

Keystone Central School District
K-12 Virtual Academy
Student Handbook
2026-2027



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Director of Curriculum and Innovation

Introduction to the KCSD K-12 Virtual Academy

Welcome to the Keystone Central School District K-12 Virtual Academy. We are excited that you have chosen to be part of our online learning community and look forward to supporting you throughout your educational journey.

The KCSD K-12 Virtual Academy offers a flexible and engaging blended learning experience designed to help students meet graduation requirements, pursue enrichment opportunities, or recover credits. Courses are offered through a partnership with the Central Intermediate Online Learning Association (CIOLA) and the Capital Area Online Learning Association. The online curriculum is aligned with the Keystone Central School District Program of Studies as well as Pennsylvania Department of Education academic standards.

As a Virtual Academy student, you remain fully enrolled as a Keystone Central School District student, which allows you to continue participating in school programs, extracurricular activities, athletics, student organizations, and graduation ceremonies.

Purpose of This Handbook

This handbook has been created to help students and families understand the expectations, procedures, and resources associated with the KCSD K-12 Virtual Academy. The information included is intended to support student success in the online learning environment.

Please note that all KCSD K-12 Virtual Academy students are expected to follow the policies and procedures outlined in their respective elementary or secondary student handbook.

Students and families should pay particular attention to guidelines related to:

1. Goals and expectations for the Virtual Academy
2. Course enrollment procedures and timelines
3. Attendance and pacing requirements
4. Online grading policies
5. Online Vendor Teachers role vs. Online Advisor role
6. Multiple vendor platforms
7. Course Catalog - credits per course
8. Wellness checks

Enrollment Process

1. All students must complete a KCSD K-12 Virtual Academy enrollment form to be considered for enrollment.
2. Students and families should communicate with their home school counselor and/or administrator regarding their interest or intentions to access online learning.
3. Enrollment forms, which can be found online at oll.kcsd.us should be given to the home school counselor or administrator, who will forward them to the Virtual Academy Principal or designated secretary.

For students enrolling in a full-time virtual schedule, a parent or guardian is required to attend the initial enrollment meeting. Student success in an online environment depends heavily on family support and involvement. Therefore, no student will be enrolled in courses without parent or guardian awareness, consent, and support.

Questions and Support

We encourage open communication and are committed to building a strong partnership with students and families. If you have questions regarding Virtual Academy policies, procedures, or expectations, please contact:

Dave Peters

Virtual Academy Principal
Keystone Central School District

dpeters2@kcsd.k12.pa.us
570-893-4900 x. 4583

Goals of the KCSD K-12 Virtual Academy

The KCSD K-12 Virtual Academy is designed to provide students with flexible learning opportunities while maintaining the high standards and expectations of the Keystone Central School District. The goals of the program are to:

- Provide a flexible, non-traditional learning environment that supports the mission and vision of the Keystone Central School District.
- Offer students the opportunity to earn a diploma from Central Mountain High School or Bucktail High School through an online learning pathway.
- Create a balanced educational experience that combines quality instruction, meaningful teacher interaction, and opportunities to participate in school activities and programs.
- Develop individualized learning plans that align with Pennsylvania academic standards and district graduation requirements.
- Encourage students and families to take an active role and shared responsibility in the educational process.
- Utilize high-quality online learning providers to deliver instruction, monitor progress, and support student success

Online Student Expectations

Success in the KCSD K-12 Virtual Academy requires students to be organized, self-motivated, responsible, and actively engaged in their learning. Online learning provides flexibility, but students are expected to remain on pace, communicate regularly, and take ownership of their academic progress.

Students enrolled in the Virtual Academy are expected to:

- **NEW – Weekly Wellness Check Requirement for Full-Time at Home Students**

All students enrolled as **Full-Time at Home** are required to participate in a weekly Wellness Check with their assigned advisor. The Wellness Check will consist of a scheduled virtual or in-person meeting designed to support student engagement, academic progress, and overall well-being.

