



**READ ONLY
DO NOT RETURN**

Union County T.E.A.M.S. Charter School and High School/College Leadership Academy
515-17 West Fourth Street, Plainfield, New Jersey 07060
Phone: 908-754-9043 - Main Office Fax 908-754-9053 Website: www.ucteams.org

UC T.E.A.M.S CHARTER SCHOOL COMPUTER USE POLICY

UCTEAMS Charter School and High School College Leadership Academy is proud to announce 1:1 Student Device Initiative. The primary goal of a 1:1 Initiative is to instruct students in the way that they learn. The second primary goal of this initiative is to further level the playing field and create an equal opportunity for all learners. The third primary goal of this initiative is to engage students in technology on daily basis to ensure that they are technically prepared to take the PARCC and future online assessments.

Students in grades -3-8 will be given a Chromebook each morning during homeroom that they will keep throughout the day. Chromebooks will be returned at the end of every school day. Each Chromebook will be labeled and assigned to your child.

Protocols Include:

- Log in using your own appropriate ID. It is never acceptable to use someone else's ID or share your password with another person.
- Use computers for the purpose directed by the teacher in charge. Students are not to play games or use other software unless the teacher has given specific permission for this.
- Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network.
- Do not swap around any equipment. That is, no changing of keyboards, mice or other equipment from one computer to another.
- Report all equipment faults to the teacher immediately.
- Computers are not to be used unless permission has been given by appropriate staff.
- **Passwords: (for computers with individual user log on)**
- Keep your password secret. If you suspect that someone may know your password, see your class teacher to have it changed. It is unacceptable to gain, or attempt to gain, another person's password or personal information.

Device Responsibility

- The device is district property.
- All users must follow all district and school policies and procedures. Students are responsible for the general care of the device issued by the school. Students are responsible for placing their device back on the charger to be fully charged for the next school day.
- Damaged devices or devices failing to operate properly must be given to the assigned building personnel for evaluation and/or repair.
- Devices must never be left unattended, in an unlocked locker, unsupervised area.



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Device: Damage or Theft

- Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the UCTEAMS Technology Department, will determine the cost of the repairs.
- Students will be held responsible for ALL damage to their devices resulting from misuse, neglect, or accidental damage including but not limited to: broken screens, cracked plastic pieces, inoperability, etc.

Repairs -

- 1st Incident - 75% of the cost of repair
- 2nd Incident - 90% of the cost of repair
- 3rd Incident - 100% of the cost of repair

Cost for Replacement

Power adapter, cover and any other school-owned accessories -full replacement cost.

- HP/Acer/Asus ChromeBook \$200.00- Replacement cost
- Power cord: \$18.99 Replacement cost
- Screen replacement: not to exceed \$85.00
- Building Principal and/or IT Department will determine if negligence was involved in the incident and will review each case.
- In cases of theft or loss students or parents must file a police report immediately and a report with the school district before a device can be replaced. **Full cost of the device will be charged in case of theft and/or loss of the device.**

Breach of Rules

Breaches of this Policy and the Internet Access Agreement may result in students being excluded from using the school's computer equipment and/or other disciplinary action as per the Student Code of Conduct

Student Internet Access Agreement

Students are encouraged to become familiar with the use of information technology. This agreement must be signed by students and parents/guardians annually and returned to the School's office for access to the School's computer network and internet. Parents/guardians are encouraged to contact the appropriate personnel at the School if they require more information about this form.