



Math, Science & Technology Community Charter School

1800 E. Byberry Road Philadelphia, PA 19116

Telephone: (267) 348-1100 Fax: (267) 348-1217 <http://mastccs.org>

John F. Swoyer III, Chief Executive Officer

Phyllis Santiago, Upper School Principal

June 15, 2016

Dear Parents/Guardians:

MaST Community Charter School's vision statement is "to create innovative pathways for our students pursuing knowledge focused on Mathematics, Science, and Technology," and this means offering our students the most up-to-date technology to increase the quality of education. After an evaluation of the functionality and preference of devices, we have decided to pilot Chromebooks with the upcoming 9th-grade class. A Chromebook is a lightweight, fast laptop that runs a Chrome OS. While Chrome OS is internet dependent, Chromebooks do have functions available offline, and all files are cloud-based and readily accessible from any internet ready device. The specific device we will be using is an Acer Chromebook 11 C740.

The one-to-one device environment opens a whole new world of possibilities in the delivery, organization and effectiveness of the instruction that we offer to our students. An important factor in this type of learning community is having the students feel a sense of ownership with the device, so we are offering two options for our families.

Option 1: Borrow a Chromebook	Option 2: Purchase a Chromebook
Students will receive a device at no cost. The device must be returned at the end of the school year and will be returned to the student the following year. Aside from normal wear and tear, the device should be returned in the condition that it was received. If a borrowed device is damaged, there is a \$75 replacement fee. If the device is lost or stolen, the borrower will be responsible for the full cost of the device.	A device can be purchased for \$270. Online payment plans will be available. Cash/Check payments will be accepted at the front desk in the beginning of the 2016/2017 School Year. Students that purchase will be permitted to take the device home over the summer. The repair fee is included into the price of the device. If the device is lost or stolen, the purchaser will have the option to purchase or borrow another device.

While the device is permitted to go home daily with the students, the device can remain locked in a locker at school if necessary. However, despite our attempt to build a plan that allows web access to resources, some assignments may require the use of the device. The media center will be open for work purposes until 6 pm every night for those students who don't want to travel back and forth with the device.

Chromebook Distribution will be during homeroom the first week of school. Students MUST return their signed Program Options paper and Device Policy Agreement form before the device is distributed. If you have specific questions about the Chromebook program, staff members will be available for discussion during Back to School Night. If you are purchasing the device, payments can be made online and cash payments will be accepted at the front desk. If you have questions or concerns and want more information, please email chromebook@mastccs.org.

Sincerely,
John F. Swoyer III
Angela Koenig

Chromebook

Program Options

Purchasing

- Students can purchase a device. Purchasing a device allows the students to take the device home daily and also take the device home for the summer.
- Purchasing includes warranty coverage for 3 years. Damaged devices will be repaired at no cost.
- Lost/Stolen device will not be replaced, students may opt into borrowing program or purchase another device.



Pay in Full- \$270

3 Payments- \$90 (x3)
September 7th, October 7th, November 7th

Pay in Full- \$270
<https://mastccs.org/forms/chromebook/>

4 Payments- \$67.50 (x4)
Automatically withdrawn monthly
<https://mastccs.org/forms/chromebook/>

6 Payments- \$45 (x6)
Automatically withdrawn monthly
<https://mastccs.org/forms/chromebook/>

Borrowing

- Students have the option to borrow a device. Borrowing a device allows the students to take the device home daily but they will need to return the device at the end of the school year.
- If a borrowed device is damaged, the borrower will be responsible for paying a \$75 replacement fee. If a borrowed device is lost or stolen, the borrower will be responsible for the full cost of the device.

Chromebook Program Options

Complete & Return

(Chromebook will not be distributed until forms are signed and returned)

Student Name: _____

Parent Name: _____

Parent Email: _____

I would like to:

Borrow a Chromebook Purchase a Chromebook

**Please note, if you are unsure which option you are going to choose, you can select Borrow and opt into a purchasing plan at a later date.

If Purchasing, I will:

Enroll in an automatic payment plan online (recommended)

- <https://mastccs.org/forms/chromebook/>

Pay with cash or check

(Payments will be accepted at the front desk in the beginning of the 2016/2017 school year.)

Parent Signature: _____

****Please return to homeroom teachers****

Homeroom teachers- please return to Mrs. Bolinski.



MaST Community Charter School

1:1 Device Program Policy

Receiving and Returning Your Device

Receiving Your Device

Parents and students must sign and return copies of the Device Student Pledge and Acceptable Use Policy documents before the device can be issued.

