

**Cape Fear Center for Inquiry
Board of Directors Agenda
July 18, 2017- 6:00pm**

Nurturing a Sense of Wonder. Cape Fear Center for Inquiry is committed to promoting students' abilities to think and create in personally meaningful ways through an inquiry-based, integrated curriculum in a nurturing and empowering environment.

Roll Call Ashley Cooksley, Lisa Sharpe, Cathey Luna, Kelly Dodd, Jennifer LaFleur, Todd Fischer, Lauren Lombardi, Stephen Hill, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Lori Roy

Absent: Lisa Sharpe, Lauren Lombardi, Stephen Hill, Cathi Mintz

Time	Subject	Chair/Presenter	Activity
6:00pm	<i>Call to Order</i>	Ashley Cooksley	Action
6:01	<i>Approval of Minutes: 6/20/17</i>	Ashley Cooksley	Cathey Luna motioned to approve. Todd Fischer seconded. Motion passed.
6:02	<i>Visiting Faculty*</i>	TBD	Wes Rose introduced.
6:03	<i>Visiting Parent or Community Members*</i>	TBD	None
Committee Reports:			
6:03	<i>Partnership</i> <ul style="list-style-type: none"> • No Committee Report- next executive board meeting 7/27/17 at Angela Carson's home 	Stephen Hill	Meeting on July 27. No report at this time.
6:04	<i>Life Long Learning</i> <ul style="list-style-type: none"> • No Report 	Jennifer Paetzold	No report
6:05	<i>Director's Report</i> <ul style="list-style-type: none"> • 6th Grade Math/Science Recommendation • TA Recommendations • Personnel Update (<i>possible closed session</i>) • Teacher Board Seat recommendation • Leadership Training opportunity 	Lori Roy	<p>*Lori recommended Wes Rose to take Jackie Anderson's place as a teacher representative, since he was voted upon by the faculty to be a representative, second in the vote to Jennifer LaFleur. The Board approved the recommendation. This means that Jennifer LaFleur, Wes Rose, Cathy Mintz, and Kelly Dodd are teacher representatives, and Lisa Sharpe is in the Founder's Seat.</p> <p>*CFCI is hosting the Regional Charter School Principal Consortium on Oct. 10. Lori wants to join this organization to help her network with other principals and directors of charter schools. If she cannot attend one of the meetings, she can appoint someone else to take her place. The cost to CFCI will be \$249.00, + mileage and hotel to be taken from professional workshops line item. Lori is checking to</p>

	(hosting in October)		<p>see if a second seat could be given to a board member or teacher. Pending gaining approval from the RCSPC to add the second seat for teacher/board member, Todd Fischer motioned that we approve this, and Cathey Luna seconded. Motion passed.</p> <p>*Welcome to Jennifer and Wes Rose – new teacher reps!</p> <p>* Lori recommended that we approve to hire Carla Bromstead to be the 6th grade Math/Science teacher for 2017-2018. She also recommended the hiring of Pam Duffy for EC Teaching Assistant. The third recommendation was to approve Ben Rose as a Regular Education Teaching Assistant. Cathey asked about their references. All good. Cathey Luna motioned to approve all 3, Lisa Buchanan seconded. Motion passed.</p> <p>*We have advertised for Jackie Anderson’s middle school math position. Lori asked that we get the word out to look for good applicants.</p> <p>* Lori is recommending that we increase the hours of Carly Davis, our school psychologist consultant, to 30 hours a week (up from 2-3 days a week) for a salaried amount at the state salary scale for school psychologists. She will also have benefits. The EC staff is recommending 30 hours. The board agreed, and no vote needed.</p>
6:35	<p>Technology Committee</p> <ul style="list-style-type: none"> • Policy and Procedure Update: Chrome-book rollout update 	<p>Todd Fischer, Jennifer Solomon, Paul Allen</p>	<p>CFCI is going 1-1 with Chromebooks , grades 4-8. Lori and the Tech committee are making several recommendations about policies concerning network access, Chromebook handling and technology fees. Lori and the Tech committee recommend</p> <ol style="list-style-type: none"> 1. that we remove the section from the student handbook concerning Non-CFCI Hardware Network access and the Liability form. 2. that the Board will give the tech committee the flexibility to amend the Technology Usage Agreement Packet and make edits as long as they do not violate the spirit and intentions of the policies. 3. that Policy 812 is changed to reflect the bolded edits Lori added to read : “Students are all provided school email accounts at CFCI. They are not permitted to access personal email accounts at any time. Teachers

