TYWLS Astoria Student Technology Policy  
2020 - 2021

We are a very unique school in that all of our students are one to one with Apple laptops!

With that comes a lot of responsibility.

**TYWLS Astoria’s expectations and school technology policy is as follows:**

1. **Laptops (& any technology-assigned equipment) MUST ONLY be used for school or academic use** both in school and at home. Students cannot use their school laptops for social media, YouTube, watching movies, Google Hangout etc. If a student is found to be misusing this privilege, consequences can vary depending on the nature of misuse (see below).

   [Technology Poster](http://tinyurl.com/yxgjrerq)

2. Students are responsible to keep the laptops clean and to keep liquids away from it at all times, as they have signed the contract accepting that responsibility. Students are expected to take care of the laptop, and keep track of it at all times. Students are **NOT allowed to loan or give their laptops to other students or siblings**. For example, if a student asks another student to use their laptop, this is absolutely **NOT allowed**.

**All students must purchase a cover** for the laptop in order to avoid damage to it in the event that it falls or someone hits it. Having a computer cover is **MANDATORY**. If the student is in financial need, please contact the guidance counselor, and be prepared to bring proof of low income.

Below please find the recommended laptop covers:

- If you have the **new mac** laptop, below is the case we recommend you all to buy: [http://tinyurl.com/yxgjrerq](http://tinyurl.com/yxgjrerq)

- If you have the **older mac** laptop, below is the case we recommend you all to buy: [http://tinyurl.com/y2z4lase](http://tinyurl.com/y2z4lase)

- If you have a **MacBook Air**, below is the case we recommend: [http://tinyurl.com/y4q6hqc6](http://tinyurl.com/y4q6hqc6)

4. If a student damages the laptop (keys missing, broken or cracked screens, bent laptops, water or any liquid damage etc.) for which she has signed a contract, that student will be responsible for the cost of the replacement and/or for the repair of the laptop. For example, the most common issues are broken screens, **if a student cracks or breaks the screen, it will cost $506**. If families are unable to pay for broken laptops, the school will work out:
   (a) Payment plan
   (b) Use of their own personal devices
   (c) Share written work on paper for onsite learning
   (d) Request a device from NYCDOE (*if remote only)- ALL devices from NYCDOE are BORROWED and must be returned. **Students will not receive HS diploma or senior transcripts if ALL DEVICES are not returned**.

   Students will be able to request a technology device from the NYCDOE if they do not have a working laptop.

   Link HERE: [Remote Learning Device Request](http://tinyurl.com/yxgjrerq)

Students will **not be issued a “loaner” laptop if their laptop is unable to be used**. We do not have the technology capacity to “EXCHANGE laptops” for a different version, or more upgraded model. Please do not send requests.
Students will be responsible for all classwork and homework regardless if it is posted digitally or printed. Students will have to make time to use shared spaces with desktop computers supervised by a staff member (advisory time with permission, lunch with permission, after school or before school with permission).

5. If a student is in need of tech support, please email tech@tywls-astoria.org

Examples of Misuse:
- Cyberbullying of any form
- Any Social Media (Instagram, Facebook, Twitter, Snapchat, TikTok, etc.)
- Logging in an account other than the student’s account
- FaceTiming
- Netflix/YouTube
- Gaming websites
- Any group chat or group messaging
- Downloading any software without approval
- Personal or Inappropriate photos and conversations (anything not related to school)
- Loaning technology to family members (i.e. siblings)
- Taking technology out of the country
- Not securing laptop at school events (Sports, Practice, After school Clubs, Trips, etc.)
- Sharing laptops with friends, relatives
- Removing NYC DOE asset tags and any school labels on school technology

The range of Disciplinary Actions/Consequences:
- Loss of privilege of assigned technology (i.e. laptop/iPad)- STUDENT may be asked to turn in DEVICE
- Loss of privilege of participating in special opportunities, including senior activities and trips
- Community service
- Principal’s Suspension
- Superintendent’s Suspension
- Police involvement and potential arrest for stolen or missing items

Please find the Chancellor’s Rules and Regulations at the following link for additional infractions and student supports and accountability responses to be used: Citywide Behavioral Expectations to Support Student Learning Grades 6–12. Some infractions to read more in-depth: B19, B26, B27, B30, B31, B35, B39, B44.

