

# **Mastery High School of Camden Technology Handbook**



**2019-2020 Academic Year**

**Dr. William Hayes - Principal**

# **Our Technology Mission:**

The technology mission of Mastery Schools is to develop, provide, and support appropriate use of technology in efforts to promote learning, increase student achievement, and build technological skills that lead to postsecondary success.

## **Technology Goals:**

- Teach students to use technology safely and responsibly
- Seamlessly integrate technology into the teaching and learning process while ensuring the use of technology adds value to learning
- Ensure proficiency of International Society of Technology in Education's (ISTE) NETS Standards as a means of college and career readiness
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other
- Integrate digital tools for students to develop products demonstrating their learning and understanding
- Provide greater access to digital content in a variety of formats and modes
- Reduce our environmental footprint by becoming less reliant on paper and other consumable resources

# **STUDENT TECHNOLOGY POLICY**

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## **Technology and Business Equipment**

All Mastery technology devices and business equipment (“Mastery Equipment”) must be used in a manner that protects the information and data on the equipment and the equipment itself. Mastery students are fully responsible for the issued Mastery Equipment when taken off campus.

Students are responsible for taking appropriate precautions to prevent loss, theft, or damage to Mastery Equipment. In the event that it is stolen, damaged, or misplaced, students are responsible for reporting the loss to their school immediately.

In the event of damage to Mastery Equipment, students are responsible for all or part of the repair or replacement cost and may be subject to discipline in the event of negligence.

Mastery will retain ownership of all Mastery Equipment, including but not limited to computers, phones, and tablets. All technology and equipment must be returned to Mastery at the end of the class or project for which the technology was issued.

## **Laptops and Desktops**

Use of Mastery Equipment must conform to all use and etiquette policies. Use is restricted to authorized Mastery students. Use of Mastery Equipment for personal purposes should be within the standards of good judgment and common sense and as required through the terms and conditions of applicable software license agreements.

Care for Mastery Equipment is the student's responsibility, including taking appropriate precautions to prevent loss, theft, or damage. Loss of, theft of, or damage to a laptop or desktop must be reported to the school as soon as it is discovered.

## **Limited Rights of Use**

Use of Mastery Equipment is a privilege, not a right. When necessary to protect and ensure the operability, integrity, security, and reliability of Mastery’s resources, students may be denied access to Mastery’s technology or network.

Materials created by students using Mastery’s technology are the property of Mastery, and Mastery retains the right to review, edit, and/or delete any material created by students.

## **Security**

Mastery technology used by students may contain tracking and monitoring software that may provide Mastery with information concerning the student's use of the technology including Internet activity, documents and files, and emails or other communications.

Mastery retains the right to enable the location tracking and image taking function at any time, including if the technology equipment is lost, stolen, or not returned.

Mastery will provide content filtering to help protect students from inappropriate content at all times while using Mastery Equipment. Mastery uses third party services to filter or block inappropriate content. As a result, Mastery is not responsible for any inappropriate content that may inadvertently or mistakenly pass through the third party content filter.

## **No Expectation of Privacy**

Any issued Mastery Equipment is not for personal use. Students have no expectation of confidentiality or privacy with respect to any communication or access made through Mastery's technology, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Mastery may, without prior notice or consent, log, supervise, access, view, monitor, and record use or access of Mastery technology (including reviewing files, e-mails, voicemail messages, and other materials) at any time. By using or accessing Mastery's technology, students agree to such access, monitoring, and/or recording of their use.

Monitoring will be limited to student use of Mastery technology and the technology itself. At no point will students be viewed or recorded using the technology via remote video or image capture.

## **Responsibility for Use and/or Misuse**

Mastery is not responsible for any information that may be lost or damaged (including being rendered unavailable) by use or access of Mastery Equipment, including the Internet and e-mail.

Mastery denies any liability or responsibility for communications made by any student using Mastery Equipment technology or business equipment.