			<p>are to monitor and ensure compliance with this rule.”</p> <p>4. That the packet will be titled “Technology Usage Agreement Packet”. That all references to “usage fee” will be changed to “technology fee.” That on page 11, the bolded headline will read “CFCI Chromebook Agreement” (strike the word “loan.”)</p> <p>Cathey Luna moved that we approve these 4 recommendations. Kristin Hudson seconded. Motion passed.</p> <p>Cathey Luna made a motion to approve charging parents an annual \$50 technology fee with a breakout given to explain how the funds are used, and that an additional annual fee, \$15 insurance (zero deductible) also. Todd Fischer seconded. Motion passed.</p>
7:10	<p><i>Finance</i></p> <ul style="list-style-type: none"> • Budget Reports- <i>unavailable due to end of fiscal year</i> • Summer work update (inside and out!) • 2017-2018 Budget Update 	Kathy Rettig	<p>We’ve painted classrooms, replaced tiles, working on a final pergola design. Todd is working to find a group of volunteers to construct the pergola. We’re still working on the buzzer system for the front door that includes a keypad for teachers. The big change will be that the double doors to the outside of the school will now be locked all the time, with teachers having access via keypad. The fence on the 4-8 playground is mostly complete. A gate needs to be added to facilitate fire drills, and there will be the truck gate which exists, and a gate onto Shipyard. Floors are being stripped and waxed right now, so access to the building is limited for a while. Our ADM is \$65,000 more than we had budgeted, which should allow the school to add back some money to the technology line item, and the raises for teachers will average 3.3% raises, though some get no raise, and some get more.</p>
7:30	<p><i>Policy and Procedure Review</i></p> <ul style="list-style-type: none"> • Technology update (see Technology Committee Report) 	Jennifer Solomon/ Lori Roy	<p>See technology.</p>
7:30	<p><i>Development Committee</i></p> <ul style="list-style-type: none"> • Committee 	Todd Fischer/ Lori Roy	<p>Todd, Cathey and Lori went to the church to do a walk around the property. We are gathering</p>

	<p>Report</p> <ul style="list-style-type: none"> • Feasibility Study Update 		<p>information on the possible purchase of the property. The church has not had the property appraised. We are also gathering information on the Shipyard lots that are available.</p>
7:30	<p>Executive Committee</p> <ul style="list-style-type: none"> • Educational Leave Policy adhoc review 	Ashley Cooksley	<p>Ashley is going to form an adhoc committee to review the Educational Leave Policy, and invite Kristin Hudson, Todd Fisher, Sam DePrisco, Joanne Brinkley and Nancy Kachadurian to look at the policy and look at particularly how the phrase “benefit to CFCI” needs to be better defined.</p>
7:40	<p>Other Announcements and/or Upcoming events:</p> <ul style="list-style-type: none"> • Next Executive Committee Meeting: 8/7/17 at 9:00 a.m. • Next Board Meeting- 8-15-17- in the CFCI Museum Room at 6pm • Open House 8-17-17 • First workday 8-15-17 • First student day 8-22-17 	Ashley Cooksley	<p>Todd asked if the PCN has met yet. Lori said there will be a “meet and greet” first, and then call the first meeting.</p> <p>Lori thanked Jennifer Solomon, Paul Allen, and Todd Fischer for all the hard work put into the Technology Usage packet. GREAT JOB, Jennifer for getting it all typed up and ready for meeting!</p>
7:45	<p>Closed Session for meeting critique (NC statute 143-318.11)</p>	Ashley Cooksley	<p>No closed session needed.</p>
7:47	<p>Adjournment</p>	Ashley Cooksley	<p>Cathey Luna motioned to adjourn. Lisa Buchanan seconded. Motion passed.</p>

Board Agenda Requests: If you would like to request that an item be added to the Board agenda, please e-mail the Board Secretary, Beth Carter at bcarter@cfc.net with “CFCI Board Agenda” in the subject line, or place the request in his box in the main school office. The agenda request must include the subject, a brief synopsis of what you would like to present, the amount of time requested, any handouts you would like to distribute, and whether your request is informational, discussion, and/or requests board action.

All requests and materials need to be submitted by noon on the first Friday of the month. Items not received by this time will not be considered for the following month’s Board meeting. The Board Executive Committee reserves the right to determine whether the item is added to the agenda, to ask for additional information, or to redirect the request to an appropriate committee or person.

**Cape Fear Center for Inquiry
Board of Directors Minutes
June 20, 2017- 6:00pm**

Nurturing a Sense of Wonder. Cape Fear Center for Inquiry is committed to promoting students' abilities to think and create in personally meaningful ways through an inquiry-based, integrated curriculum in a nurturing and empowering environment.

Roll Call Lori Roy, Lisa Sharpe, Cathey Luna, Kelly Dodd, Jennifer LaFleur, Todd Fischer, Lauren Lombardi, Stephen Hill, Beth Carter, Lisa Buchanan, Kristin Hudson, Cathi Mintz, Jackie Anderson, Angela Carson, Ashley Cooksley

