Chromebook Handbook

MISSION: Twin Tiers Christian Academy is dedicated to inspiring students with a Christ-centered, student-focused, and college-oriented education.

Introduction

It is the vision of TTCA to create a 21st century mobile learning community that is student-focused in the development of lifelong learners. The 1:1 Chromebook program will support, enhance and extend the student learning process, remove obstacles of space and availability, and provide quick access to research tools thereby enriching the academic environment.

Students in Seventh through Twelfth grades will use their school issued Chromebook both at school and home. Each individual Chromebook will have insurance and a protective cover. The Chromebooks are the property of the school until the end of the third year of usage, when students in 7th – 12th grades will have the option to buy the Chromebook for $1.00.

The immersion of technology into the classroom does not lessen the importance of the classroom teacher. Quite the opposite, it transforms the teacher from a manager of learning to a facilitator of learning. Teaching and learning with the Chromebooks provide teachers and students the advantage of seamlessly extending learning beyond traditional time and space limitations.

The policies and procedures in this handbook apply to all Chromebooks used at Twin Tiers Christian Academy, including any other device considered by the administration to come under this policy. Students use of the Chromebook in school falls under the guidelines of the school's Technology Use Policy, the Student Handbook and any other policies regarding technology. You may also reference the Technology section of the TTCA website for more information such as TTCA restricted websites, frequently asked questions, tutorials, etc. Teachers may set additional policies for classroom use.

TTCA Student Goals

- Students will create a positive digital footprint to impact the world for Jesus Christ and His Kingdom.
- Students will navigate the world of digital citizenship with Christian wisdom.
- Students will use technology as a tool to dig deeper into God's Word to understand His perfect plan for their lives.
- Students will know when to use and when not to use technology.
- Students will have access to content from a variety of resources in a variety of styles tailored to how they learn best.
- Students will create content to demonstrate mastery and will share that content with others to help them learn.
- Students will take greater ownership in the learning process and have the resources available to delve into subject areas they are passionate about.
- Students will collaborate with teachers, professionals and peers, both at TTCA and other schools, to enhance learning.
- Students will use technology to organize their personal and professional lives.

TTCA Teacher Goals

- Teachers will use technology as a tool to dig deeper into God's Word to understand His perfect plan for their lives.
- Teachers will have access to content to reach students with different learning styles.
- Teachers will encourage students to utilize the tools available to dig deeper into areas that interest them.
- Teachers will utilize technology to collaborate with other teachers in their disciplines at other schools.
- Teachers will use technology to take advantage of the teachable moment.
- Teachers will use technology to bring appropriate current events to lessons.
- Teachers will use technology to organize their personal and professional lives.

Table of Contents

Approved Accessories

Cases
TTCA will issue an approved carrying case for each Chromebook. Whenever the Chromebook is not being used, students are required to keep the Chromebook in the school issued case at all times.

Headphones
Headphones are required for each student (at their expense). Only standard earbud headphones are permitted. Headphones are to be used at the teacher's discretion.

Power cord
Each Chromebook will come with a power cord. The cord is to be kept in the carrying case.

Mouse (Optional)
A wireless mouse will work with the Chromebook. These can be purchased at the student's expense.

Issuing Chromebooks

Chromebooks will be distributed at the beginning of each school year and will be assigned to a particular student for the duration of the year. Parents and students must attend a Chromebook deployment information session and sign the appropriate forms before the Chromebook can be issued to the student.

Taking Care of your Chromebook

General Care
Each student has the responsibility to protect our technology resources.
- Chromebooks will be named with each student's username used for email. (ex. jdoe@twintiersca.org).
- Keep the Chromebook in its school issued protective case.
- Use the Chromebook on a flat, stable surface.
- Do not set books or other objects on top of the Chromebook.
- Avoid carrying the Chromebook with the screen unprotected.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the screen before closing the cover. (i.e. pens, pencils, etc.)
- No food, drink, gum or candy around the Chromebook.

General Care (continued)

- Wipe screen surfaces with a clean, dry, soft cloth. Do not spray any liquid directly onto the screen.
- Avoid touching the screen with objects other than fingers.
- If hands are dirty, wash them before using the Chromebook.
- Do not use the Chromebook in dusty or dirty environments.
- If the Chromebook has been in a cold car, allow several minutes for it to warm to room temperature before use.
- Do not leave the Chromebook exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Do not throw, toss or sit on the Chromebook; be careful when placing it in your book bag so it does not get squeezed.
- When not being used in class, the Chromebook should be kept "locked" in your locker.
- Do not place your Chromebook on the floor in the hallway, classroom, or at home because it can easily be stepped on and the screen will crack.