Please also note that Internet communications can be a source of entry and computer system corruption by malware, computer viruses, or hackers seeking to modify, destroy, or gain access to data. This is something to take seriously, as it poses a threat to students' personal information, Mastery records, confidential records and data, and the integrity of our computer systems.

## **Internet and E-mail Etiquette**

**Mastery Schools provides its users the privilege of access to the Internet, including websites, resources, content, and online tools. Access to the Internet will be restricted to comply with CIPA regulations and school policies.**

- Mastery students shall ensure that all communication through Mastery's technology is conducted in a professional and courteous manner. The use of suggestive, vulgar, or obscene language or imaging is prohibited.
- Mastery students shall not reveal private or personal information of their own, other Mastery students, or their families through school e-mail or technology without clear and specific approval from their school.
- Students should share messages and documents only to those students with a specific need to know.
- Students should avoid sending e-mail to large groups and e-mail distribution lists.
- Students should avoid sending messages with large file attachments (long videos, etc.)
- E-mail and document privacy cannot be guaranteed. For security reasons, messages and documents transmitted through the Mastery system or network infrastructure are the property of Mastery and are subject to inspection. Students should also be aware that deleted messages and documents can and will be inspected and retained, if deemed necessary.

## **Computer, Device, and Internet Use**

- Mastery students who identify or perceive an actual or suspected security problem shall immediately alert their schools.
- Mastery students shall not reveal their account passwords to others or allow any other person to use their accounts. Similarly, students shall not use other students' accounts.
- Any and all use of technology assets is subject to monitoring by Mastery, and access to the Mastery network shall be revoked for any student with a history of security problems.

- All terms and conditions as stated in this document are applicable to all students of Mastery. Any student violating these policies or applicable local, state, or federal laws while using the Mastery network shall be subject to loss of network privileges and any other disciplinary actions deemed appropriate.

## **Cyber Bullying**

Cyber bullying including, but not limited to, harassing, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment. All use of technology and Mastery Equipment must confirm with prohibitions against harassment, intimidating and bullying.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action in accordance with the Mastery Schools Code of Conduct, Harassment, Intimidation Harassment policy -and immediate loss of privileges. In some cases, cyber bullying can be a crime. Users should remember that online activities may be monitored.

(Please refer to Camden Student Code of Conduct page 4).

## **Digital Citizenship**

Students must follow the six (6) principles of being a good digital citizen:

- 1) **Respect Yourself**. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- 2) **Protect Yourself**. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- 3) **Respect Others**. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- 4) **Protect Others**. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- 5) **Respect Intellectual Property**. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, and other sources. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- 6) **Protect Intellectual Property**. I will request the use of software and media that others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these materials in a manner that violates their licenses.

# STUDENT CHROMEBOOK POLICIES

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## Ownership and Responsibilities

Selected students at Mastery Schools will be issued Google Chromebooks for use in school and at home.

Mastery retains sole ownership and right of possession of the Chromebook. Chromebooks are lent to students for educational purposes and only for a specific class, project, or program. Mastery administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time including via electronic remote access as well as view/edit/delete any documents, files, or communications created on the Chromebook.

Students and their parents/guardians are reminded that use of Mastery technology is a privilege and not a right. Everything done on any Mastery computer, network, or electronic communication device may be monitored by school administrators and faculty.

Students and their parents/guardians are responsible for reviewing the Mastery **STUDENT TECHNOLOGY POLICIES** included in the **STUDENT-PARENT HANDBOOK**.

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Comply with Mastery Student Technology Policies
- Bring your device to school every day fully charged. Do not bring your charger to school.
- Treat your device with care and never leave it in an unsecured location
- Keep your device in a protective case or backpack when traveling
- Promptly report any problems with your device to your school
- Do not remove, damage, or modify the device serial number or any identification tags
- Do not apply stickers to, write on, or alter the physical structure or appearance of the device
- Do not eat or drink near your device
- Do not attempt to install or modify the operating system or software on the device
- Keep your device clean using only approved computer and screen cleaners
- Do not lend your device to anyone including other students or members of your family

## Security

Mastery Equipment used by students may contain tracking and monitoring software that may provide Mastery with information concerning the student's use of the technology including Internet activity, documents and files, and emails or other communications.