Absent: Cathey Luna, Jennifer LaFleur, Lisa Buchanan, Cathi Mintz

Time	Subject	Chair/Presenter	Activity
6:00pm	<i>Call to Order</i>	Ashley Cooksley	Action
6:01	<i>Approval of Minutes: 3/21/17</i> •	Ashley Cooksley	Motion to approve as corrected - Kristin Hudson Second - Todd Fischer Motion passed.
6:02	<i>Visiting Faculty*</i>	Nancy Kachadurian Rene Lemons Joanne Brinkley Sam DePrisco	– spoke about the educational leave policy. Asked the board to revisit the policy and consider making changes in order to retain hard-working, excellent faculty. -asked board to be aware of and adhere to leave and evaluation policies and procedures in making faculty contract decisions. - shared with the board that Julie Naylor, who did not receive educational leave, will be getting training in Responsive Classroom and Singapore Math, and hopes that we reconsider the decision to grant the leave, and revisit the policy. -Sam DePrisco echoed her concerns about the denial of Julie Naylor's leave request, and requested the board revisit the policy or create a new policy which would enable CFCI to retain teachers who need a year for personal reasons.
6:07	<i>Visiting Parent or Community Members*</i>	Tiffany Walker	Also asked the board to reconsider Julie Naylor's leave. She asked the board to consider changing the way it handles faculty and parent questions and concerns and be able to respond more real-time to those comments made at the beginning of the meeting.
	<i>Committee Reports:</i>		

6:15	<p>Partnership</p> <ul style="list-style-type: none"> • Committee Report 	Angela Carson	<p>August 18 – Back to school luncheon for faculty September 26 - First Partnership meeting – it will be a party! 25 parents have signed up to read the book <u>The Gift of Failure</u>. July 27 – 6:30 – at Angela’s house, Executive Committee</p>
6:25	<p>Life Long Learning</p> <ul style="list-style-type: none"> • Committee Report 	Jennifer Paetzold	<p>Professional Development for the 2017-2018 school year: * Lisa Cole applied for and received a UTOTES science grant. 6 sessions of 16 faculty members will participate in this concerning using the school grounds as a learning focus and utilizing the Museum of Natural Sciences in Raleigh. * Also, school will take a look at problem-solving model for math and Singapore Math NWEA MAP will be the new whole-school assessment and used as universal screener. *We have ordered and received Google Chrome Books for grades 4-8, Tech training will be done with faculty, and how to teach the students to use them. Tech committee has to develop policies as to student use. *Looking at reading comprehension in the classroom, K-8. *Also faculty will continue a once-a-month curricular conversation, loop level specific. *Inquiry and responsive classroom training will be PD to be held during faculty meetings.</p>
6:35	<p>Technology Committee</p> <ul style="list-style-type: none"> • Committee Report- Chromebooks are here! 	Jennifer Paetzold/ Todd Fischer	<p>Todd announced that we got a \$10,000.00 General Electric grant that includes two 3-D printers! Joanne Cress will be changing the middle grades technology curriculum to be units of study in a station-fashion to include the 3-D printers. Thanks Todd!</p> <p>Paul Allen’s update is included in a separate file.</p>
6:45	<p>Finance</p> <ul style="list-style-type: none"> • Budget Reports 	Kathy Rettig	Presented, no questions.
6:55	<p>Policy and Procedure Review</p> <p>Vote: New Student Enrollment, Early Kindergarten Entry, Application</p>	Jennifer Solomon/ Lori Roy	<p>Early Check Outs. Todd suggested that we move the sentence: " ***Please notify the school before 2:30 PM if there are any changes in your child’s method of transportation from school” to the Transportation section of the handbook.</p> <ul style="list-style-type: none"> • <p>Enrolling homeschooled students. Ashley Cooksley asked about the deadline of June 1 to have testing</p>

	changes, Homeschooled enrollments		done. Lori Roy answered that we have to trust the parents to present accurate information. Ashley suggested that we make the font bigger or different to highlight the homeschool requirements on the application. Early Entry to Kindergarten Process. Todd Fischer moved that we approve all 3 policies, with the changes mentioned above to the Early Check Out Policy to move the sentence to the Transportation Policy, and change the fonts to highlight homeschool information and requirements on the CFCI enrollment application. Kristin Hudson seconded, and the motion passed.
7:20	<i>Development Committee</i> <ul style="list-style-type: none"> No Committee Report-summer work coming up 	Todd Fischer/ Lori Roy	Todd shared that we were able to sell wrist-bands for Downtown Sundown and got \$997.50 for volunteering. We'll be looking for other opportunities to make money like this. We got a STEAM grant from GE and will be used to purchase a stage, light bar, new sound system, mics and rights to produce a play for Wes Rose's music program.
7:45	<i>Director's Report</i> <ul style="list-style-type: none"> Parent Collaborative Network Recommendations Contracts (closed session-personnel) Teacher Recommendations (closed session-personnel) 	Lori Roy	Lori shared her excitement that the Partnership is organized for next fall! Painting will be done in many classrooms over summer. Fencing will be added to the upper playground, and we'll add security features to the front entrance. We hope to add the pergola to the outdoor classroom platform, but need a pergola design. Chrome books have been delivered for all students 4-8. Parent Collaborative Network is now created, and Lori is recommending that we select Jenny Whitney (K-1), Sarah Raper (2-3), Elaine Jack (4-5), and Kelli Flowers and Keri Wray (6-8) as members. Kristin Hudson motioned that we approve the slate. Lauren Lombardi seconded. Motion passed. Lori will notify them tomorrow.
8:15	<i>Executive Committee</i> <ul style="list-style-type: none"> Director's 	Ashley Cooksley	Moved to closed session Todd Fischer voted to go into closed session. Kristin