During each Wellness Check, students must be visually present either in person or through a live virtual meeting. Failure to participate in a scheduled Wellness Check will result in a **¼-day absence** being recorded.

Students who repeatedly miss scheduled Wellness Checks will be required to participate in a conference involving the student, parent/guardian, and school staff to determine whether the full-time at-home placement remains appropriate or if a return to in-person instruction should be considered.

- Complete the required number of weekly assignments as outlined in their individual enrollment plan. Additional attendance information can be found in the Attendance Policy section of this handbook.
- Remain on pace and maintain passing grades in all courses. Students who fall behind or

are failing may be required to attend school and work in the online learning room until academic progress improves. Failure to comply may result in dismissal from the online program.

- Log in to the CIOLA platform each school day to review announcements, instructor communications, and important updates.
- Maintain regular communication with teachers, advisors, and school staff by responding promptly to emails, phone calls, and meeting requests.
- Complete and submit all work independently. Academic integrity policies outlined in the student handbook apply to all online coursework. Cheating, plagiarism, use of AI or submitting another individual's work may result in disciplinary action or removal from the program.
- Complete coursework within the designated enrollment timeline. Extensions are only considered in exceptional circumstances and require district approval.
- Seek assistance early when additional support is needed. Students are encouraged to contact vendor teachers or KCSD advisors before academic concerns develop.
- Follow all school policies and procedures when visiting school buildings during regular school hours, including signing in or out through the main office.

Pacing & Attendance Expectations

Attendance is an extremely important part of student success in the online learning environment. Online students will follow the attendance guidelines from their assigned home school within KCSD. Because online learning differs from a traditional classroom, online attendance is measured by academic progress and assignment completion (pacing) rather than physical presence.

The following attendance guidelines apply:

- Attendance weeks run from **Monday through Sunday**, giving students seven days to complete required coursework.
- Attendance is based on assignment completion and progress toward weekly goals established in each student's enrollment plan. **Logging in alone does not count as attendance.**
- Students are responsible for remaining on pace in all courses. Failure to complete required assignments for pacing will result in absences being recorded.
- **NEW – Attendance Intervention Procedures**

Students who accumulate **six (6) unlawful absences** will be required to report to the Online Learning and Technology Center for a minimum of one (1) week. Students may be required to continue attending beyond one week until they demonstrate satisfactory academic progress, including passing all courses, completing coursework at the expected rate, and meeting attendance and participation requirements.

For the purposes of this handbook, an **unlawful absence** is defined in accordance with Keystone Central School District attendance policies and Pennsylvania compulsory attendance laws.

Students who accumulate **eight (8) or more unlawful absences** while enrolled in the Virtual Academy will be required to participate in a meeting with the student, parent/guardian, school counselor, and Virtual Academy Principal. During this meeting, the team will review the student's attendance record, academic performance, course completion progress, and overall success in the virtual learning environment.

Based on the outcome of this review, the team will determine whether continued participation in the Virtual Academy is appropriate or if a return to full-time in-person instruction is necessary to support the student's academic success and compliance with attendance requirements.

Example:

A student required to complete 25 assignments who completes only 20 assignments would receive one unlawful absence based on missed progress expectations.

- Attendance notifications are typically sent to parents/guardians the following week after attendance calculations are completed for Monday-Sunday work completion per the student's individual work plan. Families then have three (3) school days to submit attendance excuses.
- Students are expected to log in daily when school is in session to check messages and course updates. Daily login alone does not satisfy attendance requirements.
- Absences will remain coded as unexcused until documentation is submitted and processed through the school attendance office.
- After ten (10) absences (excused or unexcused), only medical excuses may be accepted in accordance with district attendance procedures.
- District attendance policies, including truancy procedures outlined in the Elementary and Secondary Student Handbooks, remain in effect for Virtual Academy students.
- Families are responsible for maintaining access to a functioning computer and reliable internet service. Technology or internet issues do not automatically excuse absences.
- Technical concerns affecting course participation should be reported immediately to an assigned advisor **and** submission of a Technology Helpdesk ticket for assistance.
- Online courses are available 24 hours a day, seven days a week. Students may complete coursework at times that best fit their schedule, including evenings and weekends, as long as weekly requirements are met.

