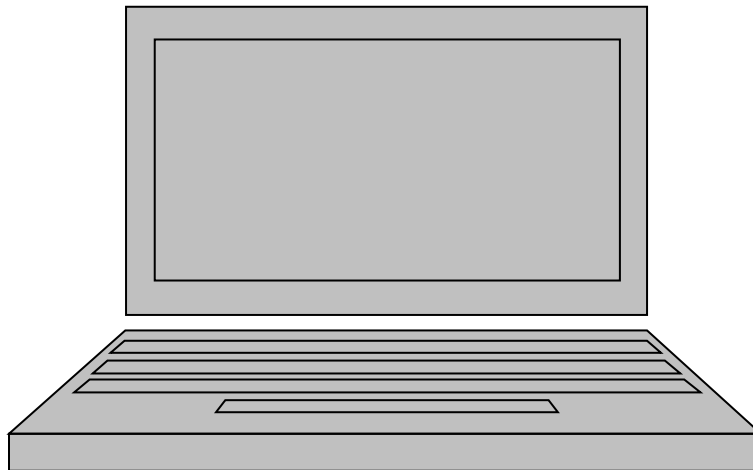




CCTEC

Chromebook

Handbook



1:1 Chromebook Guidelines

*The contents of this handbook are subject to change based upon administrative discretion. Students and parents are responsible for staying up-to-date on the contents of this book.



Student User Agreement: One-to-One Guidelines

Please fill out, sign, and return this cover sheet by the first day of school.

- All students must submit this completed form in order to receive a Chromebook. Families with multiple CCTEC students must complete one form per student.

By signing below I acknowledge and agree with the following statements:

- I have read and understand the Cumberland County Technical Education Center's 1:1 Chromebook Guidelines, as published in the CCTEC Chromebook Handbook on the CCTEC website, www.cctecnj.org
- I understand that Chromebook or Chromebook accessories found to be damaged or lost may result in a fine being issued to the students/parents of the responsible parties.
- Each student is issued a Chromebook, protective case, and a charger that must be kept in good, usable condition until high school graduation.
- The electronic device may record or collect information on the student's activity/location or the student's use of the device. CCTEC shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

By signing below, I acknowledge that I have read and understand the CCTEC 1:1 Chromebook Guidelines that will apply for the length of the student's attendance at CCTEC. I acknowledge and agree with the guidelines as stated above.

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Legal Guardian Printed Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Cumberland County Technical Education Center

1:1 Chromebook Guidelines

Technology Philosophy:

All students, as a part of our career and technical education institution, will be prepared to meet the challenge of a dynamic global society in which they participate, contribute, achieve, and flourish through universal access to people, information and ideas. Within this context, we believe that technology is a tool for learning that expands our instructional repertoire and is the vehicle that maximizes the capacity of all teachers and learners. It is the philosophy of CCTEC that students be engaged in a stimulating academic environment and a challenging curriculum that is student-centered and focused on inquiry-based learning.

Specifically, we envision that technology is available and effectively supported for all students and staff to:

- *Provide global access to information*
- *Meet the curricular needs of all learners*
- *Provide access to the general curriculum and course materials*
- *Refine critical thinking skills and foster creativity*
- *Provide a medium for expression and communication*
- *Collect, assess, and share performance information*
- *Improve the effectiveness of administrative tasks*
- *Provide skills and proficiencies necessary for college and the workforce*

Goals:

All students will be prepared to excel in the community, work place and in our global society using 21st century skills and responsible digital citizenship practices.

All educators will effectively integrate educational technology in the classroom in order to enable students to achieve the goals of the New Jersey Student Learning Standards as they relate to specific college majors and careers.

Educational technology will be accessible by students, teachers and administrators and will be utilized to enhance instructional purposes in all learning environments, including classrooms, library media centers, and other educational settings.

Items Issued:

- Chromebook Computer
- AC adaptor and Power Cord
- Protective Carrying Case

Chromebook Care Recommendations:

General Chromebook Care Recommendations

For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help conserve the battery.

Please be aware that overloading your carrying case WILL damage the Chromebook. Take precaution when placing the case on an uneven surface. When using the Chromebook, keep it on a flat, solid surface so that air can circulate (For example, using a Chromebook while on a carpet or bed can cause damage due to overheating).

Liquid, foods, and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook. DO NOT keep food or food wrappers in the Chromebook case.

Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force.

Dimming the LCD brightness of your screen could extend the battery run time.