	Evaluation		Hudson seconded. Motion passed. Closed session notes are provided in a separate file.
8:35	<i>Closed Session</i>	Ashley Cooksley	A summary of notes taken in closed session is available in a separate file. Kristin Hudson moved that the board go back into open session to vote on contracts. Beth Carter seconded. Motion passed.
	<i>Open Session to Vote on contracts</i>		Lauren Lombardi motioned that we approve the slate of teachers recommended by Lori Roy for contract renewal for the 2017-2018 school year. Kristin Hudson seconded. Motion passed. Lori Roy recommended the hiring of Jess Frank and Gina Faragher as two new EC teachers. Todd Fischer made a motion to approve, and Kristin Hudson seconded. The motion passed. Lauren Lombardi motioned to approve Lori Roy's contract for 2017-2018, and Todd Fischer seconded. The motion passed.
	<i>Other Announcements and/or Upcoming events:</i> <ul style="list-style-type: none"> • Next Executive Committee Meeting: July 11, 2:00 p.m. Next Board Meeting- 7-18-17- in the CFCI Museum Room at 6pm	Ashley Cooksley	
7:47	<i>Adjournment</i>	Ashley Cooksley	Lauren Lombardi motioned to adjourn the meeting. Kristin Hudson seconded. The motion passed.

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Candidate Recommendations:

6th Grade Math/Science Teacher: Carla Bromstead

On June 19th a panel of 8 members interviewed candidates for the 6th grade Math/Science position. The panel narrowed their decision down to two qualified candidates and had them return on June 26th for a second interview. Each candidate developed a unit of study connected to Unit Rate which is a relatively new concept to 6th graders. They shared their unit and taught a 30-45 minutes lesson to the panel.

The panel highly recommends Carla Bromstead for the 6th grade math and science position. Carla comes to us with seven years experience as a third and fourth grade teacher. While Carla's experience is with elementary students, the panel as well as her references and former supervisor feel confident in her ability to adjust to middle grades children and their learning needs as well as the content. She was quick to research the content and develop hands on, inquiry based methods for uncovering the meaning and purpose behind unit rate. Carla also brings experience in mentoring, leadership roles, and technology to the position as well as growing up bilingual.

Carla believes in the methodologies and practices that we expect from our teachers at CFCI and is excited to get started!

Exceptional Children's Teaching Assistant: Pam Duffy

On June 29th a panel of 6 members interviewed candidates for the EC TA position. The panel unanimously recommends Pam Duffy. Pam is an experienced educator who previously taught Kindergarten, first, third and fourth grade. She worked as a certified tutor in New Hanover County Schools for the past 4 years. She has a tremendous passion for helping students and is very excited to join the team at CFCI.

Regular Education Teaching Assistant: Ben Rose

On June 29th a panel of 6 members interviewed candidates for an EC TA position. The panel selected another candidate for the EC TA position but felt strongly about another candidate's qualifications as well. The panel discussed the possibility of this other candidate fulfilling another open TA position and agreed that Ben Rose would be an asset in that role. Ben is a parent at CFCI and has been a strong volunteer both in the classroom and with the partnership. Ben's references were quick to note his work ethic and natural fit with children and meeting children at their level. He has diverse work experiences that lend well to multi-tasking, being patient and working well under stress. The panel enthusiastically recommends Ben Rose for the Math 2/TA position.

812 Student Internet and Email Acceptable Use

Internet access and Electronic Mail (E-Mail) are now available to students and teachers in CFCI. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in school by facilitating resource sharing, innovation, and communication. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the User Agreement and Parent Permission Form.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet could contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that end, the CFCI supports and respects each family's right to decide whether or not to apply for access.

CFCI Internet and E-Mail Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network service is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Individual users of the CFCI computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with CFCI standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on CFCI servers would be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the

same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Students are permitted to access personal email accounts only for appropriate school related activities. Teachers are to monitor any such access to insure compliance with this rule.

Disciplinary Action:

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following are not permitted:

- **Accessing any sites with adult content and/or discussions**
- **Sending e-mail that is offensive and/or inappropriate (if you have any doubts, let your teacher read first)**
- **Using computers in any way to cause problems for others. For example, Writing that is hurtful to others; deleting, destroying or changing the work of others; and/or anything that an adult has warned you about.**

In the event a student engages in any of the above referenced activities, his/her access privileges will be revoked and other disciplinary measures may result.

Other deliberate misuse of internet privilege will result in the following consequences:

- Offense 1: warning and notification of parents
- Offense 2: temporary loss of internet privilege (not to exceed 30 calendar days)
- Offense 3: loss of privilege for the remainder of the year

Students will be financially responsible for any damages that they do to equipment, physically, or electronically.

