Capitol High School

2020-2021 Technology Handbook for Students & Parents

Our Mission

Capitol High School creates an engaging and nurturing learning environment that challenges students to unlock their full potential and empowers them to become critical thinkers, resilient leaders, and highly skilled young people with opportunities to pursue their passions.

Table of Contents

Our Tech Vision and Values

Technology Vision

At Capitol High School (CHS) we strive to create an engaging and nurturing learning environment that challenges students to unlock their full potential and empowers them to become critical thinkers, resilient leaders, and highly skilled young people with opportunities to pursue their passions.

We are committed to preparing students to be literate, responsible citizens in a global economy. Our plan will immerse our students into a technology rich instructional environment to become effective users and communicators of information in order to function in a technological society. Understanding of, and adhering to, the following guidelines and procedures is necessary for the success of the program.

Technology is more than a keyboard and monitor. Thus, our technology plan incorporates nationally recognized core values which drive how we make decisions about technology to foster ethical, equitable and effective use.

Those core values are as followed:

All leaders fully leverage technology within their leadership roles and areas of responsibilities to strengthen teaching, learning, and operations.

All learners are supported by educators who fully integrate technology into their instruction to connect learners to experiences that empower and inspire.

All learners have engaging and empowering learning experiences in both formal and informal settings that prepare them to be active, creative, knowledgeable, and ethical participants in our globally-connected society.

All levels of our education system leverage the power of technology to measure what matters and use quality assessment data to improve teaching, learning, and operations.

All stakeholders, including families, strategic partners, and the community, will have opportunities to learn about, provide feedback on, and partner with the district about technology in school, at home, and in the community.

All levels of our education system will have equitable access to a robust and comprehensive infrastructure when and where they need it for teaching, learning, and operations.

Technology 101 - What is included?

Technology includes, but is not limited to the following items: computers (both laptops and desktops), tablets, software, files, electronic communication systems (e-mail, phone/voice), published web content, learning systems, network equipment (servers, routers, switches, gateways, and wireless access points), presentation screens, hardware accessories, fax, telecommunication equipment, and administrative systems.

Title & Ownership

Devices are issued in the same manner as a school textbook or other durable supplies and equipment. The student or parent does not have ownership of the device at any time and CHS reserves the right to collect and redistribute devices as needed.

License Agreement

CHS is the sole licensee of the software included with the school issued devices. Any copying, modification, merging, or distribution of the software by the student, including written documents, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such license, terms, and laws shall constitute a violation of this policy.

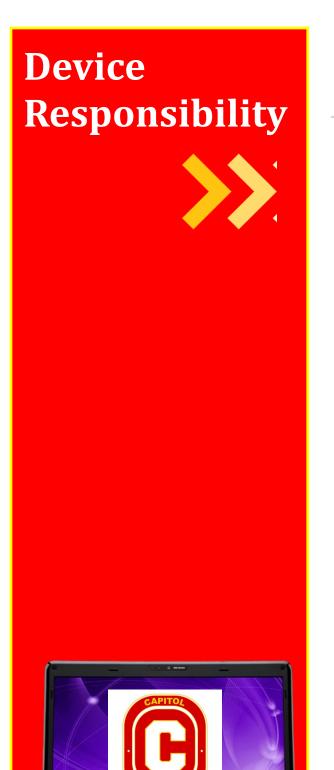# CHS is committed to Classroom Technology because it:

Promotes student engagement and enthusiasm in learning

Encourages collaboration among students, teachers, parents, community members, and people throughout the world through interactive networking

Guides students' learning and knowledge production

Opens students' access to information and opportunities to connect to this learning in meaningful and relevant ways

Device Responsibility

What are Parent and Guardian Responsibilities?

Each student and parent/guardian must sign the *Student/Parent Acceptable Technology Use Policy Agreement* at the beginning of the school year every year.

The best way to keep students safe and on task is to have adults present and involved. The *Student/Parent Acceptable Technology Use Policy Agreement* explains parent and guardian commitment expectations to hold students accountable when using school devices.

What Happens if a Device is Lost or Stolen?