Online Learning Classroom Access and Expectations

As part of the unique online learning experience provided by KCSd, an Online Learning & Technology Center is available to function as a multi-functional learning and research center. The online learning center allows students to enrich their classroom experiences and personal growth. The room is located at CMHS and is open daily during regular school hours (8:25 am to 3:31 pm) for research, assigned work, or individual support.. Online students are permitted to use the cyber room throughout the school day. Elementary age students can make arrangements with the elementary advisor to meet at an elementary location. When visiting our Online Learning & Technology Center, students are expected to conduct themselves in a manner consistent with all school rules and policies. Failure to adhere to the guidelines specified in the student code of conduct may result in the suspension of cyber room privileges and/or disciplinary consequences.

Submission of Excuses

Full-time online students who fail to submit the established amount of assignments per week are expected to submit an excuse to their respective school Attendance Secretary for absences. Excuses can be emailed directly to the secretary of your child's homeschool:

Central Mountain HS
cmhsattendance@kcsd.us
Central Mountain MS
cmmsattendance@kcsd.us
Bucktail HS/Renovo Elem
btattendance@kcsd.us
Liberty Curtin Elem
lcattendance@kcsd.us
Robb Elem
robbattendance@kcsd.us
Woodward Elem
wwattendance@kcsd.us
Mill Hall Elem
mhattendance@kcsd.us

Failure to submit an excuse as outlined in the KCSD K-12 Virtual Academy Student Handbook will result in unexcused absences per KCSD policy.

Grading and Academic Progress

Students enrolled in the KCSD K-12 Virtual Academy are expected to make consistent academic progress and complete all coursework within the timelines established by the Keystone Central School District calendar. Courses may operate on a marking period or semester schedule, depending on a student's enrollment with a particular vendor.

Course Completion and Grading

- Students are expected to complete all assignments and coursework by the established course end date.
- Any assignments not completed by the course deadline will receive a grade of zero, unless an extension is approved by the Virtual Academy Principal.
- Final grades for online courses are determined according to KCSD grading guidelines.
- For students transferring into a course or completing coursework across multiple educational settings, online grades may be combined with previous grades to determine a final course grade when appropriate.

Grade Monitoring

Students and parents/guardians share the responsibility for monitoring academic performance throughout the school year. Academic progress can be reviewed regularly through the CIOLA platform (Genius) by accessing the student homepage and reviewing the **Academic Snapshot**

section.

Academic Standing and Program Eligibility

All KCSD students are expected to make satisfactory progress toward graduation requirements. Student participation in the full-time Virtual Academy program is reviewed annually. Truancy issues and/or academic difficulties, including repeated course failures or lack of progress, may impact enrollment in the program. KCSD Administration will make educational decisions and recommendations for students enrolled within the Virtual Academy based upon consideration of all of these factors.

KCSD Standardized Testing

All students are required, by law, to participate in PSSA testing in grades 3, 4, 5, 6, 7, and 8. In addition, all students enrolled in Algebra 1, Biology, and English 10 are required to participate in the Keystone Exam at the end of the appropriate course. Students and their parents/guardians are responsible for ensuring that they report to the school for testing on the designated day. Students will be supplied with the testing calendar established by the district.

Students may also be required to come on-site for state or local district assessments that cannot be administered online. It is expected that the student/parent cooperate with any and all of these requests.

Please Note: Online students are welcome to participate in various standardized tests administered throughout the year, including the ASVAB, PSAT, and SAT. Please discuss these options with your counselor if you are interested in participating.