Mastery retains the right to enable the location tracking and image taking -function at any time, including if the technology equipment is lost, stolen, or not returned.

Mastery will provide content filtering to help protect students from inappropriate content at all times while using Mastery technology equipment. Inappropriate content will be filtered while students are in-school as well as outside of school.

Mastery uses third party services to filter or block inappropriate content. As a result, Mastery is not responsible for any inappropriate content that may inadvertently or mistakenly pass through the third party content filter.

## **Issue and Return**

Student Chromebooks will be issued to students with one charger. Students are expected to leave the charger at home and bring the Chromebooks to school fully charged every day.

All Chromebooks will be collected at the end of the school year or when a student transfers out of Mastery. If a Chromebook/device and accessories are not returned, the parent/guardian will be held responsible for the full cost of the property not returned.

## **Repair and Damage**

If Mastery Equipment is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. At that time, the parent/guardian will be instructed to complete a Lost/Damaged/Stolen Device Report and may be advised to file a police report. If a device is lost, stolen, or damaged as a result of irresponsible behavior, the parent/guardian may be responsible for the full replacement cost. Further, the Parent/Guardian may be responsible for the full replacement cost of the device if not reported to Mastery personnel within three (3) calendar days of missing the device.

In the event that Mastery Equipment is lost, stolen, or damaged, the device user will be assessed a \$50.00 fee for the repair or replacement of the device for the **first occurrence** per device.

In the event that there is a second occurrence of loss, damage, or theft, the device user will be assessed a \$50.00 fee for the repair or replacement of the device.

In the event that there is a third occurrence of loss, damage, or theft, the student will not be issued another device to take home.

In the event that the power adapter and/or cable are lost, stolen, or damaged, the device user will be responsible for a \$20.00 replacement fee.

In the event of a lost or stolen Mastery Equipment, the parent/guardian will file a police report and provide a copy to school administration. After the police report has been filed, the Mastery technology department, in conjunction with the police department, may deploy location software which may aid authorities in recovering the device. It is imperative that a lost or stolen device be reported immediately. If a stolen/lost Mastery Equipment is not reported within three (3) calendar days to Mastery personnel, the parent/guardian may be responsible for full replacement cost.

Students who transfer from Mastery High School of Camden during the school year must return the chrome book, along with any other issued accessories, at the time they withdraw from the school. Any fees collected as part of this initiative will not be refunded.

**Students who do not return the Mastery Equipment to the school prior to withdrawing from the school must pay the full replacement fee prior to the school releasing any official records (report cards, transcripts, etc.)**

Seniors who do not return the Mastery Equipment to the school prior to graduation must pay the full replacement fee prior to the school releasing final school documents (transcripts, diplomas, etc.) or allowing the student to participate in commencement services.

**Repossession**

If the user does not fully comply with all terms of this agreement, the Mastery High School of Camden Student Technology Handbook, and the Mastery Schools Acceptable Use Policies, school administrators shall be entitled to declare the user in default and come to the user’s place of residence to take possession of the Mastery Equipment.

The first accidental damage to student Chromebooks will be repaired at no cost to the student provided that:

- The student reported the damage right away AND
- Explained the incident that caused the damage - devices will not be repaired without an explanation of the cause of the damage

Subsequent damage incidents, lost devices, or intentional damage to devices are the responsibility of the student up to the full replacement cost of the device.

