

MEMORANDUM OF UNDERSTANDING

Code of Student Conduct Memorandum of Understanding

Prince George's County Public Schools (PGCPS) has adopted the Student Rights and Responsibilities Handbook to ensure schools maintain a safe and orderly environment for students and teachers. The policies and regulations apply to all students while on PGCPS property, which includes: school grounds, school vehicles and during all Board of Education or school related or sponsored activities/events. The offenses listed below are subject to extended suspensions or expulsions.

EXTENDED SUSPENSION

ALCOHOL/DRUGS	Distributing, selling alcohol/drugs, transferring alcohol/drugs or any alcohol/drug substance to any person with or without the exchange of money. Unauthorized possession or distribution of illegal/imitation drugs, prescription or over the counter medications.		
BULLYING/HARASSMENT	Bullying/harassment that is repeated or continues long term through the Internet or other use of technology.		
PROPERTY	Making a bomb threat or threatening a school with a shooting.	Indicating a warning, fire or other catastrophe without cause.	
PHYSICAL	Physical attack (student or adult), intentionally physically hitting, shoving, pushing, or otherwise attacking another person even if unprovoked.	Causing bodily injury during a fight or intentionally fighting which results in serious bodily injuries.	A physical altercation involving two or more students against another group of students, which causes disruption of the school environment.
	The process of obtaining property from another with/without that person's consent by wrongful use of force, striking fear or threats of burglary/robbery.	Taking property without the owner's permission, which is valued greater than \$500.00.	Intentionally causing damage to a school or other's property.
THREAT	The process of obtaining property from another with/without that person's consent by wrongful use of force, striking fear or threats of burglary/robbery.	Taking property without the owner's permission, which is valued greater than \$500.00.	Intentionally causing damage to a school or other's property.
SEXUAL MISCONDUCT	Engaging in inappropriate behavior of a sexual nature (ex. indecent exposure, sexual activity, soliciting sex, sexting, or repeated sexual harassment.)		
INTERNET/COMPUTER MISUSE	Use of Internet and/or computer resources for purposes other than legitimate educational activity.		

EXPULSION

ALCOHOL/DRUGS	Distributing, selling alcohol/drugs, transferring alcohol/drugs or any alcohol/drug substance to any person with or without the exchange of money. Unauthorized possession or distribution of illegal/imitation drugs or prescription drugs.			
PHYSICAL	Serious bodily injury or severe physical damage or harm caused to the structure or function of the body caused by an outside agent or force requiring extensive medical treatment or hospitalization. Examples: substantial risk of death, temporary or permanent loss of any body part, unconsciousness, disfigurement and/or prolonged physical pain. Intentionally attacking an adult by physically hitting, shoving, pushing or otherwise attacking another even if unprovoked. Shakedown/strong arm/extortion			
PROPERTY	Intentionally setting a fire or helping others set a fire with the intent to endanger others.			
WEAPONS	Possession or the use of weapons/instruments used to cause serious bodily harm.	Possessing a firearm (Examples include: handgun, an unloaded/inoperable non-firearm such as a pellet gun or BB gun and a loaded operable non-firearm.)	Possession, distribution, threats and the use of explosives. (Examples include: firecrackers, smoke bombs and flares).	Detonating or threatening to detonate an incendiary or explosive device or material.
SEXUAL ATTACK	Intentionally engaging in a physical sexual attack on another person.			

By signing below, you acknowledge that (1) you received this information from school staff; (2) understand the offenses that are listed; (3) understand if you violate the above offenses, it will lead to a disciplinary referral, which could result in an extended suspension or expulsion from PGCPS; (4) have been provided an opportunity to ask questions regarding terms or concepts that you do not understand; (5) understand fully what you are signing; and (6) or other misbehavior, if serious enough, can have a severe disciplinary consequence. Failure to sign and return this form to the school does not relieve the student from the responsibility of conforming to this Student Rights and Responsibilities Handbook.