If a device or a unit of technology equipment is:

⇒ Not returned,

⇒ Intentionally damaged,

⇒ Lost because of negligence, or

⇒ Stolen, but not reported to school and police in a timely manner, *(if permitted to take home)*

The student and/or parent/guardian are responsible for repair or replacement costs. Members of the Technology Department will repair school devices as needed, and the accrued cost of the repairs will be the responsibility of the student/parent if deemed necessary due to misuse.

General Care of Laptops and Chromebooks

⇒ Never attempt to repair or reconfigure the hardware of a device. Under no circumstances are students permitted to: attempt to open, tamper with the internal components, remove or attempt to remove any screws or padding, remove any stickers or attachments on the base of the device, or use an alternate charger other than the one provided for you. The only valid service provider for school issued devices is CHS.

⇒ School devices in need of repair must be reported to the school soon as possible. The CHS Technology Department will not complete any diagnostic or repair until a ticket in HelpDesk has been submitted.

⇒ The CHS Technology Department will determine whether the laptop can be repaired onsite, offsite, or if a loaner (if available) should be issued. Classroom computers and loaner computers are also covered by all rules and regulations outlined in this document, including the assessment of fees. Students are responsible for ensuring there is a current backup of all classwork files via Google Drive or a personally purchased USB storage device. Technicians will not make efforts to preserve data during repair or replacement.

Guidelines to follow:

⇒ For prolonged periods of inactivity (longer than twenty-four hours of continuous non-use), the device should be correctly shut down.

• A correct shut down for a Laptop is
  Start Menu -> Power Options -> Shut Down

• A correct shut down for a Chromebook is to press and hold the Power Button until the menu appears to Power off or Sign out

⇒ Do not write, draw, paint, etch, place stickers/labels on or otherwise deface any school device. This will result in a fee for vandalism of school issued equipment. The equipment assigned to each student is the property of CHS.

⇒ Never pick up devices by the screen; always pick up devices at their base.

⇒ Do not leave devices in areas with extreme temperature fluctuations. This includes windowsills, inside cars, or unattended areas outside.

⇒ Do not pile anything on top of the school devices.

⇒ When using a laptop/Chromebook, keep the device on a cool, flat surface to allow air flow. Surfaces such as fabric or carpet do not allow air flow and can cause the device to overheat.

⇒ Liquids, food, and other debris can damage any device. Avoid eating or drinking while using the devices.

⇒ Take care when inserting cords, cables, and other removable storage devices to avoid causing damage.

⇒ Keep school devices away from magnetic fields, which can erase or corrupt data. This includes, but is not limited to, large speakers, amplifiers, and transformers.

⇒ Do not leave any school devices unattended or unsecured. Students are responsible for it even when they are in class and in their possession.

Cleaning Your Laptop

Routine maintenance on laptops will be done by the CHS Technology Department. In the meantime, be sure that you:

⇒ Always disconnect the device from the power outlet before cleaning. Make sure the device is correctly shut down before cleaning.

⇒ Clean the screen with a soft, lightly dampened lint free cloth, or use antistatic screen cleaners or wipes. Never use liquids or soaps on laptop screens or keyboards.

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

⇒ Clean all touch pads with a lightly dampened cloth.

General Security

⇒ Never leave devices unsecured. All devices should be securely locked and out of sight when not in use.

⇒ Each device has several identifying labels (i.e. CHS asset number, serial number, etc). Under no circumstances should these markers be removed, erased or altered in any way, except by members of the Technology Department.

⇒ If stickers, or identifying markers, rub off of issued equipment, come loose, fall off, or become unreadable in any way, it is the responsibility of the student to immediately report this and have new identifying stickers and markers applied by a member of the Technology Department. Failure to do so may result in disciplinary actions in regards to lost/ stolen equipment at the end of the year.

⇒ Only staff, employees, and students of CHS are permitted to use any and all school devices.

⇒ Notify the Technology Department immediately if you suspect problems with a device, including a breach of security.

⇒ To prevent loss or damage, all devices should be securely locked away and out of sight when not in use.

Parent Expectations for Students

Students within CHS will be able to utilize technology in their classrooms. In order for students to experience all of the successes and benefits that CHS offers, we encourage parents to:

⇒ Learn alongside their student, as these devices are used as instructional tools to prepare for 21st century careers.

