

March 17, 2020

Dear UPCS 6-12 Families:

A large part of work that your child will complete from home will be virtual, conducted mainly from the Google Classroom. This is a program that your student has used frequently throughout the school year. In order to make this as easy as possible, we are sending laptop computers home with all students in grades 6-12. You have already signed the technology policy as part of orientation, but we wanted to send home some reminders along with the devices. The text below are highlights directly from the student handbook:

Responsibility

Students and staff have the responsibility to respect and protect the rights of every user in the school and on the Internet. UPCS establishes that use of networked computer technology and the Internet is a privilege, not a right. Inappropriate, unauthorized and illegal use will result in the cancellation of these privileges and appropriate disciplinary action.

Students and their parents are responsible for any costs incurred by UPCS as a result of student negligence or purposeful acts which result in damage to the school's computer and/or electronic equipment, and Internet and email systems.

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with this policy, accepted rules of network etiquette, and federal and state law. Specifically, prohibitions on use of the network can be found in the handbook.

Safety

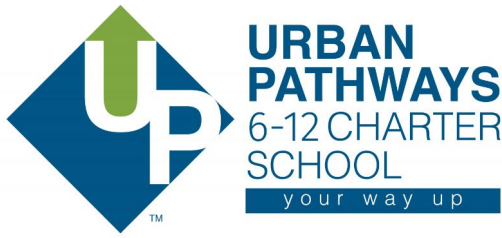
To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. To insure privacy and safety, network users shall not reveal personal account addresses or telephone numbers to other users on the network. See the handbook for specific guidelines.

Consequences for Inappropriate Technology Use

The Student Code of Conduct and general rules of behavior and communications apply when using the network/Internet, *in addition* to the stipulations of this policy.

The student, as the network/Internet user, shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network/Internet, intentional deletion or damage to files of data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for



possible prosecution.

Warranty, Loss, Theft, Damage, and Repair Policy

Damage done to the computer and/or other electronic devices by misuse or vandalism must be paid for by the person responsible for the device. The following policy covers the procedures and cost of repairing or replacing school computers.

All repairs to the school computer are covered by the school as long as there is no evidence of vandalism or repeated misuse. In case of negligence, loss, theft, repeated misuse or vandalism, the following approximate costs will be incurred by the parent or student and paid to Urban Pathways Charter Schools:

Misuse, Damage, Loss, Theft Category	Fee
Keyboard breakage	\$40
Screen breakage	\$36
Plastic case replacement	\$60
Charger replacement	\$30
Battery replacement	\$60
Loss	\$240
Other miscellaneous items	\$30

Parents will be provided with a repair report in cases of misuse or vandalism.

Loss is not covered by any commercial insurance policy. If a student loses a school computer, they must pay the cost of replacement. If the school computer was stolen, the fee may be waived if a police report was filed and a copy of the report is submitted to UPCS.

In cases of a lost school computer, students will not be allowed to take another computer.

Connectivity - Comcast is offering free service for the next two months <https://corporate.comcast.com/press/releases/internet-essentials-low-income-broadband-coronavirus-pandemic>. Also your cellphone can connect to the Chromebook. (<https://www.pcmag.com/how-to/how-to-turn-your-phone-into-a-wi-fi-hotspot>) If connectivity is an issue you must immediately notify the school. We will work to help you find a solution.

Thank you for your cooperation during this time of uncertainty.

Sincerely,

Ms. Kathleen Garland
CEO / Principal