Parent Printed Name

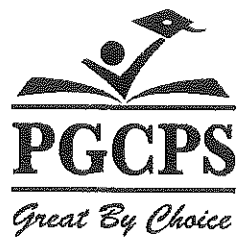
Parent Signature

Date

Student Printed Name

Student Signature

Date



PUBLICITY RELEASE 2016-2017

PUBLICITY RELEASE

Throughout the school year, the Board of Education of Prince George's County and individual schools within Prince George's County Public Schools will conduct activities that may be publicized through local or national news media. These activities may include interview sessions with news reporters; photographs of individual students or groups of students for newspapers or various school system publications including newsletters, calendars, and brochures; the use of student photos on the PGCPS Web site; and videotaping for local and national television news programs, cable programming, and school system promotional videos.

Please **check statement(s) that apply** below. **Sign and return** this document to your child's school.

I/we grant permission for my child's classwork, tests or assignments, with comments and/or grades, to be displayed.

I/we grant permission for my/our child's name, voice, and photographic likeness to be used by Prince George's County Public Schools personnel, or reporters, journalists, or photographers employed by news media.

I/we do not give permission for my child's name, voice, and photographic likeness to be used by Prince George's County Public Schools personnel, or reporters, journalists, or photographers employed by news media.

Child's Name

School

Signature of Parent(s) or Guardian(s)

Signature of Parent(s) or Guardian(s)

Date

**Chesapeake Math and IT Academy
Emergency Contact/Transportation Form**

GRADE: _____	ROOM NO.: _____	STUDENT NUMBER: _____
A.M. Transportation _____	LOCATION: _____	
P.M. Transportation _____	LOCATION: _____	

STUDENT INFORMATION:

Last Name _____	First Name _____	Middle Initial _____	Date of Birth _____
Home Address _____	City _____	State _____	Zip _____
MAY THIS PUPIL PARTICIPATE IN SCHOOL SUPERVISED TRIPS? <u> </u> YES <u> </u> NO			

PARENT/GUARDIAN INFORMATION

Mother's Last Name _____	Mother's First Name _____	Home Phone _____	Work Phone _____	Cell Phone _____
Father's Last Name _____	Father's First Name _____	Home Phone _____	Work Phone _____	Cell Phone _____

MORNING (A.M.): My child will be picked up at: HOME or Before CARE PROVIDER (see below)

AFTERNOON (P.M.): My child will be dropped off at: HOME or After CARE PROVIDER (see below)

Transportation PROVIDER INFORMATION

Last Name _____	First Name _____	Home Phone _____	Cell Phone _____
Street Address _____	City _____	State _____	Zip _____

THE FOLLOWING INDIVIDUALS ARE AUTHORIZED TO BE CONTACTED ON MY BEHALF IN AN EMERGENCY, PICK UP MY CHILD, OR VISIT MY CHILD AT SCHOOL. THE DESIGNATED PERSON MUST PRESENT PHOTO IDENTIFICATION (DRIVER'S LICENSE, MILITARY ID, WORK ID) TO SCHOOL PERSONNEL.

DESIGNEE NO 1:

Last Name _____	First Name _____	Relationship to Student _____
Home Phone Number _____	Work Phone Number _____	Cell Phone Number _____

DESIGNEE NO 2:

Last Name _____	First Name _____	Relationship to Student _____
Home Phone Number _____	Work Phone Number _____	Cell Phone Number _____

DESIGNEE NO 3:

Last Name _____	First Name _____	Relationship to Student _____
Home Phone Number _____	Work Phone Number _____	Cell Phone Number _____

Parent/Guardian Signature _____	Date _____
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Chesapeake Math & IT Academy Charter School
 6100 Frost Place, Suite B
 Laurel, MD 20707
 Phone: 301-350-6052
 Fax: 301-637-3458
 E-mail: info@cmitacademy.org
 Website: <http://www.cmitacademy.org>

Mr. Gunes
 Principal

Student Google Chromebook / cmitacademy.org Gmail Account Policy, Procedures and General Information

Purpose:

Chesapeake Math and IT Academy at Prince George's County Public School System understands the importance of creating a digital learning environment that equips students with technological tools that will transform traditional teaching and learning. CMIT provides tools and resources for the 21st century student. Using the Google Chromebooks as a learning tool will empower students to reach their fullest potential as they prepare for college and the workforce.

The policies, procedures and information within this document apply to Google Chromebooks, including any other device considered supplementary by school level and/or district level. Individual schools may set additional requirements for classroom/home use.