KCSD Online Health Records Policy

Students enrolled in online classes are required to undergo regular health screenings, receive or update immunizations, and maintain a school health record in accordance with the regulations set forth by the Pennsylvania Department of Health and Education. Every student, in every grade, must undergo a height, weight, Body Mass Index (BMI), and vision screening for each year enrolled in public school. These screenings are provided free of cost by the KCSD Health Office staff. Arrangements for yearly screenings can be made through the online principal. In addition, the following health services are required by grade level:

- 6th Grade: Medical Exam and Scoliosis Screening
- 7th Grade: Hearing Test, Scoliosis Screening, and Dental Exam
- 11th Grade: Medical Exam and Hearing Test

These services can also be provided by KCSD Health Office staff at no cost, or the

student can choose to have the services provided by his/her regular physician or dentist. If the student chooses to see a private provider for these services, written documentation of the screening results must be provided to the Health Office (forms can be obtained from the online principal or the Health Office). Should an online student fall out of compliance with regulations, he or she will be notified by the Health Office. Failure to comply with required screenings can result in school exclusion.

KCSD Standardized Testing

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Students may also be required to come on-site for local district assessments that can not be administered online. It is expected that the student/parent cooperates with any and all of these requests.

Please Note: Online students are welcome to participate in various standardized tests administered throughout the year, including the ASVAB, PSAT, and SAT. Please discuss these options with your counselor if you are interested in participating.

Homeless Information

School Districts are required to support the education of homeless youth under the McKinney-Vento Homeless Assistance Act.

Homeless children and youth definition: Section 725(2) of the McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

The term includes children and youths who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up”);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters, or
- Abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping

- accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - Migratory children who qualify as homeless because they are living in circumstances described above.

If you are experiencing Homelessness or know someone who is, please call KCSD's Homeless Liaison, Christina Manning, at (570) 893-4900 ext. 3102.

POLICY STATEMENT ON DISCRIMINATION IN KCSD

The Keystone Central School District is an equal opportunity education institution and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, ancestry, marital status, disability and/or handicap, pregnancy, or age in its admission, treatment, access, procedures, programs, services, employment practices and activities and provides equal access to the Boy Scouts and other designated youth as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the American Disabilities Act, the Boy Scouts of America Equal Access Act, Pennsylvania 22 Pa. Code § 15.4, and School District Policies.

The Keystone Central School District will assist students who have Limited English Proficiency to participate in programs, services, activities, and/or benefits.

The following person(s) have been designated to handle inquiries regarding all non-discrimination matters for **all students**, *including but not limited to students with disabilities, and/or handicaps, and/or Limited English Proficiency*:

For Concerns Related to Students:	For Concerns Related to Students with Disabilities:	For Staff Related Concerns:
Christina Manning 35 King Street Lock Haven, PA 17745 cmanning@kcsd.k12.pa.us 570-893-4900 ext. 3102	Dr. Elizabeth Barnhart 86 Administration Drive Mill Hall, PA 17751 ebarnhart@kcsd.k12.pa.us 570-893-4900 ext. 2116	Justin Evey 86 Administration Drive Mill Hall, PA 17751 jevey@kcsd.k12.pa.us 570-893-4900 ext. 4506

Online Student Participation in Extracurriculars and Interscholastic Competition

KCSD Virtual Academy students are permitted and encouraged to participate fully in all district activities, including athletics, music programs, school-sponsored clubs, and other school activities. School activities include, but are not limited to: Prom, Graduation ceremonies, school dances, and school-sponsored trips. All students who participate in extracurricular activities are held to the same standards for academic performance and behavior as in-person district students (see elementary/secondary Student Handbook for details).

Athletic Eligibility

KCSD Virtual Academy students can enjoy full participation rights in all eligible athletic teams. For the purposes of academic athletic eligibility, students will follow the established guidelines of the Student Athlete handbook.

