

Total Due (Send Payment to Odyssey Charter School) \$ _____

Parent Name: _____

Parent Signature: _____

Office Use Only:

Date Issued: _____

By: _____ To: _____

Paid: _____

Date Returned: _____

Device Repaired _____

or Replaced _____

New S/N _____