Personal Mobile Phones, iPads, Tablets, Handheld Video Games, Apple Watches
These items or other technology may not be visible, used, or charged in classrooms or hallways, even for music listening, correspondences from family, or checking assignments unless specified by documentation in an Individualized Education Plan (IEP). Teachers may authorize limited exceptions in tech-related courses or during field trips. Families are encouraged to minimize technology contact with students during the school day, and call the Main Office for emergency messages which will be delivered immediately. Students who are missing their laptops for class day must make a request with the teacher for alternate options other than their personal phone, and this may affect their Plan grade or result in disciplinary actions after warning. Students and families should consult counselors and tech workshops on healthy use for teens to build strategies for tech addiction or “needing to hold a phone.” Video recording, livestream, or posting on personal technology on school premises is never allowed under any circumstances. Use of personal technology to cheat or plagiarize on state or local assignments or tests will result in disciplinary and academic consequences.

Texting and Social Media:
If it is determined that a student is the creator of any social media handle with the use of the school's name, used for the purposes of attack, malicious intent or harmful communication, that student will be reprimanded accordingly as per Chancellor's Regulations on citywide behavioral expectations.
If a student is following and/or are being followed by accounts promoting bullying of any form to a student/staff or any person within or outside of school and "Like or Comment" any photos, or participate in conversations including hateful or unsafe language or a name of any DOE student or staff member, please be reminded that it is considered to be engaging in Cyberbullying behavior and can be held to consequences named above and determined by our school policies (ex: suspension or otherwise).

All students should PLEASE UNFOLLOW and BLOCK any type of accounts at risk for misconduct.

As a reminder, suspensions are a permanent part of your record and are reported to colleges. It may deter you from trips, recognitions, scholarships, entrance to college or otherwise. In addition, suspensions immediately remove any student from PSAL sports for the remainder of the year.

**Laptop Contract Reminders:**

**Note:** At any time during the duration of your time at TYWLS, as well as during a time the student’s laptop or technology has been assigned, if there is a failure to follow the Laptop Contract, TYWLS Astoria maintains the right to remove all technology privileges as well as all assigned technology to be returned to the school for improper use or misuse of any of the rules. Failure to repair and or repay for the cost of technology damages may result in withholding diploma.

**Out of Town/Summer Laptop Requests:** If you are in need of computer technology, solely for the use of academic purpose (ex: Summer program), over a break or otherwise, please see the technology coordinator to request a form. *This form must be signed by an administrator prior to approval.*

**OPT OUT of Laptop Use:** Families are able to opt out of a student having a laptop assigned to them, should they decide to sign a FAMILY opt-out form for their child. Students would be provided with printed work and expected to complete within the same time frame as others with assigned technology. Students and families should make the necessary accommodations to provide access to the internet and technology (i.e. local library) as needed.

**Removal of Technology or Inventory Without Consent or Written Permission**

Any student found to have removed without consent technology/inventory of any type, the matter will be deemed as theft and appropriate action will be taken. This may include suspension, police report and follow up, removal from school and reporting to colleges on the incident, if applicable. Theft is a serious occurrence and consequences will be reflected.

Sincerely,

Allison Persad              Michael Cohen  
Principal           Assistant Principal

(Revised as of 9/2/2020)

This is a living document, and the most updated copy can be found on the school website.

**All PARENTS MUST SIGN OFF OF SCHOOL TECHNOLOGY POLICY USING OPEROO APP THROUGH an E-FORM.**