Adoption

This Student Internet and Email Acceptable Use Policy was adopted by the Board of Directors at a public meeting, following normal public notice on September 20, 2016.

814 Student Discipline and Liability

It is essential that computers and networks be protected from misuse and abuse by users so they can serve their instructional purpose. Engaging in behavior that damages communications equipment and/or programs or interferes with use of these resources by others will not be tolerated.

Unacceptable use includes, but is not limited to, the following:

1. Abusive or objectionable language
2. Malicious attempt to harm or destroy data of another user
3. Transmission of material in violation of any US or state regulation
4. Use for commercial purposes or political lobbying
5. Violation of Copyright laws
6. Plagiarism

More serious violations include

7. Deletion or alteration of any network files or configurations
8. Planting a virus on a network
9. Running software designed to access passwords
10. Perform any act, which leads to significant damage to network operations.

Students who are found to have committed any of the above violations or other prohibited computer related actions will be subject to consequences possibly including suspension of computer privileges and suspension from school. The teacher and Director or designee will confer to determine the specific circumstances and consequences on a case by case basis.

If abuse of computers, peripherals or networks causes damage, which is permanent or requires repair or replacement, the student will be liable for any charges and may be subject to criminal prosecution.

Approved 12-15-2009

825 Internet Safety

It is the policy of CFCI to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "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. The term "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 a 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, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual 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.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the CFCI online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervising, Monitoring

It shall be the responsibility of all members of the CFCI staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of IT Specialist or designated representatives.

The Technology Teacher or designated representatives will provide age- appropriate training for students who use CFCI Internet facilities. The training provided will be designed to promote CFCI’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the CFCI Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;

- ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of CFCI’s acceptable use policies.

Other CFCI policies regarding Internet Safety are listed below:

- Policy 365 Educating Students About Online Behavior
- Policy 812 Student Internet and Email
- Policy 814 Student Discipline and Liability
- Policy 824 Network Security

APPROVED 11-21-2013

Adoption

This Internet Safety Policy was adopted by the Board of Directors at a public meeting, following normal public notice, on September 20, 2016.

NON-CFCI Hardware Network Access and Liability Form

Students and visitors have the opportunity to log onto the CFCI network with their personal (NON-CFCI owned hardware) computers, tablets, or net books. This access will be authorized by the Technology Teacher, IT Administrator, Curriculum Coordinator, or the Director on an individual basis when the parent/student release of liability form is turned in to the student's homeroom teacher. Access is only granted to the student on the form. No smart-phones or ipods will be given access to the network. All users of NON-CFCI hardware will be held accountable and liable to all CFCI computer use policies.

CFCI is not responsible for any lost, stolen or damaged electronic equipment brought to school by a student or visitor. No effort will be made on the school's behalf to investigate lost or stolen hardware. CFCI is not responsible for any viruses obtained from the CFCI network. If a teacher deems that a student is using a piece of electronic equipment inappropriately or at an inappropriate time, the teacher has the right to confiscate the electronic equipment until a parent/guardian comes in to retrieve it. The first inappropriate use will result in removal of the non-CFCI hardware from network access for 30 days. The second inappropriate use will result in a loss of access for the remainder of the academic year. The Technology Teacher, IT Administrator, Curriculum Coordinator, or the Director must be notified of any inappropriate use in writing.

Parent/Student Liability Form

Student Name (print) _____ Parent Name (print) _____
Grade _____ Teacher _____
Student Signature _____ Parent Signature _____

Below to be filled out by CFCI staff member

Dates: of access _____ of violation #1 _____ of violation #2 _____
CFCI Staff Member Who Grants Access Signature _____

1. Form should be given to classroom teacher.
2. Classroom teacher will bring form and device to appropriate staff member to activate access.
3. Form will be filed with classroom teacher

1:1 Chromebook Table of Contents

1. GENERAL INFORMATION
 - 1.1 What CFCI believes
 - 1.2 How Technology enhances learning
 - 1.3 Why Chromebooks
 - 1.4 Success Indicators
- 2 RECEIVING AND RETURNING YOUR CHROMEBOOK
 - 2.1 Receiving
 - 2.2 Returning
- 3 STUDENT CHROMEBOOK CARE
 - 3.1 Taking Care of Your Chromebook
 - 3.2 Cases
 - 3.3 Carrying Chromebooks
 - 3.4 Screen Care
- 4 USING YOUR CHROMEBOOK AT SCHOOL and HOME
 - 4.1 Chromebooks Left at Home
 - 4.2 Chromebooks Undergoing Repair
 - 4.3 Charging your Chromebook's Battery
 - 4.4 Lock Screen and Home Screen, Background Photos
 - 4.5 Home Internet Access
 - 4.6 Parent Use
- 5 SOFTWARE (APPS AND EXTENSIONS) ON CHROMEBOOKS
 - 5.1 Originally Installed Software
 - 5.2 Student Downloads
 - 5.3 Inspection
 - 5.4 Software Upgrades
 - 5.5 Filtering unsafe or inappropriate websites
 - 5.6 Viruses
- 6 RESPONSIBILITIES AND EXPECTATIONS
 - 6.1 Who owns the Chromebook
 - 6.2 General Guidelines
 - 6.3 Integrity and Civility
 - 6.4 Parent/Guardian Responsibilities
 - 6.5 Student Responsibilities
 - 6.6 No Expectation of Privacy
 - 6.7 Opting Out
 - 6.8 Keeping Devices Over the Summer
- 7 PROTECTING & STORING YOUR CHROMEBOOK
 - 7.1 Chromebook Identification
 - 7.2 Storing Your Chromebook
- 8 REPAIRING OR REPLACING YOUR CHROMEBOOK
- 9 USAGE FEE
- 10 PERSONAL HOME OR HOMEOWNERS COVERAGE