Receiving your cmitacademy.org Gmail Accounts

Using cmitacademy.org Gmail Accounts

Cmitacademy.org Gmail accounts are only for CMIT-related coursework and education purposes. Students are allowed to use their cmitacademy.org accounts to communicate with their teachers, peers, parents, and other educators as long as the communication is relevant to the coursework. All communication must meet the technology use standards specified in PGCPs student code of conduct and CMIT's student handbook. The violations of proper use will result in cancellation or suspension of the cmitacademy.org Gmail account which will prevent the student from logging into Google Chromebooks. In that case, the student will be expected to use traditional methods of note taking, classwork/assignment submission etc. on paper.

Google Chromebooks Check-in and Out

Google Chromebooks are to be used at CMIT building only and Google Chromebooks will be checked out during homeroom every day and will be returned before the student leaves CMIT. Students are not allowed to take Google Chromebooks out of the CMIT building.

Student's initials: _____ Date: _____

Parent's initials: _____ Date: _____

Taking Care of CMIT's Google Chromebooks and General Precautions

- The Google Chromebooks is school property and all users will follow the policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Make sure hands are clean before using.
- Cords and cables must be inserted carefully into the Google Chromebooks to prevent damage.
- Google Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the CMIT School at Prince George's County Public School System.
- Google Chromebooks must never be taken out of the teachers classroom or left in any unsupervised area.
- Do not lean on the top of the Google Chromebooks when it is closed.
- Do not place anything near the Google Chromebooks that could put pressure on the screen.
- Do not place anything in the carrying case (if there is one provided) that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not add a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is not allowed on the Google Chromebooks.
- All software/apps must be school/district provided and teacher instructed to add.
- Keep away from food and drink.
- Document any software/hardware issues to your teacher as soon as possible.

Acceptable Use

The use of the technology resources is a privilege, not a right. The privilege of using the technology resources provided by the CMIT School at PGCPSS is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at the issuing school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The PGCPSS Student Code of Conduct shall be applied to student infractions. CMIT has the right to terminate the Google Chromebooks use privilege at any time without any prior notice.

Activities Strictly Prohibited:

Student's initials: _____ Date: _____ Parent's initials: _____ Date: _____

- Use of Gmail accounts (personal, parent etc.) other than account assigned by the school (@cmitacademy.org)
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Google Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- Spamming-sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Using the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Using anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Giving out personal information, for any reason, over the Internet (This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.)
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalizing (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) school equipment
- Transmitting or accessing materials that can be viewed as obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the PGCPs or CMIT web filter through a web proxy
- Modifying the Google Chromebooks in any way other than instructed by the administrator or other school personnel
- Exchanging Google Chromebooks with another student
- Synchronizing the Google Chromebooks with another computer outside of the school
- Removing the supplied cover (if there is one) for the Google Chromebooks
- Applying any permanent marks, decorations, or modifications to the Google Chromebooks
- Clearing or disabling browser history or setting password protection on the device

Student's initials: _____ Date: _____

Parent's initials: _____ Date: _____

- o Disabling the Google Chromebooks or its applications
- o Accessing email or chat accounts, watching videos, and playing games

Applications

CMIT has researched key applications, which will be preinstalled on each Google Chromebooks. Additional applications may be reviewed and added to facilitate academic situations. Purchasing and installing these applications is the responsibility of school. The student user is not to install any applications.

However, there will be a procedure reviewed in the classroom on how to recommend an application to be added by the school.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- o Be polite. Do not get abusive in your messages to others.
- o Use appropriate language. Swearing, using vulgarities or any other inappropriate language is strictly prohibited.
- o Do not disclose your (or other students') personal information.
- o Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of prohibited activities will be promptly addressed.

Student Pledge for Google Chromebooks Use

1. I will take good care of my schools technology and Google Chromebooks.
2. I will keep food and beverages away from the Google Chromebooks since they may cause damage to the device.
3. I will not disassemble any part of my school-issued Google Chromebook or attempt any repairs.
4. I will not place decorations (such as stickers, markers, etc.) on the school-issued Google Chromebooks. I will not deface the serial number Google Chromebook sticker on any school-issued Google Chromebook.
5. I will only use the Google Account (cmitacademy.org) assigned by the school.