Note: All required forms and notifications are expected to be submitted by the announced deadlines. Further details and updated PIAA rules and regulations referred to in the section are available online at www.piaa.org.

A. Academics

WEEKLY ACADEMIC ELIGIBILITY

(Updated to match the 26/27 Extracurricular & Interscholastic Handbook)

1. Academic eligibility is based on current course grades. Eligibility reports will be run Friday morning of each week or on the morning of the last day of school for the week.
2. When a student is **failing one (1)** or more than one subject of all subjects taken, their name will appear on the weekly academic eligibility list.
3. BHS/BMS/CMMS students **failing one (1) (due to block scheduling)** course and CMHS students **failing two (2)** courses must work on educational material or tutoring for the first 30 minutes of practice. A student must sit for the first 30 minutes of practice for the upcoming week. **12:00 am Sunday through 11:59 pm Saturday (see below for an example). They are permitted to participate in competitions. (Pending decision regarding staffing study - May 2026 School Board Meeting)**
4. Any BHS/BMS/CMMS student failing more than one course and any CMHS student failing more than two courses will meet with the Athletic Director to discuss their eligibility for the following week. Any BHS/BMS/CMMS student failing more than one course and any CMHS student failing more than two courses by 3 pm on the day of the academic eligibility checks will be academically ineligible for one week. Students must contact their teachers with discrepancies in their grades. If a said discrepancy exists, their teacher must update the grade in the digital grading system by 3pm Friday, the day eligibility reports are run.
5. Ineligibility period will begin at midnight Sunday and through 11:59 pm Saturday (see below for an example). **Ineligible student-athletes are not permitted to attend extracurricular events/activities during the ineligibility period (practice, home contest, away contest, tournament, etc.). Ineligible student-athletes should not be transported to or from an event using school transportation or be dismissed early for team events.**
6. Any student enrolled in classes outside of KCSD will be responsible for weekly eligibility checks. The student will provide the athletics office a weekly signature from their course instructor by noon on Monday for the prior week's work. Students will follow guidelines and consequences listed above if eligibility requirements are not met or eligibility check is not submitted to the athletics office.
7. The Athletics Secretary will inform the coaching staff of academically ineligible student-athletes via email. The coaching staff will have a conversation with all ineligible student-athletes and explain the ineligibility consequences. The head coach (or designee) will contact the player's parents regarding ineligibility for the player.
8. Weekly eligibility sheets will not be run for one week at the start of each marking period and/or semester due to the small number of grades available at that time. Weekly eligibility sheets will be run the second week of each marking period and/or semester.
9. If the teacher and/or student are absent, the grade currently reflected in PowerSchool will be used to determine eligibility.
10. All mitigation procedures will be followed in regards to illness or diseases based on current district safety plans. Each instance will be monitored on a case by case basis.

Go to the KCSD Athletic Handbook on the district homepage to view the entire athletic handbook.

KCSD Chromebook Acceptable Use Policy

KCSD ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS AND PARENTS/GUARDIANS

See KCSD Acceptable Use of the Communications and Information Systems Policy #815 Under the One to One initiative, students enrolled in grade 9 or full time online at Keystone Central School District will receive the following equipment for educational use both in school and at home: a Chromebook laptop computer (with preinstalled software), charger, and protective carrying case. This equipment is the property of the Keystone Central School District and is on loan to the student for the current academic school year. In order to receive this equipment, the following conditions must be met:

1. The student should complete the technology orientation program provided at Keystone Central School District.
2. The student and parent/guardian must read the terms and conditions outlined in this "Acceptable Use of Technology" document and then sign the "Equipment Loan Agreement" form at the end.
3. The student and parent/guardian must have a signed copy of the "Acceptable Use of the Communications and Information Systems Policy #815" on file with the district.