1 GENERAL INFORMATION

1.1 Why does CFCI believe that a 1:1 program is important?

The 1:1 Chromebook Program, which provides mobile computing and wireless technology, has been designed to enhance the delivery and individualization of instruction.

The advantage of a 1:1 program is that students' learning opportunities are extended beyond the classroom by increasing the students' access to information from multiple sources. Teachers have the opportunity to deliver instruction in a variety of ways to meet the different learning needs of all students and actively engage students in taking more ownership for learning.

Research shows that a 1:1 computing environment is the most cost effective way to implement technology of all the current models. That same research shows that continuous access to a computing device for every student leads to increased academic achievement and financial benefits. We believe that we can leverage technology to increase student engagement and provide opportunities for students to create, collaborate, communicate effectively, and practice critical thinking. As our teachers learn to work with technology we see the possibility for more personalized learning opportunities, both to learn at a faster pace and to fill in gaps in learning that are critical for future success.

1.2 How Can Technology Enhance Learning?

We believe technology provides many opportunities to help our students learn. Integrating technology improves student enthusiasm toward learning, making students actively engaged in their classes and taking ownership in their learning. Brain research has proven that students are now learning differently and need new instructional methods to meet their needs.

Our students will be taught how to be effective 21st Century Learners. This means they will be digitally literate and use the four C's (Creativity, Communication, Collaboration, Critical Thinking) to be global citizens. Student writing and production will increase dramatically. Students will be able to peer edit easily and more constructively, as well as globally. The focus on writing will become less of an "exercise" and become more of a crucial method for sharing information or telling stories. The technology allows students to share their writing with vast and different audiences if they choose.

1.3 Why Chromebooks?

Chromebooks represent a new space in technology. This space is between mobile options such as the iPad and the portable space anchored by laptops. The Chromebook needs little, if any maintenance. It is a web-based device so there is no need for downloading or installing software and/or updates. All files and apps are stored in the cloud, so they are available anywhere you have an Internet connection. Many of the Chrome apps work without a network connection as well. Teachers

have many tools at their fingertips to create lessons, assignments and make sure students are fully engaged. The way a Chromebook operates reduces the need for technical support. Student work on the Chromebook automatically saves to the cloud and in particular the Google cloud.

1.4 1:1 Success Indicators

The success of our 1:1 program is measured against the skills needed to excel in a rapidly evolving global society. The notion of what it means to be college and career ready has been reshaped by a world where access and connectivity are becoming ubiquitous. By placing connected devices in our classrooms students possess the autonomy to:

**CREATE
COLLABORATE
EXPLORE
and
SHARE WITH THE GLOBAL COMMUNITY**

Definitions for these core digital age skills are provided below.

CREATE

Students and Teachers will “make” content in ways not witnessed in the past and offer product/solution in ways not conceived before.

COLLABORATE

Students will connect with others and develop PLNs (Personal Learning Networks). As a result, problem-solving will become a collaborative endeavor in which students have to effectively work in teams/groups to realize a solution.

EXPLORE

Students will tackle complex problems and use the methods such as the DISCOVER research process to gather evidence needed to make informed decisions.

SHARE WITH THE GLOBAL COMMUNITY

Students and Teachers will communicate ideas to both local and global audiences.

2 RECEIVING AND RETURNING YOUR CHROMEBOOK

2.1 Receiving

- Before receiving the Chromebook, students and parents should read all CFCI technology policies. Parents and students must read and sign attesting they have read the following CFCI policies: 812 Student Internet and Email Acceptable Use, 814 Student Discipline and Liability, 825 Internet Safety, and the Chromebook loan agreement.
- Students will be walked through the setup/sign in process and the general use of the Chromebooks

2.2 Returning

- Chromebooks must be returned to CFCI at the end of each school year.
- Students leaving CFCI before the end of the school year must return the Chromebooks prior to leaving.
- If Chromebooks are not returned they will be considered stolen property and law enforcement agencies will be notified.

3 STUDENT CHROMEBOOK CARE

CFCI believes that an internet connected device will be a required resource for our students as they enroll in college and or enter the professional arena. With this belief in mind, CFCI believes that students should learn how to effectively manage a device. Students are responsible for the Chromebook's general care and content accessed through the device.

3.1 Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to your teacher as soon as possible so that they can be taken care of properly. CFCI owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended.

