



Crown Point Community School Corporation Student Computer Handbook

Definition

“Computer” refers to corporation owned computers and iPads provided to students by the school for educational use only.

Computer Labeling and Identification

- Computers will be labeled in the manner specified by the CPCSC.
- Computers can be identified by serial number, CPCSC asset tag, and individual's Google Account username.

Under no circumstances are students to modify, remove, or destroy identification labels.

Taking Care of Your Computer

- Students are responsible for the care of their computer.
- Computers must remain free of scratches, drawings, etchings, decorative writing, drawing, stickers, paint, tape, or labels (except for CPCSC labels).
- Computers and internet use are subject to inspection and must follow the Crown Point Community School Corporation [acceptable use policy](#). Spot checks for compliance may be done by teachers, administration, or CPCSC Technicians at any time.
- The student will not attempt to disassemble or repair the device at any time; all repairs will go through Crown Point Technology Staff.
- Students must not install software on their computer other than what has been approved by Crown Point Schools.

Computers that are broken or fail to work properly must be taken to the school office for elementary, the Media Center for Middle School, and the Learning Commons at CPHS. If a loaner computer is needed, one will be issued to the student until the assigned computer can be repaired or replaced.

General Precautions

1. Protect the computer at school, at home, and in transit. A protective computer case is an optional accessory to absorb impact caused by dropping the computer while in use or transit. If transporting the computer in a backpack, purchase a backpack with a built-in protective pocket for the computer.
2. No food or drink is allowed next to your computer while it is in use.
3. Carefully and properly insert cords, cables, removable storage devices, and earphone jacks into appropriate ports on the computer.
4. When carrying the computer:
 - Insert the computer in the protective case, if you have one.
 - Close the screen and carry it close to your body.
 - Be aware of other students in hallways, classrooms, or community spaces where horseplay or accidents may occur.
5. Computers should never be shoved into a locker or wedged into a book bag as this may break the screen.
6. Do not expose your computer to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the computer.
7. Always bring your computer to room temperature before turning it on.



Username and Password Security

Username and password security is a vital part of keeping student accounts safe and protected at all times. Do not use your school email to sign up for personal accounts such as on gaming sites, etc.

Protect your passwords. Anything done under your username and password appears to have been done by you.

1. Develop a system to store usernames and passwords only you can access.
2. Do not give your usernames and passwords to any other person.
3. Do not allow others to use your username and password. Any activity associated with your username (like visiting inappropriate websites) appears to have been done by you.
4. Do not allow others to use your accounts.
5. Hide your usernames and passwords. Do not post usernames and passwords on your computer, inside your locker, or any other places visible to others.

Acceptable Use

Computers are subject to the Crown Point Community School Corporation [acceptable use policy](#). The Corporation has the right to monitor, review and inspect any directories, files, and/or messages residing on or sent using the Corporation's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Only the Internet gateway provided by the school may be accessed while in the school. [GoGuardian](#) is a filtering and monitoring application of student internet, application, and extension activity. The Crown Point filtering and management systems include the following to provide alerts of inappropriate use.

- Internet sites are filtered using a category-based system and customized lists.
- Student internet, application, and extension activity is monitored while in school and on the school network.
- Webpages are analyzed for inappropriate content while loading.
- Inappropriate student activity is flagged.
- Real-time alerts occur when inappropriate content is accessed.

Screen Care

The computer screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on top of the computer.
2. Do not pick up or carry an open computer by the screen.
3. Do not place anything near the computer that could put pressure on the screen.
4. Do not place anything in a carrying case that will press against the cover.
5. Do not poke or forcibly contact the screen with fingers, hand, or object.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
7. Clean the screen with a soft, dry, anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the computer.

Using the Computer

At School

A fully charged computer is essential for use during the school day. Therefore, when the computer is taken home after school, the device needs to be in a fully charged condition for the next day of school. The computer is intended for use at school each day. Computers are used to access teacher expectations, daily agendas, course assignments, course resources, course assessments, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules. Students are responsible for bringing their computer to all classes, unless specifically advised not to do so by their teacher.



At Home

If taking the computer home at night, return it fully charged. If students leave their computer at home, they must immediately phone parents to bring the computer to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

Unless directed by the teacher to return the charging cord to school, it is recommended that students leave the charging cord at home. If fully charged at home, the battery will last throughout the day for normal instructional use.

Updates to the computer

Updates to the Chrome Operating System, the Buzz learning management system, and learning applications occur constantly. To maintain the highest performance level on the computer, you should weekly sign-out → shutdown → restart → login while connected to the internet. Doing this process provides a consistent user experience for the learner and teachers so that the computer is not a barrier to learning in the classroom.