Device Check-In

Any borrowed devices will be collected by the Technology Department during the final week of school so they can be examined for serviceability. If a student transfers out of MaST Community Charter School during the school year, their device will be returned at that time. If their device is on a purchasing plan, they will have the option to pay the remainder of the plan.

Check-In Fines

Borrowed school devices and accessories must be returned at the end of each school year. Failure to return the device will result in a theft report being filed with the Philadelphia Police Department and the student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device.

Furthermore, the student will be responsible for any damage to the device and must return the device and accessories in satisfactory condition excluding normal wear and tear. If the device is inoperable or damaged, the student will pay the full cost of a replacement device.

Failure to Complete Payments:

If a student is in a purchasing plan and does not complete all payments by the designated June date of the purchasing school year, the device will be repossessed until all payments are received, unless enrolled in an online automatic payment plan (available for specific grades).

Taking Care of Your Device

General Precautions

- While using the device on school property, users will abide by the Device and Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen.
- Never use cleansers or liquid solutions to clean the screen.
- Use care when plugging cords or cables into the device to prevent damage.
- MaST owned devices and cases must remain free of writing, drawing, stickers, or labels that were not placed on the device by the school.
- Devices must never be left unattended, in an unlocked locker or in plain view in a car.
- It is the **responsibility of the student to keep the device's battery charged** for school each day.
- Excessive pressure on the screen of the device can cause damage. Be mindful not to lean on or place heavy items on top of the device.
- iPads must be kept in a MaST approved protective case and Chromebooks are recommended to be in traveling cases.

Using Your Device at School

Devices will be used in daily instruction and therefore students in a take-home program are expected to come prepared every day with their charged device.

Devices Left at Home

If a student leaves their device at home, they are still responsible for completing all work as if they had their device present. If a student repeatedly (three or more times as determined by any staff member) leaves their device at home, they will be subject to disciplinary action as it will be used for daily instruction.

Devices Undergoing Repair

Loaner devices may be issued to students while devices are being repaired. If a loaner device is not readily available, the student will be placed on a wait-list.

Charging Your Devices Battery

Devices should be charged every evening and must be brought to school each day in a fully charged condition. If excessive use during the school day requires the device to be charged, there will be charging stations available. Excessive failure to come prepared with a charged device will result in disciplinary actions.

Home Screen Backgrounds/Lock Screen Photos

Students are permitted to customize their device (home screen background); however, appropriate media must be used. If a school lock screen has been installed on the device, students are not permitted to change it.

Screen Lock Passcodes (PINS)

Screen lock passcodes must be used. A student must unlock the passcode immediately upon request by any MaST Community Charter staff member. Failure to unlock the device will result in appropriate disciplinary actions. The Technology Department will have the ability to remove the passcode. Lock codes are not to be shared with friends under any circumstances.

Sound, Music, Games or Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds or headphones must be purchased by the student and their use is subject to individual classroom rules.
- Appropriate music is allowed on the device for use outside of school unless permission is obtained from the teacher for use with ear buds during class.
- Students may not use ear buds/headphones during the switching of classes.

Home Internet Access

Students involved in a take-home program are permitted and encouraged to set up additional wireless networks on their devices. This will be necessary to use web-based services outside of the school setting.

Personal Apps

Students involved in a take-home iPad program may install appropriate personal apps on their iPad via their personal iTunes account. In the event that storage space becomes an issue on individual iPads, students' personal music, photos and apps will need to be deleted.

Students involved in a Chromebook program may install personal apps given they are permitted by the Acceptable Use Policy.

Managing Your Files and Saving Your Work

Saving to the iPad/Cloud Storage

Students should save work to the iPad, Google Drive or other storage accounts. It is recommended students regularly back up data to another storage medium. Limited storage space will be available on the iPad and Google Drive Accounts. Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions will not be an accepted excuse for not submitting work.

Saving on Chromebook

Software on iPads

Originally Installed Software

The apps and operating system originally installed by MaST Community Charter School must remain on the iPad in usable condition and be easily accessible at all times. More apps will be delivered to the students through the Self Service App. Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

Jailbreaking an iPad is an illegal activity that is strictly prohibited and will lead to disciplinary actions. Additionally, if a Jailbroken iPad is brought in for service, the school cannot be held responsible for any damage or data loss that is caused because of the jailbreak.

Removing any MaST issued profiles is not permitted as it will remove the required Self Service App and other necessary components that ensure the security of the iPad.

Software on Chromebooks

Additional Software

Students will be provided with purchase codes (at no charge to them) to install some basic apps. Other apps may be added by the school or the student throughout the school year. Some apps will be free and others may have a cost associated with them.

