



CONNECTED



Circleville City Schools ConnectED Program

388 Clark Drive • Circleville, Ohio 43113

Jonathan Davis, Superintendent

Nathan Garman, Director of Technology

CCS ConnectED Program

The ConnectED Program is a program sponsored by Circleville City Schools designed to give students of high need (vulnerable students as defined by ODE) and with limited or no internet access away from school the opportunity to receive a MIFI hotspot on loan for one 9 weeks at a time, by away of the school library, throughout the school year.

MIFI hotspots (allowing free access to the Internet) are mobile and available for check-out from our media centers. These are especially helpful when a student knows they have a big assignment they will be working on over a weekend or for a few days when Wi-Fi is required for completion. Multiple students can sign-on to the same mobile hotspot, so please coordinate use for group projects. The program is made possible as a result of the BroadbandOhio Connectivity Grant from the State of Ohio.

CCSD is offering a limited number of free wireless hotspot devices to students who have limited or do not have Internet access at home. This program enables students to “check-out” a hotspot for up to one 9 week grading period at a time—absolutely free. Both the device and monthly service fees are fully paid by the district and through a grant. The program is intended to help CCSD students access online resources at home to help bridge the digital divide and ensure educational equity.

As a parent, it is important to know that these devices **do not contain website filtering and the history is logged.** Families are asked to monitor their child’s use of the device and adhere to the district’s acceptable

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use policy for terms of use. The borrowing limit is one device per household and can be checked out for one, 9 weeks grading period at a time from the school library.

This form must be completed by the parent to be considered eligible for the program. By signing this form, the parent agrees to assume all responsibility for equipment signed out to the student. A replacement fee of \$200 will be charged if the device is lost, damaged or not returned.

Steps for Obtaining a Hotspot:

1. Complete the Circleville City Schools Mifi Loaner Program Application and return it to your child's media center.
2. Applications will be approved by the CCSD Technology Staff and Assistant Superintendent, approval will be given to those students that meet the below eligibility. All applications will be reviewed by the district within 7 days and must be submitted to the district office at 380 Clark Drive, Circleville, OH.
3. If the application is approved, student will be called to the media center and a Verizon Mifi hotspot will be issued to the student. All check-outs will be for one 9 weeks at a time and can be renewed if no other holds on the hotspots are requested.
4. Bring the the device home and connect to your CCSD Chromebook.
5. All devices are required to be turned back in advance of their due date.

Who is Eligible to Participate:

This program is open to CCSD Students who meet the following grant criteria:

- That are fully enrolled in one of the 3 Circleville City School buildings or Tiger Remote Learning Option.
- Priority will be given to economically disadvantaged students, as defined by EMIS reporting, including, students on free lunch; students with chronic health conditions; Vulnerable students as defined by the Ohio Department of Education
 - Students with disabilities
 - English Language Learners
 - Migrant students
 - Homeless students
 - Justice involved students
 - Foster care students
 - Military students
- CCSD reserves the right to loan devices out to any student that shows a need.
- That have little to no household Internet access.
- With multiple siblings that fall into the categories above living in the same household where internet usage and learning may be limited due to a lack of internet bandwidth.

How Long Can I Keep the Hotspot?

- The hotspot can be borrowed for up to one 9 week grading period at a time, depending on need.
- The hotspot can be loaned out numerous times, depending on the requested need in the building.

How Much Will it Cost?

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- It is absolutely FREE. There are no fees for the device or the service. If the device is lost, stolen, or damaged, ***a fee of \$150 will be charged to the parents/guardians.***

RULES OF USE:

- Hotspots are provided and maintained by Circleville City Schools. If problems occur while using the hotspot, contact the school's media center for technical support at the contact links below:

Tammy Laughlin, Circleville Elementary School
tammera.laughlin@cvcsd.com 740-474-2495

Trent Roberts, Circleville Middle School/Circleville High School
trent.roberts@cvcsd.com 740-474-2345

- The borrower named below is responsible for ensuring the hotspot is not damaged, lost, or stolen. The replacement cost for the hotspot is \$200.00. The school media center specialist should be notified immediately of any damaged, lost, or stolen hotspot.
- Hotspots are provided for educational use only. Users are to adhere to the rules listed here, as well as those included in the CCSD Acceptable Use Policy and the CCSD Student Handbook.
- Hotspots must be returned to Circleville City Schools upon the end of the renewal period or upon the request of CCSD administration or upon withdrawing from the district.
- Hotspots are for use by students enrolled in Circleville City Schools only and should only be used on school issued devices.
- Bypassing the internet filter, resetting the hotspot, or reconfiguring the hotspot is strictly prohibited and cause for immediate removal from the Circleville City Schools Mifi Loaner Program and possible school discipline.