Never attempt repair or reconfigure the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook.

Take care when inserting cord, cables, and other removable storage devices to avoid damage to the Chromebook ports.

Exposing your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time will cause damage.

A label has been applied to your Chromebook for ID purposes. Please do not place additional stickers/items on the computer. Remember the Chromebooks are the property of the Cumberland County Board of Vocational Education.

Keep your Chromebook away from magnets and magnetic fields, which can corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

Cleaning Your Chromebook

Always disconnect the Chromebook from the power outlet before cleaning.

Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti-static screen cleaners or wipes.

Wash hands frequently when using the Chromebook to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

Screen Care

Picking the Chromebook up by the screen can cause damage. Please refrain from doing this.

Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.

Avoid placing excessive pressure or weight on the Chromebook screen.

Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.

Clean the screen with a soft, dry cloth, or anti-static cloth.

NEVER clean the screen with glass cleaner.

Carrying the Chromebook

Chromebooks are to be carried in the school-provided Chromebook protective cases at all times.

Chromebooks should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case.

Always close the lid before moving or carrying the Chromebook.

Do not leave the Chromebook in a vehicle for extended periods of time or overnight.

Carefully unplug all cords, accessories, and peripherals before moving the Chromebook or placing it in the case.

Do not overload the Chromebook carrying case since it is likely to cause damage to the Chromebook. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the Chromebook carrying case.

Security

NEVER leave Chromebooks unsupervised. Unsupervised areas include, but are not limited to the cafeteria, outdoor tables, benches, computer labs, buses, LOCKER ROOMS, media centers, classrooms, gyms, dressing rooms, restrooms, hallways.

Avoid using the Chromebook in areas where damage or theft is likely.

It is recommended that students take their Chromebook home every night, regardless of whether or not they are needed to be charged for the next day.

Chromebooks should not be stored in a vehicle. If a Chromebook is placed in a vehicle temporarily, it should not be visible from the outside.

Loaning Equipment to Others

Students may not lend Chromebook or Chromebook components to others for any reason; this includes other family members.

Power Management

It is the student's responsibility to fully recharge the Chromebook battery for each school day.

Chromebooks should be placed in standby mode or hibernate if they will be used within 30 minutes; otherwise, the Chromebook should be shut down. Hibernate mode will use less battery charge but will start back up a little slower.

Uncharged batteries or failure to bring the Chromebook to class will not be acceptable excuses for late or incomplete work or the inability to participate in class activities.

All students are required to carry their chargers (AC Adapters) to school just in case there is an opportunity to recharge in a classroom.

Acceptable Use

The CCTEC Acceptable Usage Policy and Internet Safety Agreement states that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws. Music and games can be disruptive during class and may not be used in school unless the student has permission from the teacher for an educational project.

Passwords

Students will login under their assigned Google usernames and passwords. Students will not share their password with other students.

Sound

Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with permission from the teacher.

Email and Internet Use

Email accounts are provided by the school. Email correspondence will be utilized for educational purposes only. Electronic communication coming from or going to the school issued Chromebook can and will be monitored to make sure the terms of the agreement are being followed. Digital communications etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, online training, online courses and online collaboration sites.

As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for use on the Chromebook while students are in school. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. CCTEC cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. It is the responsibility of the user to appropriately use the Chromebook and the Internet. CCTEC will not be responsible for any harm suffered while on the Internet.

Students are required to notify building personnel if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety

As part of our curriculum, students will be instructed about appropriate online behavior. We ask students to:

Immediately report any unauthorized activity on the Internet or network.

Notify a teacher immediately if you accidentally access an inappropriate site.

Never read someone else's email or open their folders or files.



Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.

Never arrange to meet an unknown person utilizing social networks from the Internet.

Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.

Protect your user account by keeping your password secure and logging off or locking when not at computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged on you are responsible. Keep your password a secret.

Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.

Avoid on-line sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Off-Site Internet Use

CCTEC will not serve as a home Internet service provider. It is the responsibility of the parent or guardian to monitor student Chromebook use, especially Internet access, in the home.

Parents may contact Comcast to see if they qualify for Comcast's Internet Essentials \$10-A-Month Service.

CCTEC is not responsible for providing Internet access outside of school. The ability to access the Internet from home varies from situation to situation. No guarantee is implied.

Monitoring Chromebook Usage

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

"The Anti-Big Brother Act" - A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The



school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.