What if another student damages my student's device?

In such cases, circumstances will be investigated on a case-by-case basis.

3.2 Cases

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

3.3 Carrying Chromebooks

- Always transport Chromebooks with care in CFCI issued protective cases. Failure to do so may result in disciplinary action.
- Never carry Chromebooks with the screen open.

3.4 Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

4 USING YOUR CHROMEBOOK AT SCHOOL OR HOME

4.1 Chromebooks left at home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.

4.2 Chromebooks Undergoing Repair

- Loaner Chromebooks,(when available) **may** be issued to students when they leave their Chromebook for repair.
- Loaner Chromebooks must be returned at the end of each day unless other (approved) arrangements have been made.
- Loaner Chromebooks may not always be available and students may go without one until theirs is returned.

4.3 Charging your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Chargers should not be brought to school. If students bring their Chromebooks to school without being charged, they are still responsible for getting the course work completed as if they had their Chromebook charged and were able to use it.

4.4 Lock Screen and Home Screen, Background Photos

- Only school appropriate background images may be used on the Chromebook's lock screen and home screen.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures on the Chromebook or within it's files will result in disciplinary action and, where deemed appropriate by administration, referral to law enforcement.
- The Chromebook is the property of CFCI; therefore, school staff and administration have the right to check any material stored on a student's Chromebook, including the screensaver, at anytime.

4.5 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.

4.6 Can parents use the Chromebooks?

When a student is logged into the Chromebook, parents can use them to check on student work, view their browsing history or access PowerSchool. The Chromebooks are not intended for personal use for the student or their parents.

5 SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

- The apps originally installed by CFCI must remain on the Chromebook in usable condition and be easily accessible at all times.
- The school may add software from time to time for a particular use and periodic checks of the Chromebooks must be made available to ensure that students have not removed required apps/extensions.

5.2 Can students download apps?

No. Student access to the web store is limited.

5.3 Inspection

Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Software Upgrades - Who is responsible for updating the device?

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. By logging in with their school email account Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

5.5 Will unsafe or inappropriate websites be filtered on devices?

We do our best to ensure your child’s online experience is safe. Before each Chromebook device connects to the Internet, it must pass through network firewalls and filters. This happens whether the device is browsing on campus on school-owned networks, or off campus using another Wi-Fi router that is providing the Internet connection. Because of security settings built into the device, it must first route it’s Internet connection back through our security settings (firewalls and filters) before any website or online resource is accessible. If your child is using the Chromebook at school, at home or at a public library, it will always pass through our web filtering and network firewall system before they can see or access web content. Our web filters are programmed to block inappropriate content as much as possible. While we do our best to stay on top of things, some websites are not blocked or are able to bypass our filters. Teachers and parents are encouraged to randomly check the browsing history of student Chromebooks on a regular basis. Browsing histories cannot be deleted by the students. CFCI can also conduct random checks of student browsing histories. If you discover any inappropriate web activity, please contact your child’s teacher or the Director. Inappropriate web browsing is a violation of the CFCI’s Authorized Use Policy and may result in disciplinary action.

5.6 What about computer viruses getting onto the Chromebook?

Since the applications run through the browser and online, there is little worry about having viruses infect the Chromebook's software or hardware.

6 RESPONSIBILITIES AND EXPECTATIONS

6.1 Who owns these Chromebooks - the students or the school? What happens if my child breaks or loses his or her Chromebook?

Chromebooks that are issued as part of the 1:1 program are the property of the Cape Fear Center for Inquiry. Each student will be issued a Chromebook by the school and will have access to that device 24/7. Stakeholders will have to adhere to CFCI's school policies governing the use of technology. This also includes potential damage. CFCI has purchased insurance for all Chromebook devices. Insurance will cover the following: screen damage, liquid immersion, theft (A Police report must be filed), and mechanical issues. However, the insurance will not cover student loss of a Chromebook. Additionally, students will be responsible for paying nominal fee(s) based upon the issue and frequency of occurrence. CFCI will be responsible for purchasing apps and e-materials as applicable. Through the Google Apps dashboard applications and system updates will be pushed out for students via their CFCI Google Apps Accounts.

6.2 General Guidelines

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources provided by CFCI.
- Access to CFCI technology resources is a privilege and not a right. Each employee, student and parent will be required to follow the Internet Acceptable Use Policy.
- Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material.
- Any attempt to alter the configuration of a Chromebook, or the files of another use, without the consent of an Administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with CFCI's Code of Conduct, Internet Safety and Acceptable Use Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as deemed appropriate.

