



Electronic acknowledgment for both student and parent/guardian is completed through **City High's Online Registration portal**.  
This document is provided for your records.

1. THE CLASS OF 2030 LAPTOP YOU ARE PROVIDED WITH IS A:

DELL LATITUDE PRO 14, INTEL CORE I5, 14XGA, NIC, 16 GB SDRAM, 240 GB HARD DRIVE, WINDOWS 10, INTERNAL MINI-PCI, WIRELESS NIC, INTERNAL 4 CELL BATTERY, BATTERY CHARGER, 4 YEAR PARTS, LABOR AND COMPLETE CARE WARRANTY. THE LAPTOP HAS MS OFFICE 365, ADOBE CREATIVE CLOUD AND OTHER SOFTWARE AS NEEDED. THE VALUE OF THE LAPTOP IS \$1,100.

2. CITY CHARTER HIGH SCHOOL WARRANTY, LOSS, THEFT AND REPAIR POLICY.

ALL REPAIRS TO THE LAPTOP ARE COVERED BY THE SCHOOL AS LONG AS THERE IS NO EVIDENCE OF VANDALISM OR REPEATED MISUSE. IN CASE OF LOSS, THEFT, REPEATED MISUSE OR VANDALISM, THE FOLLOWING APPROXIMATE COSTS WILL BE INCURRED BY THE PARENT AND PAID TO CITY CHARTER HIGH SCHOOL:

KEYBOARD BREAKAGE:	\$20.00 - \$30.00
SCREEN BREAKAGE:	\$250.00 - \$350.00
PLASTIC CASE REPLACEMENT:	\$75.00 - \$150.00
CHARGER REPLACEMENT:	\$30.00 - \$60.00
BATTERY REPLACEMENT:	\$95.00 - \$150.00
LOSS:	\$500.00
THEFT W/POLICE REPORT:	1ST OCCURRENCE – NO COST 2ND OCCURRENCE - \$500.00



# CITY CHARTER HIGH SCHOOL ACCEPTABLE USE OF TECHNOLOGY 2026-2027 School Year

## ACCEPTABLE USE OF TECHNOLOGY - CITY CHARTER HIGH SCHOOL

City Charter High School recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of the school. To this end, City Charter High School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the school adopts this policy governing the voluntary use of electronic resources and the Internet to provide guidance to individuals and groups obtaining access to these resources on City Charter High School-owned equipment or through City Charter High School-affiliated organizations.

### *City Charter High School Rights and Responsibilities*

It is the policy of City Charter High School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, City Charter High School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, City Charter High School retains the following rights and recognizes the following obligations:

1. To log network use and to monitor file server space utilization by users and assume no responsibility or liability for files deleted due to violation of file server space allotments.
2. To remove a user account on the network as necessary.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to City Charter High School-owned equipment and, specifically, to exclude those who do not abide by City Charter High School's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. City Charter High School reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### *Staff Responsibilities*

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to ensure that it conforms to the mission and goals of City Charter High School.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### *User Responsibilities*

1. Use of the electronic media provided by City Charter High School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. To maintain the privilege, users agree to learn and comply with all the provisions of this policy.

### *Acceptable Use*

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of City Charter High School.
2. Proper codes of conduct in electronic communication must be used. Giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessed or transmitted via the network should not be assumed to be private. City Charter High School reserves the right to monitor all activity.
5. Subscriptions to any web sites, chat sites, boards, etc. must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, City Charter High School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.



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### *Unacceptable Use*

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business may result in disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other threatening, harassing, or bullying behavior are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on City Charter High School computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. City Charter High School network may not be used for downloading entertainment software or other files not related to the mission and objectives of City Charter High School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of City Charter High School.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

### *Disclaimer*

1. City Charter High School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. City Charter High School will not be responsible for any damage you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. City Charter High School makes no warranties (expressed or implied) with respect to:
  - o the content of any advice or information received by a user, or any costs or charges incurred as a result of viewing or acting on any information; and
  - o any costs, liability, or damage caused the user chooses to use his or her access to the network.
5. City Charter High School reserves the right to change its policies and rules at any time.



**CITY CHARTER HIGH SCHOOL  
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**Consequences for Inappropriate Use**

General rules for behavior and communications apply when using the network/Internet, in addition to the stipulations of this policy. The network/Internet user shall be responsible for damage to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; 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. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet data or other network data or hardware. This includes but is not limited to the uploading or creation of computer viruses.

	<b>Level 1 – Nuisance Violations</b> such as downloading games/music/software, use of Social Networking and Instant Messaging, unauthorized use during classroom time	<b>Level 2 – Ethical Violations</b> such as downloading pornographic images, movies and excessive music files, plagiarism, or cyber-bullying	<b>Level 3 – Network Security Violations</b> such as password compromise, hacking network/Internet servers, use of proxy servers or any other attempts to subvert internet filtering, theft of identity.
<b>First Offense</b>	Teacher takes laptop	Teacher takes laptop	Due to possible security issues, Level 3 violations will be dealt with on a case-by-case basis by administration and may involve outside law enforcement.
	Reclone	Reclone	
	Phone call home	Meeting with Parents	
<b>Second Offense</b>	Above measures + Meeting with Parents	Above measures + Lose Machine for 5 days	
<b>Third Offense</b>	Above measures + Lose machine 5 days	Above measures + 3 Day Suspension  Lose Machine 10-20 days	
<b>Fourth Offense</b>	Above measures + 3 Day Suspension  Lose Machine 10-20 days	Above measures + 5 day suspension  Lose Machine 20-30 days	



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**TECHNOLOGY - LOSS, THEFT, DAMAGE, WARRANTY**

All students at City Charter High School are provided with a laptop computer for their use. Before students may take their laptops home, parents and students must sign off on both the Acceptable Use of Technology Policy and the Procedures for Repair Policy.

**Warranty and Damages**

Every City Charter High School laptop contains a 4-year warranty. This will provide complete protection for all repairs, accidental breakage and maintenance. The students should never have to pay for any laptop repair that is covered by the warranty. However, damage done to the computer through misuse, vandalism, or repeated breakage, is NOT considered “accidental” and must be paid for by the student responsible for the computer. In case of misuse, neglect, vandalism or repeated breakage, the following represent some common replacement parts and approximate costs that will be incurred by the parent and paid to City Charter High School:

***(Note: The accidental damage coverage allows for only 1 claim per school year.)***

<b>Additional Repair Fees (not inclusive of all fees)</b>	
KEYBOARD	\$35
LCD SCREEN	\$80
PLASTIC CASE (Bottom Plastic)	\$50
PALM REST (Touch Pad)	\$35
SYSTEMBOARD (Motherboard)	\$250
AC ADAPTER (fee if it is lost)	\$35

**Loss**

Students are also responsible for lost laptops or their components. Loss is not covered by the school’s commercial insurance policy and will be the responsibility of the student or parent. If a student loses a laptop, battery or ac adapter they must pay the school for the item. Students who owe the school for lost, damaged or vandalized laptops must repay the school in full or set up a monthly payment plan. In case of a loss, students will not be allowed to take another laptop home until payment is made in full. Students will have access to a laptop during the school day if they continue to make monthly payments. In case of loss, the following approximate costs will be incurred by the parent and paid to City Charter High School:

Laptop Loss: \$500.00 (1st time only) any additional loss will be discussed with school administration.

**Theft**

If a student’s laptop is stolen, the student must produce a Police Report to City High Administration to not be charged for a replacement laptop.

**Theft w/Police Report:**

1st Occurrence – No Cost

2nd Occurrence - \$500

3rd Occurrence – meet with administration