Terms and Conditions:

All students and other participants (including parents/guardians and other immediate family members) should comply with the terms and conditions of this agreement. The use of this technology is primarily for educational purposes. Students, parents/guardians, and all other participants are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

General Conditions of Use:

- Students are expected to follow KCSD Policy No. 708, "The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of use and shall be responsible for its safe return...." Families should read this policy and be familiar with its content.
- Do not alter or modify the pre-installed software in any way.
- The equipment is the property of the Keystone Central School District and is on loan to the student for educational purposes for the current academic school year. The student should not deface or destroy this property in any way.
- The Keystone Central School District is not responsible for any electronic viruses that may be transferred to or from the laptop, student storage media (i.e. jump drives, CD's, etc.), or other technological tools used with the district equipment.
- When the laptop is required for classwork, the student must have his/her laptop at school and in class ready to work. This includes a responsibility to have the laptop battery charged and ready to go.
- Be sure to return any and all equipment when requested by the Keystone Central School District.
- In accordance with KCSD Policy No. 208 (Withdrawal From School), if a student withdraws from the Keystone Central School District before the end of the school year, all equipment must be returned to the district in a timely manner. If the equipment is not returned within a reasonable timeframe, KCSD has the right to charge the student for the full replacement cost of the equipment.

- In accordance with KCSD Policy No. 814 (Copyright Material), improperly documented use of copyrighted material in any format will be deemed as plagiarism and punished accordingly. For more information consult the district's Policy 814.
- Each laptop has been identified with a barcode label for inventory and repair issues. Do not remove or damage this label. If the label is damaged or removed, contact the Keystone Central School District for a replacement.
- Do not lend the equipment to anyone. The equipment should remain in the student's possession at all times.
- Students are required to make any computer, equipment, messages, files, etc. sent or received available for inspection by a teacher or administrator upon request. The district has the right to view these items for appropriateness and for evidence in cases requiring disciplinary action.
- Transmitting or creating any material in violation of Federal, State, or local laws and ordinances are strictly prohibited.
- Communication methods such as instant messaging, chatrooms, social networking, and e-mail that are not sanctioned or moderated by a teacher or administrator are prohibited during the school day.
- Computers should be taken home each night. Only students whose parents have elected not to have the laptop go home every night will turn in the laptop at a predetermined location each night and pick it up each morning. Computers should not be left in lockers.

Using the Internet and Email :

- All use of Internet resources should be in accordance with the school's Acceptable Use of the Communications and Information Systems Policy (KCSD Policy No. 815). Families should read this policy and be familiar with its content.
- Students should use the district assigned email for all educational purposes.
- While on the school's wireless network attempts to circumvent the Internet content filtering system by proxy or other means is strictly prohibited (KCSD Policy No. 815).
- In compliance with the Children's Internet Protection Act (CIPA), KCSD filters Internet content accessed using the school network. Parental supervision is encouraged while the district equipment is being used at home in adherence to Acceptable Use of the Communications and Information Systems Policy (Policy No. 815). Individuals may also be held accountable for content accessed and downloaded at home and brought into the school network.

Files and File Management:

- Backup files regularly on to your KCSD network account or on to a CD, jump drive, or other portable media. The Keystone Central School District is not responsible for the loss of any data or files while using this equipment or during the time when the computer is checked, repaired, or serviced.
- Do not remove programs or files from the laptop unless they are your own created files and you have created a backup.

Safety and Security:

- No student or other participant may include any information or images on school-related websites that could compromise the safety of him/herself or others.
- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must notify a classroom teacher immediately and submit a "Trouble Ticket" online at <http://helpdesk.kcsd.k12.pa.us>.
- No student may share his/her login information or protected information with anyone other than District Staff members for the purpose of troubleshooting tech issues. Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.

- Students and participants are not permitted to add, delete, or modify other user accounts in any way.
- Students must not knowingly upload or introduce an electronic virus to any district equipment, network, server, or other technology.

Interactions with Other Participants:

- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.
- No student may edit or delete the work of another without teacher permission.
- All participants will be respectful of their postings and edits. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Harassment and Cyber-bullying will not be tolerated (KCSO Policy No. 815, 248, and 249).