Procedure for Reloading Software

If technical difficulties occur, the device will be restored from a backup if available from iCloud or will be reset to factory settings. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or reimage.

App/Software Updates

Students are responsible to regularly update apps and operating systems as they become available. MaST Community Charter will notify students on how to update software, should updates be necessary.

Technology Support

Technology support for devices will be available during the normal business day at MaST Community Charter School between the hours of 7:30am and 3:30pm. After hours support will not be available. Students can submit questions/concerns by emailing ipad@mastccs.org but they MUST use their MaST provided email.

iPad- Mobile Device Management (MDM) Profiles

MDM Profiles installed on iPads are not to be removed. Students who do not have active profiles on their machines or who remove profiles will be subject to appropriate disciplinary consequences.

Chromebook- Mobile Device Management (MDM)

Acceptable Use

The use of the MaST Community Charter School technology resources is a privilege, not a right. Students are expected to abide by the current Acceptable Use Policy located in the Family Handbook. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

- All devices are subject to acceptable use and therefore any illegal use of the device, questionable activity as indicated by the acceptable use policy, and software can be inspected or investigated by the school at any time according to the policies indicated in the handbook/acceptable use policy.
- If a student fails to return the device at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device. Failure to return the device will result in a theft report being filed with the Philadelphia Police Department.

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, electronic games, movies, and radio. Students may have access to their device 24/7. Parents will need to establish ground rules for device use outside of the school day. While on campus, devices will have Internet filtering on them.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing MaST Community Charter policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriately utilizing photos, video, and/or audio recordings of any person.
- Changing iPad settings in an effort to circumvent the filtering system.
- Downloading inappropriate apps.
- Spamming-sending inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Vandalism to your device or another student's device.

Repairing or Replacing your Device

MaST iPad Insurance

The MaST iPad insurance is an option to cover iPad repairs or replacement in the event of theft, loss, accidental damage, or maintenance. The protection cost will be a one-time fee for each iPad, which will cover the device for 3 years after the distribution of the device. Fees will be placed into an account to self-fund iPad repairs and replacement. This plan will include one replacement. Additional replacements will cost the student/parent the full value of an iPad. All protection plan claims for accidental damage and maintenance must be reported and filed with the Technology Department. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the Technology Department before an iPad can be replaced with the MaST iPad insurance plan. The iPad must be in a MaST approved case at all times.

The iPad Insurance Plan does not cover lost or broken items such as protective cases and cables.

Without Insurance

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Students will be responsible for the replacement costs of lost or damaged cords and protective cases.

Chromebook

Purchased

Purchasing includes warranty coverage for 3 years. Damaged devices will be repaired at no cost. Lost/Stolen device will not be replaced, students may opt into borrowing program or purchase another device.

Borrowed

If a borrowed device is damaged, the borrower will be responsible for paying a \$75 replacement fee. If a borrowed device is lost or stolen, the borrower will be responsible for the full cost of the device.



MaST Community Charter School

Device Student Pledge & Policy Agreement

- I will take good care of my device.
- I will never leave my device unattended.
- I will never loan out my device to other individuals.
- I will charge my device's battery daily. I understand that it is my responsibility to be prepared for class with a charged device.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my iPad by only carrying it in a MaST approved case.
- I will use my device in ways that are appropriate, meet MaST Community Charter expectations, and are educational.
- I will follow the policies outlined in the Device Policy and the Acceptable Use Policy while at school, as well as outside the school day.
- I will not place decorations (such as stickers, markers, etc.) on my device or provided case; I will not deface the serial number device sticker.
- I will file a police report in the case of theft and report it to the Technology Department of MaST Community Charter School.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the *borrowed* device, case and power cords in good working condition.
- I understand that it is my responsibility to back my device. If my device needs to be restored and data is not backed up, I understand that loss of data is not the fault of the Technology Department.
- I understand that if I choose to use my own iPad (in eligible grades), I must be enrolled into the MaST Community Charter Management System. Prior to having the device enrolled, all data must be backed up to iCloud. I understand that during the enrollment process **all** data will be erased. After enrollment, the iCloud backup can be restored.
- I understand that the MaST issued Mobile Device Management Profiles installed on iPads and Chromebooks are not to be removed.
- I understand that MaST reserves the right to change the program requirements as needed.

I agree to the stipulations set forth in the above documents including the Device Policies, Procedures, and Information, the Acceptable Use Policy and the Student Pledge for Device Use.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

****Device will not be distributed until all forms are signed and returned to the Homeroom Teacher****