**Fees**

<b>Fee</b>	<b>Amount</b>	<b>Notes</b>
Initial Technology Fee	\$0.00	Must be received prior to initial distribution of device
Lost, Damaged, Stolen Device Fee – First Incident	\$50.00	Must be received and accompanied by a lost/stolen/damaged device report prior to the issuance of a new device.
Lost, Damaged, Stolen Device Fee – Second Incident	\$50.00	Must be received and accompanied by a lost/stolen/damaged device report prior to the issuance of a new device.
Lost or Damaged Power Cord	\$20.00	
Full Replacement Fee	\$225.00	

**Handling and Care of the Device**

Users should take the following measures to ensure proper handling of their devices:

- Keep the device in the district-issued case.
- Keep devices and cases free of any writing, drawing, stickers, or labels that are not applied by Mastery Schools.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.

Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.



## **Power Management**

It is the user's responsibility to recharge the device's battery so it is fully charged by the start of the next school day.

- Devices with no battery life must be charged in the classroom. The student forfeits use of the device for the entire time it takes to charge the device.
- All classwork missed because of uncharged batteries must be made up on the student's time.
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.

## **Transport**

Users should follow the guidelines listed below concerning the transport of devices:

- The user should transport the device in its protective case and sleeve.
- The user should not leave the device in a vehicle for extended periods of time or overnight.
- The user should not leave the device in an unattended vehicle.
- The user should never remove the sticker or hard case from the Chromebook

# Electronic Mail Acceptable Use Policy

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All student Electronic Mail (email) accounts are property of Mastery Schools (“Mastery”). Email activities must comply with acceptable use of Student Technology Policy (“Student Policy”) outlined in the NJ Student and Parent Handbook. The user accepts all responsibility to understand the policy.

The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Account user names and passwords will be provided to parents so they can monitor the account and communicate with teachers. The use of the Mastery email system is a privilege.

Use of the email system will align with the Student Policy in the PA Student and Parent Handbook. Communication through the email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. The student’s email account will remain active after graduation. Students should not share their passwords.

Messages posted on the email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of Mastery’s email is permitted, provided that this does not interfere with the performance of the electronic mail system or disrupt the operation of the schools. Electronic mail from the Mastery system can be checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school.

The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned without written consent of the Chief Information Officer. The account may be revoked if used inappropriately.

Student email accounts will be terminated or suspended if the student is dismissed from Mastery, or commits infractions outlined below:

- A. Use the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities
- B. Use the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts
- C. Use the computer networks in a manner that:
  1. Intentionally disrupts network traffic or crashes the network
  2. Degrades or disrupts system performance
  3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud
  4. Steals data or other intellectual property
  5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person
  6. Gains or seeks unauthorized access to resources or entities
  7. Forges electronic mail messages or uses an account owned by others
  8. Invades privacy of others
  9. Posts anonymous messages
  10. Possesses any data which is a violation of this Policy and/or

11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided

Students must report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students are prohibited from forwarding chain letters, jokes, or graphics files.

Students will not identify their home telephone numbers, or home addresses in any email correspondence.

Electronic mail sent or received by the system is not confidential. The administration reserves the right to retrieve the contents of user mailboxes, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.

System administrators may create filters to scan for and eliminate viruses and large graphic files that are unrelated to Mastery's operation.

When issues arise, Mastery will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

As it deems necessary, Mastery may contract with outside agencies to operate the student electronic mail system. If this arrangement is made, all parts of this statement remain in force.

The Technology Department is responsible for ensuring the efficient use of the electronic mail system. The interpretation of appropriate use and future revisions of this guideline are the responsibility of the Chief Information Officer.

If necessary, Mastery, at its discretion, may close the accounts at any time. Any updates or changes to this electronic mail agreement by the Board or administration will be in effect.

## **Children’s Internet Protection Act (CIPA) Policy**

It is the belief of Mastery Charter Schools that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of Mastery Schools that the network shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying “technology protection measure” as that term is defined in Section 1703 (b)(1) of the Children’s Internet Protection Act of 2000;
2. Procedures or guidelines developed by the receiver, superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703 (b)(1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online; and
  - d. Prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
  - e. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703 (b)(2) of the Children’s Internet Protection Act of 2000.