I agree to the stipulations set forth in the Google Chromebook Policy, Procedures, and General Information and the Student Pledge for Google Chromebook use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Student's initials: _____ Date: _____ Parent's initials: _____ Date: _____

The undersigned parent/guardian acknowledges receipt of the above described equipment in good condition and agrees the equipment is on loan from Chesapeake Math and IT Academy at Prince George's County Public School System while above student is registered at CMIT.

The undersigned acknowledges and agrees that care and security must be maintained to protect the above described equipment.

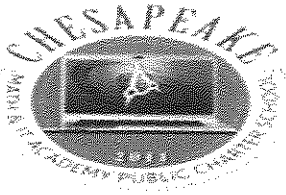
It is agreed that, I will report it to the proper authority immediately and cooperate fully. I understand that I will be held responsible for the cost of repair or replacement if I damage any equipment.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Student's initials: _____ Date: _____

Parent's initials: _____ Date: _____



Chesapeake Math & IT Academy Charter School
6100 Frost Place, Suite B
Laurel, MD 20707
Phone: 301-350-6051
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E-mail: info@cmiitacademy.org
Website: <http://www.cmiitacademy.org>

USE OF CELL PHONES AND OTHER PORTABLE DEVICES DISCLOSURE STATEMENT

Board Policy and Administrative Procedure 5132 on Cell Phones and Other Portable Electronic Devices prohibit a student from using cell phones and other portable electronic devices on school property, including parking lots, school buses and outside or inside all areas of the school building, during school hours and the school day. *A student is permitted to use cell phones and personal electronic devices on school property before and after school hours.*

For students participating in after school and/or extracurricular activities on school property or while attending school sponsored or related activities, on or off of school property, the Principal or Designee shall have the discretion to authorize students' use of cell phones and personal electronic devices.

During school hours and on a school bus, cell phones and portable electronic devices must remain off and the items should be stored out-of-sight in a back-pack, book bag, pocket, purse, vehicle, locker, etc. Violations of the Board Policy and Administrative Procedure may result in confiscation of the cell phone or portable electronic device and/or other disciplinary action. The school system is not responsible for theft, loss or damage to cell phones and portable electronic devices brought onto its property.

Please be reminded that here at CMIT we have asked for all cell phones and PED to be stored in your locker. We do provide our students with all the technology needed in classes.

Parents and students are strongly encouraged to familiarize themselves with the requirements of Board Policy and Administrative Procedure 5132 governing students' use of cell phones and other portable electronic devices. The Procedure and Policy are available on the school system's website.

Consequences for Misuse of Cell Phones and Personal Electronic Devices (PEDs):

1. First Offense:

- a. The student's cell phone and/or PED may be **confiscated** and returned to the student at the end of the day.
- b. If the cell phone and/or PED is going to be retained beyond the class period then the confiscation procedure in section IV.C. shall be followed.
- c. The PGCPs assumes no liability for theft, loss, or damage of cell phones and/or other PEDs possessed by students on school property or held by school officials during the confiscation period.

2. Second Offense:

- a. The student's cell phone and/or PED will be **confiscated** in accordance with section IV.C and only returned to the student's parent or guardian (unless student is emancipated).
- b. The PGCPs assumes no liability for theft, loss, or damage of cell phones and/or other PEDs possessed by students on school property or held by school officials during the confiscation period.

3. Third Offense:

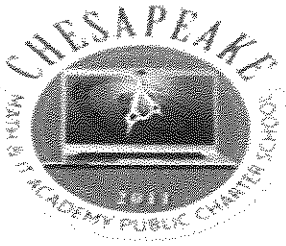
- a. The student will be prohibited from bringing a cell phone or PED to school for the remainder of the school year.

4. Repeated Offenses and Noncompliance with Attempted Confiscation:

- a. Students committing repeated violations of this Procedure shall be subject to additional disciplinary action consistent with the Student Code of Conduct.
- b. Students who refuse to comply with a request to turn over their cell phone and/or PED shall be subject to discipline for insubordination and such other disciplinary action consistent with the Student Code of Conduct.

