Trinity Christian School

Technology Handbook

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Introduction
Trinity Christian School recognizes the integral part technology plays in today's education and workplace. Providing students access to technology gives them enhanced opportunities to learn, communicate, engage, research, and develop skills that will prepare them to be successful both in college and in their future careers.

The following guidelines and policies are outlined in an effort to make both parents and students aware of the responsibilities associated with use of the school's network, computer hardware, operating software, application software, data files, electronic email, digital information, and school owned devices. These guidelines are set forth in order to promote efficient, ethical and legal utilization of all technology resources utilized at Trinity Christian School.

Acceptable Use Policy
General Guidelines
- The Trinity Christian School network is intended for education purposes.
- Students are responsible for appropriate behavior on the school's computer network, just as they are on the school campus.
- All activity over the TCS network is monitored and retained.
- Misuse of school technology resources may result in disciplinary action.
- Students should alert school faculty or administration immediately of any safety or security concerns.
- If you inadvertently access a website that contains obscene or otherwise offensive material, you should notify a teacher immediately so the site can be blocked. This is not a request. It is your responsibility.
- Access to online content while connected to the TCS network is restricted in accordance with our policies and federal regulations.
- Trinity Christian school makes every reasonable effort to ensure students safety and security online, but will not be held accountable for any harm or damages that result from the use of school technology.

UN-Acceptable Use:
- Spamming or sending inappropriate emails
- Attempting to or gaining access to other students' accounts, files, and/or data
- Use of the schools internet/email account for financial or commercial gain or any illegal behavior
- Participation in credit card fraud, forgery, or any other form of illegal behavior
- Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or suggestive language or images
- Bypassing the TCS web filter by connecting to a 3G, 4G ,or Hotspot, or proxy
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, or sexually explicit materials
- Use of chat rooms, unless assigned by your teacher for a valid educational purpose
- Plagiarizing or infringing copyrights or works found on the internet
- Attempting to damage computers, computer systems, software, or the computer network
- Using games which are contrary to the school's core mission and values
- Engaging in cyberbullying
- Attempting to circumvent the school's safety measures and filters
- Attempting to hack or access sites, servers, or content that isn't intended for student use
- Downloading files, graphics, software applications, shareware, and freeware without prior approval
- Sharing your full name, phone number, address, social security number, passwords online
- Sharing your Google login information with other students

Use of the internet is a privilege NOT a right. Inappropriate use of the Internet, computers, computer systems, computer networks or software may result in a disciplinary or legal action.

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We recognize that it is impossible to define every instance of responsible and irresponsible behavior, therefore, it will be at the discretion of the school administration to use discernment as to what is responsible in any undefined instance that may arise.

TCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any violation of computer crime laws.

Email
Students are provided a school email through a Google Gmail system managed by Trinity Christian School. The interface is heavily monitored by network administrators and should be used for educational purposes. Email is subject to inspection at any time. Students will only be able to communicate with other TCS students and faculty unless special permission is granted by administration for academic reasons.

Network Connectivity
TCS makes no guarantee that the school wireless network will be running 100% of the time. In the event that the network is down, TCS is not responsible for lost or missing data.

Effective with the 2018-19 school year, all 9-12 students will be required to use a school provided Chromebook. Access to technology is critical for the instruction and learning of our students, therefore, it is not possible to opt out of the technology policies.

One to One (1:1)
What is 1:1
When a digital device is in the hands of all students it is called one to one implementation. In the digital age, analyzing information is a critical skill. Providing a 1:1 initiative will allow students the ability to locate, evaluate, and interpret information while collaborating with others to complete authentic learning tasks.

An effective 1:1 program supports instruction that is differentiated and personalized to the individual learner. Productive use of digital devices will ultimately lead to more engaging and manageable forms of classroom interactions.

Receiving Your Device
Chromebooks will be distributed to students each fall. Before distribution, parents must sign and return the 1:1 Policy and Acceptable Use Policy found at the end of this handbook.

Device Maintenance/Rental
Beginning in the fall of 2019, high school students will be charged a $50 technology fee for technology maintenance and rental of their Chromebook.

Terms of the Device Loan
Your device is the property of Trinity Christian School. Although you may put or contain personal information on the device, it is the sole property of the school. Any failure to comply with the Acceptable Use Policy or Device Usage Guidelines may terminate your rights of possession and the school may repossess the device.

Training
Students will be trained on how to use the Chromebooks for education by our technology teachers and classroom teachers.

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Return
Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance over the summer break. At the end of students' senior year, students who have paid the rental/maintenance fee on their device for 6 years will own their Chromebook. Seniors who have not paid the technology fee for 6 years will have the following options to keep their Chromebook after graduation.