Power Management
- It is the student's responsibility to recharge the Chromebook battery at home so it is fully charged by the start of each school day. There will be no excuses for not having your battery charged.
- Close the cover of the Chromebook when not in use to enter sleep mode to extend battery life.
- Dimming the screen brightness also extends the battery life.
- To extend battery life, students should allow Chromebooks to fully charge before disconnecting from a power source.
- All students are asked to carry their charger to school in case a recharge is necessary throughout the day.

Transport
- The Chromebook should be transported in its protective case in sleep mode or shutdown (turned off).
- Do not leave the Chromebook in a vehicle for extended periods of time or overnight.
- Do not leave the Chromebook in visible sight when left in vehicle.

Using your Chromebook at School

Ethical and Appropriate Use
TTCA integrates technology use into our school's educational program at every level. Internet use will be under the guidance of our professional staff: classroom teachers, technology teachers, and other staff inside the classroom. These individuals closely supervise students' use of technology on campus. As a modern technology, the Internet has the potential either to serve or dishonor Christ. The *Technology Use Agreement* exists for students' safety and with the intention of providing "Christ-centered, student-focused, and college-oriented education." (TTCA mission statement)

Privacy and Safety
- Unauthorized chat rooms and all chain letters are prohibited.
- Do not open, use or change device files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people. Remember that the information stored on your device is not guaranteed to be private or confidential.
- Email and documents on school-owned equipment should not be considered private, and are subject to inspection at any time.
- Students will be protected against inappropriate web content by *Lightspeed Relay*, a cloud-based program that will protect students whether at school, home, or any place that they are signed into their Google account.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, you must notify the school office immediately so that such sites can be blocked. This is not a request – it is a responsibility.

Online Behavior

Be Kind. Observe a Christian standard of behavior, etiquette, and sensitivity towards others. We are committed to honor the name of Jesus Christ and the dignity of others. In general, use God-honoring language in all online communications. This ethic is to be observed in all online behavior, including personal email and social media. Ask permission before posting photos or videos of your fellow students. All incidents of cyber bullying, harassment, racist or sexist language, or other inappropriate use will result in disciplinary consequences (see Student Handbook).

Be Aware. Always assume the information you send or post may be viewed by people for whom it was not intended. Never assume your message, post, or photos will be private. Information lives on the Internet forever. If messages, photos or videos of you are posted by a fellow student without your permission, ask a teacher or administrator for help.

Be Safe. Refuse to provide personal or confidential information, such as your full name, address, phone number, or age to others over the Internet. Never agree to meet a person

that you have met online. Notify your parent or teacher if a stranger attempts to meet or contact you.

Be Honorable. Refuse to engage in any activity on a computer or mobile device that violates school rules or local, state, or federal laws. This includes plagiarism, violation of copyright laws, illegal downloads of software, music or movies, unauthorized scanning of images or documents, etc. In addition, it is your responsibility to report any violation of this policy. Failure to do so may result in disciplinary consequences.

Miscellaneous Use of Technology
- Chromebooks are not permitted in the Worship Center during Chapel.
- Our finite resources are precious. There will be no printer connections at school on the Chromebooks.
- Our bandwidth is a limited resource. Respect the needs of others by not streaming content for non-educational use during the school day. Your time is also a limited resource. Use it wisely! Technology at TTCA is only for academic use.
- The TTCA network is protected by filtering and monitoring software. Only school managed devices, which includes all school issued devices, will be able to connect to the student wireless network.
- Sound must be muted at all times unless earbuds are being used or permission is obtained from the teacher to play sound for instructional purposes or activities. Students may only use earbuds or headphones in the classroom with permission of the teacher and for instructional purposes.
- Students may not use their Chromebook camera to take photos or videos of a person without that person's knowledge and permission. Students may not record audio without a person's permission or knowledge. This includes in-class lessons given by the teacher. You must ask for the teacher's permission first.
- Respect the property of others. The ability to access certain information does not mean you have the right to do so. Do not attempt to bypass any password or filter device.
- Authorized staff may audit individual Internet user access and have access to all network activity, including what files a user downloaded, what information and graphics were viewed during a network session, what messages were sent, and what sites a user visited.
- Authorized staff may perform random inspections of individual Chromebooks. Violations of school policies may result in disciplinary consequences.
- Students are required to report to an administrator any known security vulnerabilities, including the possession of passwords by unauthorized persons.
- Students are expected to bring their Chromebooks with them every day. Violations may result in disciplinary consequences including loss of privileges of the Chromebook.
- Students are not allowed to download anything on a Chromebook without teacher permission.