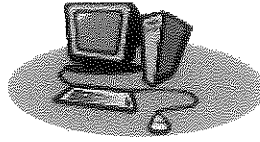
Parent Signature Date

Student Signature Date



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Prince George's County Public Schools Computer, Network, and Internet ACCEPTABLE USE POLICY



Navigating the World Wide Web Guidelines for Safe Travel on the Internet

The increasing availability of technology creates both opportunities and risks for students. Since the potential for harm from the misuse of technology (especially on the Internet) is significant, our school has established guidelines by which students can use the Internet in a legal, safe, productive and ethical manner. To ensure everyone's safety, our students agree to the following:

- I will not use chat lines or instant messaging while I'm at school.
- I will visit only those sites that are related to my schoolwork. If I come across a site that makes me feel uncomfortable, I will tell my teacher.
- I will respect all copyright laws by giving credit to the author.
- I will not intentionally destroy or alter another student's files.
- I will keep my password a secret.
- I will be polite and use appropriate language when using the computer to communicate.
- I will not use email or any site on the Internet to hurt others in any way.
- I will take care of the equipment in the classroom and/or lab.
- I will not give out personal information such as an address or telephone number.

Consequences for not following the guidelines:

- Restricted Internet access
- Loss of Internet access
- Disciplinary action by school administration as outlined in the Student Code of Conduct.

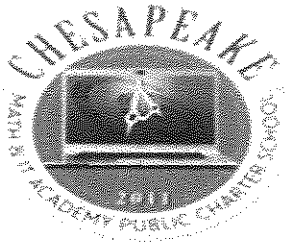
Student Agreement

I have read and understand the school district policies relating to acceptable use of the Prince George's County Public Schools computer network and the Internet. I agree to abide by them (accept them). I further understand that any violation of the policies is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student's Full Name (please print): _____

School Name: **Chesapeake Math and IT ACADEMY** Date: _____

Student's Signature: _____ Grade: _____



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Parent or Guardian

As the parent or guardian of this student, I have read the policies relating to acceptable use of the Prince George's County Public Schools computer network and the Internet. I understand that this access is designed for educational purposes only. The District has taken steps to monitor Internet use, however, I recognize it is impossible for the school district to restrict access to all inappropriate materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for network and Internet access to my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____



Chesapeake Math & IT Academy

School-Wide Computer Lab Rules:

1. Each of the students at computer lab is assigned to a computer. Students cannot change their seats or their computers.
2. You are responsible for everything done under your account. The School has right to monitor and record a log of the activities that you do on students' computers.
3. Students cannot install, change, remove or modify any of the programs or the physical devices on the computers, unless otherwise told.
4. Students should not enter the computer lab, turn on or turn off the computers without a supervisor's permission.
5. Students should not insert any compact disk or floppy disk without teacher's permission.
6. Students ARE NOT ALLOWED to play games in the computer lab. (Educational games are also NOT ALLOWED.)
7. Internet users must respect intellectual property rights and laws, including those for local and remote network locations. This includes respect for the privacy of confidential, restricted and personal data, and respect for copyrights and licenses on the use of or access to, information or programs.
8. Use of any software other than that which has been purchased by school for use within its facilities is PROHIBITED.
9. Students MAY NOT UNPLUG or SWITCH any cable connected to the back of a computer, keyboard, mouse or network. If they have a problem with a computer, they may bring it to the attention of the teacher and ask for help.
10. Students should leave the room neat and in good order. They should clean up their work area when they are finished. (Push your chair in; throw away all wrappers, scraps of paper, or other trash, etc.)
11. Internet may be used for only educational purposes with the teacher's permission.

Use of computers is a PRIVILEGE NOT A RIGHT.

Please read over the agreement forms below and return THIS PAGE to your computer teacher. Students use technology as an opportunity to expand their educational resources within the curriculum, not for personal use. Keeping this in mind, there is the need for emphasis on technology's proper and ethical use. Please take a look Acceptable Use Policy of PGSPS in the student handbook in addition to these rules.

Please read over the agreement forms below. Return this page to your computer teacher.



Chesapeake Math & IT Academy

Student Name: _____

Parent Name: _____

Please check one and sign below.

_____ I read, understand and agree to the School Wide Computer Lab Rules as well as the expectation of the Computer Science Teacher of BIT. I also understand that if any of the rules under "SCHOOL-WIDE COMPUTER LAB RULES" or Computer Science Teacher's expectations are violated, the student will be given related disciplinary action in line with the existing BIT school consequences.

_____ I read, understand but don't agree to the School Wide Computer Lab Rules and the expectation of Computer Science Teacher of BIT.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____