Paid 0 Years	Total Cost of the Chromebook
Paid 1 Year	Total Cost of the Chromebook-$50
Paid 2 Years	Total Cost of the Chromebook-$100
Paid 3 Years	Total Cost of the Chromebook-$150
Paid 4 Years	Total Cost of the Chromebook-$200
Paid 5 Years	Total Cost of the Chromebook-$250

Any student who transfers out of TCS will be required to return their Chromebook and accessories. Any student who does not return their Chromebook at the end of the school year or upon school transfer will be charged for the cost to replace the Chromebook.

Device Responsibilities
Students are responsible for the care of the Chromebooks. Devices that are broken or fail to work properly must be taken to the Student Services Office immediately. A loaner device may be provided until the Chromebook is repaired or replaced.

General Precautions:
- o   No food or drink is allowed next to your Chromebook
- o   Cords, cables, removable storage devices should be inserted carefully
- o   Students should never carry their Chromebook while the screen is open
- o   Devices should be shut down when not in use to preserve the battery life
- o   Devices should never be shoved in a locker or wedged between books as this may break the screen
- o   Devices should not be exposed to extreme temperature-extreme hot or cold may cause damage to the device
- o   Never leave your Chromebook in your vehicle
- o   No devices are allowed in the Locker Rooms or Cafeteria at Lunch
- o   Students should not store pens, chargers, food, notebooks, etc. in the same pocket as their device

Carrying the Device
Keep your device in the protective cover when not in use. If carried in a bag, do not drop or toss the bag. Do not place direct pressure on the device or its screen.

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Screen Care
The device screens can be easily damaged if subjected to rough treatment. They are particularly sensitive to pressure placed directly on the screen.
- Do not lean on the top of the device when it is open or closed
- Clean the screen with a soft, dry or anti-static cloth. Do not put any chemicals on the screen
- Do not place anything on the keyboard before closing the lid
- Do not poke the screen
- Do not put anything in the carrying case that will press against the cover

Loss or Damage
Students are responsible for the general care of the device. Devices that are broken or fail to work properly should be taken to the SSO for evaluation of the equipment.

<u>If the device is damaged, lost, or stolen, YOU are responsible for the reasonable cost of the repair or its fair market value on the date of loss</u>. Loss or theft of the property must be reported to administration by the next school day after the occurrence.

Students will be held responsible for ALL damages to their devices resulting from misuse, neglect or accidental damage including but not limited to: broken screens, cracked pieces, inoperability, etc. Under NO circumstances should the student or their family attempt to repair school-owned devices on their own. All repairs will be handled by Trinity Christian School.

Administration and/or IT Department will determine if negligence was involved in the incident and will review each case. Fees may be waived and/or payment plans will be accepted based on the merits of each case.

If a Chromebook becomes defective at no fault of the student, TCS will replace the device at no charge with one that is new or refurbished.

Devices Left in Unsecured Areas
Under no circumstances should devices be left unsecured. If a device is found in an unsecure area, it will be taken to the SSO. Violations may result in loss of privileges.

<u>Using Your Device</u>
At School: Your Chromebook should be brought to every class every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, handbooks, textbooks, and/or schedules may be accessed using your device.

At Home: Students are expected to take their Chromebooks home each night throughout the school year and bring them back to school each morning fully charged. If students forget their Chromebook at home, they may be required to have their parent bring it to school. Bringing Chromebooks to school without being charged or forgetting Chromebooks at home repeatedly, will result in a referral to administration and possible disciplinary action.

Sound: Sound should be muted at all times unless permission has been granted by a teacher.

Printing: Students do not have printing privileges at school but may share a document with their teacher if it needs to be printed. Teaching strategies will facilitate digital copies of homework when applicable.

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Managing Files and Saving Your Work: All students are provided a Google Drive where they may save their documents or files. Students using Google Drive will not need to save their work because it saves automatically. It is the responsibility of the student to maintain the integrity of their files.

Personalizing the Device
Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Trinity Christian School. Spot checks for compliance will be done by administration or tech support at various times.

Students may add appropriate music, photos, and videos to their Chromebook that align with the standards of Trinity Christian School. They may set appropriate wallpapers, screensavers, desktop backgrounds, and/or displays which are consistent with the school's core value and mission.

Students are encouraged to purchase headphones for their Chromebook and may wish to have a wireless mouse as an accessory.

Software on Devices
The software or applications originally installed by Trinity Christian School must remain on the Chromebook in usable condition and easily accessible at all times. Periodic checks will be made to ensure that students have not removed required apps or software.

Additional Software
Students are not allowed to load apps on their Chromebooks. TCS will synchronize the devices periodically to ensure they contain the necessary apps for schoolwork.

Students will be required to check in their devices for periodic updates and syncing.