Chromebooks Left Unsupervised

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, locker rooms, Worship Center, unlocked classrooms, unlocked lockers, bathrooms and hallways. Unsupervised Chromebooks will be confiscated by staff and taken to the Office. Violations may result in disciplinary consequences.

Using your Chromebook at Home

Parents are encouraged to set parameters regarding Chromebook use at home. The Chromebook is a Wi-Fi enabled device and is capable of accessing the Internet when wireless networks are available. Internet access is an important part of the functionality of the Chromebook.

Monitoring and Supervision

- The Chromebook should be used in a location where use can be monitored and supervised by a parent.
- Unsupervised use is strongly discouraged, e.g. use in a child's bedroom.
- The student who is assigned the Chromebook is responsible for **ALL** use of their Chromebook.
- Students should not allow other students to borrow their Chromebook.
- Parents may add additional restrictions through the restrictions setting on the Chromebook, however parents may be asked to disable those restrictions from time to time if it is necessary for classroom work.

Internet Access at Home

- Students are allowed to access the Internet away from school using any wireless connection.
- Student Chromebooks will be filtered at home via the school's web filter.
- While Internet filters provide an important level of protection, no filtering system provides 100% protection. Monitoring and supervision are still very important.
- The Technology Department at TTCA will not be able to solve home networking issues, such as lost passwords, hidden networks, etc. Please contact your Internet service provider to obtain assistance in those areas.

Personalization

- Students are not allowed to personalize their Chromebooks or their Chromebook cases as these are the property of TTCA.
- TTCA will affix a unique identification label to each Chromebook prior to distribution.

<u>Syncing</u>

Each Chromebook will be synced to the TTCA Google for Education account. TTCA will maintain the required apps on the Chromebooks and cover all expenses for those apps.

Apps

The following apps will be included on the Chromebooks:
- Google Mail
- Google Drive
- Google Classroom
- Google Docs
- Google Sheets
- Google Slides
- Google+
- Google Keep
- Google Cast
- Google Earth
- Easy Bib
- Lucidpress
- Loom
- Others available upon teacher request via Google Apps for Education

Students are allowed to install any <u>free</u> Google Apps for Education within our domain. All items must meet the rules and guidelines set forth within this handbook, the Student Technology Use Policy, the Student Handbook and any other policies regarding technology. TTCA will not be responsible for any charges incurred by the student. Fee-based charges are non-transferable per Google's terms and conditions.

To better manage bandwidth, teacher permission is needed before students can listen to or watch music, videos, or podcasts. Further, such media are subject to the restrictions established on the Chromebook and must be in keeping with school policies.

Managing Files and Saving Work

All files will be stored in a Cloud-based storage, which are automatically backed up to the Internet. It is the students' responsibility to ensure that they are signed into their *Twin Tiers Christian Academy* Google account. Internet access is required if the student wants to work on files at home.

Inspection

TTCA reserves the right to inspect any school owned device to insure that the device is being properly maintained in accordance with TTCA requirements. Students may be selected at random for inspection. If selected, the student must provide their Chromebook for inspection immediately.

Google Updates

From time to time, Google updates will happen automatically. Students must follow TTCA instructions if the Technology staff determines that updating is not in the best interest of the students at the time of release.

Restoring your Chromebook

Occasionally it may be necessary for the TTCA Technology Department to restore a Chromebook back to factory settings. It may be required in order to repair software or hardware issues. While a device is being repaired or reset, a student will be given another Chromebook for temporary use.

Insurance

Chromebook insurance will be provided through the school as part of the Chromebook 1:1 program. You have a financial stake in the Chromebook. It is your responsibility to care for the Chromebook against any damage. Insurance only covers accidental damage as determined by the technical support staff. Damage due to irresponsibility is not considered accidental.