Care, Service, and Repair:

- In accordance with KCSO Policy No. 224 (Care of School Property), "The Board charges each student in the schools of this district with the responsibility for the proper care of school supplies and equipment entrusted to his/her use. Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under the law. Parents and guardians of students shall be held accountable for student actions." Families should read this policy and be familiar with its content.
 - o Do not eat or drink when using the equipment. Crumbs, spills, and other messes can damage the equipment.
 - o Clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.
 - o Do not attempt to repair the equipment on your own. In case of equipment problems or technical issues, bring the laptop to school. Please submit a "Trouble Ticket" on-line at <http://helpdesk.kcsd.k12.pa.us>.
 - o Additional stickers, labels, tags, or other markings should not be added to the equipment. Students may purchase a protective plastic cover and apply it to their computer. This cover may be decorated.
 - o Avoid getting the equipment wet or damp.
 - o Do not leave the equipment outdoors or inside a car in extreme temperatures.
 - o The laptop must be placed inside a protective carrying case when not in use. Cases are available at school. Students may also use their own case.
 - o The laptop computer should go home every night with the student. Only students whose parents have elected not to have the laptop go home every night will turn in the laptop at a predetermined location each night and pick it up each morning. Time allowances will have to be made for securing the computer at the end of the day and for pick-up at the beginning of the next day.
 - o Students and parents may be held responsible for damages and repairs to the equipment regardless of circumstances or cause.

Consequences of Violating This Agreement:

- A violation of the above terms and conditions may subject the violator to denial of or restriction in the use of technological resources and/or other disciplines under the school code of conduct.
- At the teacher's discretion, a warning may be given in the case of minor infractions.

- In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.

Please maintain a copy of these terms and conditions for your records. To provide consent to this agreement, please sign and complete the form on the following page. Completion of this document is required for participation in the One-to-One Computer Initiative Equipment Take-Home Program. Both the student and a parent/guardian must sign this form.

Chromebook Take-Home Program Agreement

Participation in the KCSD K-12 Virtual Academy One-to-One Chromebook Take-Home Program requires students and parents/guardians to review and agree to the terms and conditions of device use.

Students and families should retain a copy of the Chromebook Take-Home Agreement for their records. Participation in the program requires completion and signatures from both the student and parent/guardian on the required agreement form.

Chromebook Care and Use Expectations

To ensure proper use and care of district-issued devices, students are expected to follow these guidelines:

- Wash and dry hands before using the Chromebook. Excessive lotions, dirt, or residue may damage the keyboard or touchpad.
- Keep food and drinks away from the Chromebook to prevent spills and damage.
- Avoid exposing the Chromebook to extreme temperatures or sudden temperature changes.
- Handle all district-issued devices responsibly and with care.

Protecting Your Chromebook

Students and families are responsible for safeguarding district-issued Chromebooks and accessories while assigned to the student.

To help prevent theft:

- Never leave a Chromebook unattended.
- Do not leave a Chromebook visible inside a vehicle.
- If a Chromebook must be left in a vehicle, place it in a locked trunk or secure location out of sight.
- Report any lost or stolen Chromebook immediately to the Technology Department and Virtual Academy Principal.

Students and parents/guardians may be held financially responsible for district-issued equipment that is lost, stolen, or damaged while assigned to the student.

Optional Insurance Information

Families may wish to explore insurance options for personal protection of district-issued devices. Some homeowner policies may provide limited coverage and may include deductibles.

Additional information regarding optional coverage may be obtained from local insurance providers.

Your homeowners may cover your computer at your homeowners' deductible that is usually \$500 to \$1,000 with limited coverage.



[Personal Articles Policy Brochure from State Farm](#)

For more information, contact the David Wrona Insurance Agency,
258 Hogan Blvd #2, Mill Hall, PA 17751 Call (570) 748-3283 or visit
<http://www.davidwrona.com>