Security
Users are expected to take reasonable safeguards against the transmission of security threats while connected to the school network. Students should not open files of an unknown or distrusted origin.

If a student suspects their device may be infected with a virus, they should alert personnel in the IT department. The user should never attempt to remove the virus themselves.

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<u>Chromebook Repair and Replacement Cost Sheet</u>

Lost/Stolen/Damaged Chromebooks
As with textbooks, in the event of damage, loss or theft, a student will be charged a fine to cover the actual repair or replacement costs for school-issued materials, which include 1:1 devices.

Repair and/or Replacement Costs
Loss, theft, or damage of a device must be reported to a school staff member as soon as feasible, who will assist in creating a support ticket and providing access, where appropriate, to a loaner 1:1 device. Technology Service will review damaged devices to determine if repairs are possible, or if a replacement is required. If a fine is assessed against a student's account, an email will be sent to the primary guardians with instructions on why the fine was assessed and when the fine will appear on the family's account for payment. As with textbooks, in the event of damage, loss or theft, a student will be charged a fine to cover the actual repair or replacement costs for school-issued materials, which include 1:1 devices.

The prices below are cost estimates for replacement parts as of June 1, 2020, and are subject to change based on available pricing at the time of the repair.

● Screen $45.00
● Bezel $25.00
● Top Cover $25.00
● Bottom Cover $30.00
● Keyboard $55.00
● Touchpad $20.00
● Motherboard $90.00
● AC Charger $30.00
● USB Port $30.00
● DC Jack $15.00
● Broken or Missing Case $15.00
● Asset Tag Replacement $5.00

The cost for a replacement device will be determined at the time of the need for a replacement device. As of June 1, 2020, a replacement Chromebook cost is $275.00, but is subject to change based on federal tariffs and other factors. Questions about lost/stolen/damaged Chromebooks should be directed to the Technology Director at aklar@trinitywarriors.org.

Student Pledge

- o I will use my device in ways that are educational, appropriate, and meet Trinity Christian School's expectations.
- o I will use appropriate language when using emails, journals, blogs, or other forms of communication. I will not create or encourage others to create discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other people
- o I understand that my device is subject to inspection at any time without notice.
- o I understand that my device is the property of Trinity Christian School.
- o I will follow the policies outlined in this handbook regarding acceptable use 24/7/365.
- o I will take good care of my device.
- o I will not leave my device unattended.
- o I will not loan my device to other individuals.
- o I will know where my device is at all times.
- o I will fully charge my device each night and bring it to school every day.
- o I will keep food and beverages away from my device.
- o I will not disassemble any part of my school owned device or attempt any repairs.
- o I will protect by device and case from damage at all times.
- o I will not place decorations (stickers, markers, etc.) on my device or provided case.
- o I will not deface any identifying markings on my device.
- o I will file a report in case of theft, vandalism, loss or other acts to the administration of Trinity Christian school within one school day.
- o I will be responsible for all damages or loss caused by neglect or abuse.
- o I agree to return the school's device, case, and power cords in good working condition upon the request of the school or at the end of the school year.

Student Name (printed) _____

Student Signature _____

Date: _____

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STUDENT/PARENT CHROMEBOOK AGREEMENT

Student Name: _____

Parent/Guardian Name: _____

Terms of Agreement

In this agreement, "you" and "your" means the parent/guardian and the student enrolled in Trinity Christian School (TCS). The "device" is a Chromebook, Chromebook sleeve, and power cord/charger.

Terms:	You will be issued a TCS Chromebook, protective sleeve, and power cord/charger.
	You will comply with the TCS Acceptable Use Policy and device guidelines as set forth in the Technology Handbook.
Title:	Legal title to the device belongs to TCS. Your right to possess and use the equipment is limited to and conditional upon your full compliance with this agreement.
	Your possession of the device terminates upon the end of year collection date determined by the school or your withdrawal from the district.
Lost, Stolen or Damaged Devices:	You must report any lost, stolen, or damaged device to the school immediately. For stolen devices, you must also file a police report.
	If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline and you will be responsible for the cost of repair or replacement.
Sanctions for Violations:	Any activity that violates the Acceptable Use Policy and/or Chromebook Guidelines should be reported to a school administrator. Disciplinary action, if any, for the students or other users will be consistent with the school's policies and procedures. Violations of the policies may result in loss of access privileges, suspension of access to Trinity Christian School's electronic resources, other school disciplinary action, and/or other appropriate legal or criminal actions.

Acceptance of Terms

By signing this form, you confirm that you understand the information in this agreement. You also confirm that you have read, understand, and accept the TCS Acceptable Use Policy and TCS Device Guidelines as outlined in the Trinity Christian School Technology Handbook.

_____   _____
Parent/Guardian Signature   *Date*

_____   _____
Student Signature   *Date*