⇒ Monitor student's appropriate Internet use and adherence to Internet guidelines when using the Internet at home and at school.

Email & Internet Access/Filtering

Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

Internet Access/Filtering

It is the responsibility of the staff member to be mindful of Internet usage. Any activity on a school device or logged in under a school user account is considered accessible to CHS and can be monitored at any time.

Email & Internet Access/ Filtering cont'd

⇒ Bypassing the provided filter is considered a modification of the computer and will be reversed by members of the Technology Department. Repeated modifications may result in the loss of school devices.

⇒ It is the responsibility of the staff member to be mindful of browsing secure websites and accessing secure links when using school devices. Secure Internet connections begin with "**https://**".

⇒ If a link is sent with the intention of rerouting to a new site, staff members should hover over the link first to see the site name. If the site name is not recognized, the link may be unsecured.

⇒ It is important that all passwords and passcodes remain secure.

CIPA

⇒ The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet.

⇒ In accordance with CIPA mandated requirements, ACSA has firewalls, monitoring systems and filters in place on their school devices. It is required that the following modifications are in place:

♦ Blocking or filtering Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessible by minors).

♦ Internet safety policies that include monitoring the online activities of minors.

♦ As required by the Protecting Children in the 21st Century Act, providing education to minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Device Responsibility

Device Responsibility

CIPA cont'd

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

⇒ Measures restricting minors' access to materials harmful to them

⇒ Access by minors to inappropriate matter on the Internet

⇒ The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications

⇒ Unauthorized access, including so-called "hacking," and other unlawful activities by minors online

⇒ Unauthorized disclosure, use, and dissemination of personal information regarding minors

CHS Responsible Use Policy

Capitol High School adopted the Responsible Use Policy for Electronic Devices to serve as a guideline for the expectations of students regarding the use of technology provided by the school. The privilege of using the technology resources provided by CHS is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled at Capitol High School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates the Responsible Use Policy, his or her privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied as set forth in the CHS Students Rights and Responsibilities Handbook. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies shall be involved.

Charging and Preparing for Class

It is each student's responsibility to charge his or her 1 to 1 device each night before school. It is also the responsibility of students to bring their 1 to 1 device each day and be prepared for class. Loaner devices and chargers may not be available for students who do not have their supplies and equipment.

Transporting Your Device

Moving Between Classes - Students are expected to pack their devices, in their protective cases and in their book bags during class change.

Inappropriate Use of Device

It is the responsibility of each student to use their issued device in a responsible way. Students must follow the Responsible Use Policy and must adhere to the expectations of each teacher regarding the use of their device in a classroom environment. Students may at no time download any material without teacher permission. Use at Home and School Students are issued a device for the majority of the school year and are expected to take the device home each day. If students leave their device at home, they are still responsible for completing the coursework. Repeat violations will result in action as detailed in the CHS Student Rights and Responsibilities Handbook.

End of the Year or Withdrawal from Capitol High School

1) If a student fails to return the device at the end of the school year or upon termination of enrollment at a CHS school, he or she is subject to financial liability until the device is returned or associated replacement fees are received. Failure to return the device within five working days after withdrawal from a CHS school will result in a theft report being filed with the Baton Rouge Police Department.

2) Furthermore, the student will be responsible for any damage to the device as outlined in the Responsible Use Policy. They must return the device and accessories to the CHS school in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

CHS Technology Program Participation Agreement 2020-2021

☐ I wish for my student to participate in the CHS Technology Program during the 2020-2021 school year. **My child and I have read, understand, and agree to the stipulations set forth in the CHS Technology Handbook and Responsible Use Policy and Procedures**.

☐ My student will not participate in the CHS Technology Program during the 2020-2021 school year. I understand that my student and I are responsible for the completion of all assignments.

Damages resulting in destruction (repair not possible, as deemed by CHS IT) or loss of a device will result in the student and parents being financially obligated for replacement costs. Current replacement costs are as follows:

Item Description	Replacement Cost
Chrome Book	$310
Charger	$46
Chrome Book Carrying Bag	$23

Student's Name (Please Print): _____

Student's Signature: _____

Parent/Guardian's Name (Please Print): _____

Parent/Guardian Signature: _____