6.3 Integrity and Civility

In addition to any standard or rules established by the school, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- Cheating
- Plagiarizing
- Falsifying Information
- Violating Copyright Law

- Hacking
- Gaining unauthorized access to any network or Chromebook

6.4 Parent/Guardian Responsibilities

Your son or daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will read and adhere to the Policies and Procedures for 1:1 Chromebook program and discuss it with my child.
- I will read and adhere to the Internet Acceptable Use Policy and discuss it with my child.
- When using the Chromebook at home, at school and anywhere else, the student will follow CFCI's policies, especially technology and internet policies, the Student Code of Conduct and the Acceptable Use and Internet Safety Policy and abide by all local, state and federal laws.
- I will supervise my child's use of the Chromebook outside the school environment.
- I understand that it is permissible to connect Chromebooks to offsite Wi-Fi.
- I will discuss our family's values and expectations regarding the use of the Internet and email.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report any problems with the Chromebook to the school and/or proper authorities within 24 hours.
- I will not load or delete any software from the Chromebook.
- I will encourage my child to charge the Chromebook nightly so he/she can begin each school day with a fully charged battery.
- I will encourage my child to bring his/her Chromebook to school every day.
- I will not attempt to change the configuration of the Chromebook software or hardware.
- I will not remove apps or certificates on the Chromebook.
- I will not alter or remove the school device management certificates at any time.
- I will allow the school administration or faculty to inspect and examine the device, apps and content at any time.
- I agree to make sure that the Chromebook and all related accessories are returned to the school when requested or upon my child's withdrawal from CFCI.

6.5 Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- When using the Chromebook at home, at school and anywhere else I may take it, I will follow the policies of CFCI, especially the Student Code of Conduct and the Acceptable Use and Internet Safety Policy, and abide by all local, state, and federal laws.
- I will read and adhere to the policies and procedures for 1:1 Chromebook program and discuss it with my parent/guardian.
- I will read and adhere to the Internet Acceptable Use policy and discuss it with my parent/guardian.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times. I will store it safely in my book bag when not using it for class.
- I will not load any software onto the Chromebook.
- I will not remove programs or files from the Chromebook.
- I will recharge the Chromebook nightly and bring the Chromebook to school every day.
- I will not use my Chromebook to access personal email accounts not pertaining to classroom activities.
- I agree that email (or any other computer communications) should be used only for appropriate, legitimate, and responsible communication for educational purposes.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the Chromebook.
- I will return the Chromebook when requested or upon my withdrawal from CFCI.
- I will report any issues associated with my Chromebook (damage, loss, etc.) IMMEDIATELY (within 24 hours) to the administration, teacher, and/or law enforcement.

6.6 No expectation of privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

6.7 Can my child opt out of having a Chromebook?

No. Chromebooks are expected to become an integral part of the education all students receive at CFCI and we want them to take advantage of the powerful learning resources available with it.

6.8 Will devices be kept by students over the summer?

No. Devices will be turned in at the end of the school year so the school can do maintenance on them. Devices will be re-issued at the start of the school year. Students will receive the same device each year. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.

CFCI shall impose the following sanctions for not returning the student device as outlined below:

- A fine of approximately \$250 will be placed on their student account and an invoice generated to the parent/guardian.
- If the invoice is not paid within 60 days of receipt, CFCI shall submit the delinquency to a collection agency.
- CFCI may report the theft of student device to law enforcement.

7 PROTECTING AND STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

All the Chromebooks are the same, so they look very much alike. However, each Chromebook will be tagged with a sticker with the student's name and student ID number on it. Additionally, CFCI asset tags with barcodes will be on each device and each device has a serial number. CFCI keeps all that data, so if a Chromebook is misplaced, we can determine who it is assigned to get it back to the student user. Any ID stickers that are on the Chromebook when issued must stay on the Chromebook. Asset tags may not be modified or tampered with in any way. No additional permanent markings of any kind (stickers, engraving, permanent ink pen, tape, etc.) shall be placed on the Chromebook or its carrying case at any time. While the devices are issued to students, they are still CFCI-owned property. Additional permanent markings on the device or its case will be considered vandalism. Students can add non-permanent identifying items to the case such as ribbon, key chains or other removable items. Each carrying case will also have an ID tag attached to it, which should also stay on the exterior of the case at all times.

7.2 Storing Your Chromebook

- To prevent damage, nothing should be placed on top of the Chromebook
- Under no circumstances should Chromebooks be left in unsupervised areas.

8 REPAIRING YOUR CHROMEBOOK

All Chromebooks in need of repair should be reported to your child's teacher or an administrator immediately.

9 USAGE FEE

A \$50 technology usage fee will be assessed to each student at the beginning of each school year (assistance available for those who qualify). Devices will not be issued until technology fees have been received.

10 PERSONAL HOME OR HOMEOWNERS COVERAGE

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
- Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

CFCI Chromebook Loan Agreement

One Chromebook & charger are being lent to Borrower and are in good working order. It is the borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of CFCI, and is herewith lent to the student for educational purposes only for this academic school year. Student may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing his/her right to use this device. The equipment will be returned to the school when requested, or sooner, if the student withdraws from CFCI prior to the end of the school year. Students are responsible for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the School property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the School property and to return the same in good condition and repair upon request by CFCI.

I have read and agree to follow CFCI's Chromebook Loan Agreement and other rules, procedures and expectations at all times while using the school issued device.

Student Signature

Date

Parent Signature

Date