## **DEFINITIONS**

**Technology Protection Measure** means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code
2. Child pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors

**Harmful to minors** means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion;

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual contact, actual or simulated normal or perverted acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors

School board receiving E-rate discounts must comply with CIPA in order to continue receiving the discount. The certification should be made by submitting a modified FCC Form 486 (Receipt of Service Confirmation Form) which can be obtained at [www.sl.universalservice.org](http://www.sl.universalservice.org).

Note: CIPA resources are available online at the following sites:

[www.ifea.net/cipa](http://www.ifea.net/cipa)

[www.nsba.org](http://www.nsba.org)

LEGAL REF: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)

## **Chromebook Q and A**

***The following information is provided by Google.***

**Q: What devices can I connect to a Chromebook?**

A: Chromebooks can connect to:

- USB storage, mice, and keyboards
- External monitors and projectors
- Headsets, and microphones

**Q: Can the Chromebook be used anywhere at any time?**

A: Yes, if the user has a WiFi signal to access the web, all features of Chrome are available. There are a limited number of Google apps and Chrome web apps that work offline including Google Docs.

**Q: What about privacy?**

A: Google apps is governed by detailed privacy policy and security measures with Mastery Schools and has reviewed and is satisfied they appropriately protect the privacy of its users of these tools. Like Mastery Schools, Google is obligated to comply with FERPA regulations. Additional information about G Suite security and privacy may be found at <http://www.google.com/apps/intl/en/edu/privacy.html>.

**Q: What assurances has Google given Mastery Schools that they will not collect data on my child?**

A: CUSD G Suite for Education is compliant with the Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act (COPPA).

**Q: How does G Suite for Education and Mastery Schools protect student privacy?**

A: Google is a Student Privacy Pledge Signatory. The Student Privacy Pledge will hold school service providers accountable to:

- Not sell student information
- Not behaviorally target advertising
- Use data for authorized education purposes only
- Not change privacy policies without notice and choice
- Enforce strict limits on data retention
- Support parental access to, and correction of errors in, their children's information
- Provide comprehensive security standards
- Be transparent about collection and use of data

Additionally, there are no ads in G Suite for Education.

**Q: Who has access to my child's account?**

A: The G Suite Terms of Service agreement with Mastery Schools contractually ensures that our institution (students, faculty, and staff) are the sole owners of their data. Google will only access content stored on apps when an administrator from Mastery Schools grants Google explicit permission to do so. One example would be to investigate inappropriate use.

**Q: Do Chromebooks come with Internet Filtering Software?**

A: Yes. Chromebooks are filtered both in and out of district on any network to remain in compliance with the Children's Internet Protection Act (CIPA)

**Q: Is there antivirus built onto the Chromebook systems?**

A: It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

**Q: Battery life?**

A: Chromebooks have a rated battery life of 6-8 hours.

## G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail (including Inbox by Gmail)
- Calendar
- Classroom
- Contacts
- Drive
- Docs
- Forms
- Groups
- Keep
- Sheets
- Sites
- Slides
- Talk/Hangouts
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

- Blogger
- Chrome Management
- Chrome Web Store
- DART for Publishers
- DoubleClick Campaign Manager
- DoubleClick Creative Solutions
- DoubleClick DART Enterprise
- DoubleClick for Publishers
- DoubleClick Search
- FeedBurner
- Fusion Tables
- Google AdSense
- Google AdWords
- Google Alerts
- Google Analytics
- Google Bookmarks
- Google Books
- Google Chrome Sync
- Google Custom Search
- Google Developers Console
- Google Domains
- Google Earth
- Google Finance
- Google Groups
- Google In Your Language
- Google Map Maker
- Google Maps
- Google My Business
- Google My Maps
- Google News
- Google Partners
- Google Payments
- Google Photos
- Google Play
- Google Play Console
- Google Public Data
- Google Scholar
- Google Search Console
- Google Shopping
- Google Takeout
- Google Translator Toolkit
- Google Trips
- Google Voice
- Individual Storage
- Location History
- Merchant Center
- Mobile Test Tools
- Panoramio
- Partner Dash
- Play Books Partner Center
- Project Fi
- Spaces
- Web and App Activity
- YouTube
- YouTube CMS
- YouTube Promoted Videos

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

## **How does Google use this information?**

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

## **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.

## **Can my child share information with others using the G Suite for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

## **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- **With Mastery Schools.** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.