Students should never be left unsupervised while using Chromebooks or other computers. While at school, this is the responsibility of the school-district personnel. While at home, this is the responsibility of the parent and/or guardian. Students will provide access to the Chromebook and any accessories assigned to them upon request by the school or district. A search of the Chromebook may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

CCTEC personnel will be able to monitor/access student Chromebook at any point during the day through remote transmission.

Students may be randomly selected to provide the Chromebook for inspection. Students who fail to report damage to a Chromebook will be subject to additional fines and disciplinary actions.

Privacy

There is no expectation of privacy regarding the contents of Google files and communication using any school-owned computer or network. CCTEC reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via CCTEC's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned Chromebooks, computers, or other equipment.

All Chromebooks have a monitoring system that is activated when the Chromebook is logged on. This enables the school to track all devices. The school does not have remote access to the web camera installed on each computer.

Capturing video, audio, or photography without the consent of a classroom teacher is forbidden.

Damages, and Theft

Damages

Should the Chromebook be lost or damaged beyond repair, a parent/guardian will be responsible to cover a \$25.00 deductible for the first incident. Should the second device become lost or damaged beyond repair, the school reserves the right to charge an additional deductible or the full cost of the device. Students do not reserve the right to supplement the school-issued device with a personal device, should theirs become damaged or lost.

Incidents of broken screens or repairable damages (with parts required) will require students to pay a \$25.00 per incident fee.

In-School Maintenance/Repair

Should students have maintenance or repair issues with their Chromebook, they are to hand-deliver their device to the technician in the Media Center during SMART period or first thing in the morning during homeroom or the beginning of Block 1. Students will need a pass from their teacher in order to drop off their Chromebook if it is during class time. When receiving a loaner Chromebook, the same rules apply to that device as indicated in this handbook.

Theft

If at any point a Chromebook is stolen/lost during the school day, the student is to immediately report it to school administration. All machines have the capability of being tracked by the IT department.

If at any point a Chromebook is stolen when off school property, it must be reported to the Police Department by the parent or students and a copy of the police report must be brought to the school within 24 hours (barring weekends) to be given to the administration.

Returning Chromebooks

Students who transfer out or leave the district will be responsible for returning their Chromebook, protective cases, and chargers. Failure to return these will result in a fine.

Chromebook Summer Sign-Out Option

CCTEC encourages students to continue to cultivate their academic experience over the summer months. Therefore, any students who wish to sign out a device for the summer time can do so as long as they have met the following requirements:

- Completed and signed Summer Sign-Out Application (on the next page)
- Signed up for and show proof of enrollment in an approved summer course.

Procedures

1. Have your summer course(s) approved through CCTEC. Contact the guidance department for the necessary paperwork.
2. Do all necessary paperwork to sign up for summer courses.
3. Print out proof of enrollment in approved summer course. This can be a course schedule or receipt of payment for a course.
4. Fill out the Summer Sign-Out Application (on the next page) with all necessary attachments and turn it in to the CCTEC IT department.
5. Once you hand in your application, the IT department will issue you a Chromebook for the summer and record the Chromebook inventory number.
6. Upon returning to school, you must return the Chromebook you signed out for the summer. Students who do not return their Chromebooks will be obligated to pay a \$250 replacement fee.

Summer Sign-Out Application

Please fill out, sign, and return this cover sheet by the first day of school.

- All students applying for a summer device must submit this completed form in order to receive a Chromebook. Families with multiple CCTEC students must complete one form per student.

By signing below I acknowledge and agree with the following statements:

- I have read and understand the Cumberland County Technical Education Center's 1:1 Chromebook Guidelines, as published in the CCTEC Chromebook Handbook on the CCTEC website, www.cctecnj.org
- I understand that Chromebook or Chromebook accessories found to be damaged or lost may result in a fine being issued to the students/parents of the responsible parties.
- Each student is issued a Chromebook and a charger that must be kept in good, usable condition until the end of the summer/beginning of the school year. Chromebooks signed out for the summer must be returned by the first day of school.
- The electronic device may record or collect information on the student's activity/location or the student's use of the device. CCTEC shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

Required Attachments (to be checked off by the IT department)

- Copy of proof of course enrollment (can either be a course receipt or class schedule)

By signing below, I acknowledge that I have read and understand the CCTEC 1:1 Chromebook Guidelines. I acknowledge and agree with the guidelines as stated above.

Student Printed Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Legal Guardian Printed Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Internal Usage Only:

Chromebook Inventory Number: _____

Returner Signature: _____ Return Date: _____