Insurance Coverage

The following items will be covered under the policy:
- Accidental damage
- Fire or natural disaster

Insurance Not Covered

The following items are not covered under the policy:
- Loss or theft
- Intentional damage
- Submersion (water damage of any type)

<u>Replacement</u>

Every effort will be made to immediately replace the Chromebook with the same model of the insured device. If the same model is not available, the student may receive an older model Chromebook.

<u>Lost, Stolen or Damaged</u>

The Chromebook will be the student's responsibility. A lost or stolen Chromebook must be reported to TTCA immediately and should also be reported to the proper authorities if off-campus theft occurs. Any damage due to intentional or unintentional abuse or misuse to the Chromebook must be reported to TTCA immediately. Students must bring their damaged Chromebook to the TTCA Technology department for repairs; any repairs completed outside of the TTCA Technology department will **void** TTCA's provided insurance and students will be responsible for the entire cost of the Chromebook. The family will be responsible for the cost of replacing the Chromebook if it is lost, stolen, submersed in water or any non-accidental damage.

Students must bring the appropriate amount of payment (as listed below) and a parent signed *Insurance Claim Form* to the Technology Coordinator before they will be issued a replacement Chromebook. Forms may be found online or you may pick one up from the Technology Coordinator's office.

Insurance deductible, which families must pay for replacement, will be on the following scale for every three-year cycle:
1st claim - $125
2nd claim - $200
3rd and additional claims - full cost of a replacement Chromebook

During the last semester of a 3-year cycle, students who break their Chromebook must pay the exact cost of the repair from Lenovo. Lenovo, not TTCA, determines the exact cost of the repair, including sales tax.

If the Chromebook is damaged to the point where Lenovo deems it not repairable, the student will be responsible for the entire cost of the Chromebook. Lenovo, and not the TTCA Technology Department, determines this level of damage. Once the student is notified that Lenovo will not cover the damages, students have one week to pay for the full replacement cost. Not paying the full replacement cost within one week may result in disciplinary consequences.

Chromebook Technical Support

- The first step that solves most Chromebook problems is to restart the app in question. If closing the app does not help, shutdown and restart your Chromebook. You can also try a hard reset by holding down the power button.
- The second step would be to ask a classmate for assistance.
- The third step would be to ask a teacher for assistance.
- If the problem is not resolved, the next step would be to submit a request for assistance to the Technology Coordinator.

Never just take your Chromebook to the office and leave it. Please make sure that only an appropriate member of the technology staff takes your Chromebook for repair or technical support. Students may seek technical support before and after school, not during the academic day.

Ownership of the Chromebook

TTCA purchases a Chromebook for all full-time students in grades seven through twelve. TTCA will maintain ownership of the Chromebook throughout the student's time at TTCA. While TTCA owns each Chromebook, students are responsible for the care and maintenance of the device. Students will use the same Chromebook throughout their time at TTCA during a three-year cycle. Upon graduation, students may purchase the Chromebook. When a student graduates after the first year of use, the Chromebook may be purchased for two-thirds the cost, after the second year of use for one-third the cost, or after the third year of use for $1.00 (one dollar).

Students who withdraw or terminate enrollment prior to the end of the school year must return their Chromebook and school issued accessories (cords, chargers, case, etc.) on the date of termination.

At the end of the school year seniors will be required to either purchase or turn in their Chromebook and school issued accessories to the technology department prior to graduation. All notes, and other items from the Chromebook should be saved to the student's Google Drive. The Technology Department can assist seniors in saving their information if needed. Accounts for seniors will remain active for six months after graduation.

Students who are not returning to TTCA the next school year will be required to turn in their Chromebook and school issued accessories to the technology department 2 days prior to the last day of school. All notes, and other items from the Chromebook can be saved to the student's Google Drive. The Technology Department can assist these students in saving their information if needed.

Discipline

All technology use (including, but not limited to, the use of personal or school-owned mobile devices, computers, and phones) is subject to the discipline policies at TTCA. Violations of this handbook, the Student Technology Use Policy, the Student Handbook and any other policies regarding technology may result in disciplinary consequences.

If a member of the administration of TTCA determines that actions or participation by a student in social media or other electronic communications violates this handbook, the Student Technology Use Policy, the Student Handbook and any other policy regarding technology, disciplinary consequences may result.

All TTCA policies regarding financial liability for misuse of school resources also apply.

Document Revision History

Date	Notes
1/29/18	Unofficial draft reviewed with TTCA teachers
2/13/18	Reviewed by School Board, minor edits suggested
3/13/18	Adopted by School Board