# Mastery Schools

## Lost, Stolen, Damaged Device Report

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Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Present Condition of Device:      Damaged      Lost      Stolen

If damaged, please explain the extent of damage to the device and how the device was damaged:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If lost or stolen, please explain how the device was lost or stolen: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the device is lost or stolen, has a police report been filed?    Yes      No

Is there a copy of police report on file?                      Yes      No

Date report filed: \_\_\_\_\_

*Please indicate how many lost, damaged, stolen incidents this student has incurred:*

First incident date: \_\_\_\_\_

Second incident \_\_\_\_\_

Third incident \_\_\_\_\_

## **Notes:**



# Mastery Schools

## Student Chromebook Agreement

### Student and Parent Assurances

I understand that all computers, business equipment, and communications devices that Mastery has provided to student are the property of Mastery Schools.

I understand that Mastery Chromebooks are lent to me for educational purposes and only for a specific class, project, or program and that Mastery staff may collect or inspect Chromebooks at any time.

I understand that use of Mastery technology is a privilege and not a right, and any device or use of the device may be monitored by Mastery staff at any time.

I understand that Mastery technology may contain location tracking and monitoring software, which may be enabled at any time.

I understand that inappropriate content will be filtered at all times, but Mastery is not responsible for any inappropriate content that may inadvertently or mistakenly pass through the third party content filter.

I will not install any software on computers and will return any Mastery devices and accessories issued to me in the same condition it was provided to me.

I understand that I am personally responsible for any damage to or loss of any computers, business equipment, and communications devices. In case of damage or loss, I understand that I may be required to pay the full cost of replacement of the lost/stolen/damaged equipment and that full cost may be \$225 or more.

I will not allow any other individuals to use any computers, business equipment, or communications devices that have been provided to me by Mastery.

I agree to all of the terms of this **STUDENT CHROMEBOOK AGREEMENT** and the Mastery **STUDENT TECHNOLOGY POLICIES**, and understand that a violation of the terms and conditions will result in the restriction and/or termination of my use of Mastery computers, business equipment, and communications devices and may result in disciplinary action.

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# **Mastery Schools**

## **Student and Parent Email Consent**

### **Form**

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#### **STUDENT EMAIL CONSENT**

The Mastery Schools (“Mastery”) Technology Policy ensures each school’s computer and communications systems are used properly and for legitimate school purposes. As with all forms of school communication, students are expected to uphold the highest standards of ethical behavior, and to treat fellow members of the school community and school resources with the highest respect.

This consent form outlines the student’s role & responsibility to comply with the Technology Policy.

As a Mastery student, I understand:

- Mastery’s email addresses are the property of Mastery and are to be used for Mastery authorized purposes only.
- All information transmitted or stored using the school computer and email system is the confidential and proprietary information of Mastery, except for publicly available information.
- Mastery reserves the right to access any voice mail, email message, or computer file created, sent or received by any student at any time for any reason and without notice. All information created, received, or sent by email will not be confidential or private from Mastery.
- I am prohibited from sending messages of a harassing, intimidating, offensive or discriminating nature.
- I will not reveal my email passwords to other students or allow another student to use my account.
- Upon the event I violate the terms of the Student Technology Policy by engaging in unacceptable or illegal behavior, I will be subject to disciplinary action, and Mastery can limit or revoke network access privileges and/or institute legal action.

By signing below, I acknowledge that I have reviewed this form, and agree to follow all terms and conditions as stated in the Mastery Schools Technology Policy, and express understanding of my personal responsibility to make sure I am a responsible digital citizen.

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Student Name

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Date