MiFi Loaner Program Verification and Application

Family Size Verification

Section 1 – Determination of family size (leave row blank if not applicable).

	Number of parents/legal guardians of the child who reside in the home and all minor children of the parents/legal guardians who reside in the home
	Number of stepparents residing in the home, and all their minor children who reside in the home (do not count a minor child in this box if you counted them in the box above)
	Number of grandparents who reside in the home (only include this number if the parent of the child is a minor and is not participating in the LEAP program)
	Number of unmarried parents of any common child(ren) who reside in the home and the number of their minor children (do not count a minor child in this box if you counted them in one of the boxes above)
	Total number of individuals who should be included when determining family size

Need Verification: Please further identify the number of Circleville City Schools students in the home that meet the need of “vulnerable students” as defined by the Ohio Department of Education for use of this device. If only **Limited internet access in the home** is selected please skip to the signature section:

- Students with disabilities**
- English Language Learners**
- Migrant students**
- Homeless students**
- Justice involved students**
- Foster care students**
- Military students**
- Limited internet access in the home**
- Economically Disadvantaged (if selected fill out section 2 below)**

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Section 2 – Determination of family income (if the family does not have any earned or unearned income, please skip to Section 3).

- Both gross earned and unearned income should be included
- The income from all adult family members residing in the home, as identified in Section 1, should be included when determining family income

Please check below the income types received in the home. Documentation of all income received must be on file for review. Examples of acceptable documentation are provided. If documentation of income is not available due to the family experiencing homelessness, write “McKinney Vento” or “Project Act” on the JFS 01121 form on page three alongside the sources of any income where documentation is not available.

Definition of homelessness: Individuals who lack a fixed, regular, or adequate nighttime residence and includes: 1) children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals, 2) children who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation, 3) children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and 4) migratory children who qualify as homeless because they are living in circumstances described in 1-3 above.

	Gross Earned Income	Gross Unearned Income
	Employment – two consecutive paystubs or W2 form	Child support – child support letter and documentation of receipt
	Self-employed – W2 form or current business records estimating income	Social Security Administration Disability – award letter
		Ohio Works First (OWF) Cash Assistance – award letter
		Unemployment Benefits – award letter
		Gifts from family members – statement from person giving the gift
		Veteran’s Payments – award letter
		Survivor Benefits – award letter
		Alimony – award letter
		Pension or Retirement Income – award letter
		Educational Assistance – award letter
		Other

Using the information gathered from Sections 1 and 2 above, determine if the family meets income eligibility using the [Federal Poverty Guidelines](#).

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Section 3 – Declaration of no income

If a family has no income, they must provide a written explanation of how they are meeting basic living expenses, including but not limited to food, housing/shelter, utilities and transportation. The family must provide a statement indicating the information provided is true and accurate, must contain a detailed explanation of how all four living expenses noted above are met, and must contain the parent/guardian signature.

I, _____, verify that neither I nor any member of my family earns/receives any income. I/We have been meeting our basic needs in the following ways:

Food:	
Housing/Shelter:	
Utilities:	
Transportation:	

Signature Section

I understand that the school district has a limited number of hotspots available through this program. When all hotspots are loaned, new applicants will go on a list for future consideration. Upon receiving a hotspot, I understand that I am responsible for the safe and timely return of the loaned Wi-Fi hotspot to Circleville City Schools at the end of the loan period (no longer than 2 weeks) or upon withdrawal, or as requested. I understand this is a loan program and all hotspots remain the property of the school district. I acknowledge that I have read and understand the Rules of Use listed below. If damage is incurred, I understand that I am responsible for all charges as applicable. I also understand that loss (including theft) of the device will result in being charged the full replacement cost (\$150.00) of the hotspot.

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Date: _____

School Approval: The staff person below has reviewed this request, agrees that this student/family would benefit from having a hotspot at home, and has reviewed school documentation showing this student has been a responsible 1:1 device user.

APPROVED by: _____ Kyle Uhrig, Assistant Superintendent and Special Education Director