Storing and Securing Your computer

Students are responsible for appropriately securing and storing their computer during and after school, while at extra-curricular activities, and at home.

During the School Day

- During the school day when students are not using their computer, they should be secured and safely stored.
- Under no circumstances should a student leave their computer in the cafeteria, unlocked classrooms, library, locker rooms, gym, dressing rooms, hallways, bathrooms, or any other entity that is not securely locked or in which there is no supervision.
- Do not stretch the charging cord in or across a place where someone may trip, fall, or damage the computer.
- Nothing should be placed on top of the computer at any time.
- Computers found unattended will be taken to the Office/Learning Commons.

Disciplinary action may be taken for improper care of a computer.

During after school Extra-Curricular Events

- During after school extra-curricular events when students are not using their computer, they should be secured and safely stored.
- If a locker is not available, do not leave your computer in the cafeteria, on the bus, in unlocked classrooms, library, locker rooms, gym, dressing rooms, hallways, bathrooms, or any other entity that is not securely locked or in which there is no supervision.
- Do not stretch the charging cord in or across a place where someone may trip, fall, or damage the computer.
- Computers should never be stored in a vehicle.
- Nothing should be placed on top of the computer at any time.
- Computers found unattended after school will be taken to the office.

Disciplinary action may be taken for improper care of a computer.

Outside of School

- Outside of school, when students are not using their computer, they should be stored in safe, secure spaces.
- Computers should never be stored in a vehicle.



- Do not leave computers on the floor unattended.
- Do not stretch the charging cord in or across a place where someone may trip, fall, or damage the computer.
- Nothing should be placed on top of the computer at any time.
- Computers that are found should be taken to the school office.

Disciplinary action may be taken for improper care of a computer.

Student Google Accounts

Crown Point student Google and email accounts are active until May 31 of the year after a student graduates. On June 1 the email account will be deleted. To move your email and documents from your @students.cps.k12.in.us Google account to a new place where you can access them when/if needed, please see instructions below.

1. To keep documents from the Google Drive and/or bookmarks, photos, contacts and so on, please go to this link: <https://takeout.google.com/settings/takeout>
2. Select the data to include.
3. Click “Next” at the bottom of the list.
4. For “Delivery Method” choose “Send download link via email”
5. Click “Download archive” in the email.
6. A new window will open a browser with the download file.
7. Open your file. The file contains your documents, bookmarks, extensions, applications.
8. Store/Save the file contents in a different location, not your Google school account.

Sound

Computer speakers must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing

- *At CPHS:* CPHS students are able to print at Crown Point High School Learning Commons using the computer.
- *At K-8 Schools:* Printers are not available to student computers.
- *At Home:* The computer will not support a physical printer connection. Instead, users may print to their home
- printers using the Google Cloud Print service. A wireless home network and Google Account are required for this service. <https://www.google.com/cloudprint/learn/>

Repairing Your Computer

The computer is the property of the Crown Point Community School Corporation. Therefore, the device must be repaired by Crown Point Technology staff.

In a one-device-to-one-student environment it is impossible for technology staff to maintain a working environment for all, if too much time is spent fixing every glitch that may arise. If technical difficulties occur, technical staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the computer will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the computer that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored.



Computers Undergoing Repair

Students and parents will be charged for computer damage that is a result of an accident, misuse, or abuse. Parents will be billed for parts. For repair charges see the [CP 2.0 - Blended/Personalized Learning](#) frequently asked questions.

Students will have access to another computer while their computer is being repaired. If repair is needed due to malicious damage, the school may refuse to provide a loaner computer.

Repaired computers will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Loss or Theft of a computer

The Crown Point Community School Corporation requires a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Parents/Students will be charged the full replacement cost of a device that has been lost or damaged.

Student Withdrawal and Computer Return

The school-owned computer and charger must be returned immediately at the time a student is no longer enrolled at the school. Unreturned computers and chargers will be treated as stolen property. The full replacement cost of the computer and charger will be charged. All available means to recover the computer and charger or the replacement cost will be sought.

Computer Student Pledge

1. I will take good care of my computer.
2. I will use my computer in ways that are appropriate for education.
3. I will know where my computer is at all times.
4. I will never leave my computer unattended in an unsecured or unsupervised location.
5. I will never loan my computer to other individuals.
6. I will not give my username and password to any other person.
7. I will not allow others to use my username and password.
8. I will charge my computer battery to full capacity every night for school use the next day.
9. I will keep food and beverages away from my computer since they may cause damage to the device.
10. I will not take apart my computer.
11. I will not attempt to repair my computer.
12. I will protect my computer by carrying it in a secure manner to avoid damage.
13. I will not place decorations (stickers, markers, writing, etc.) on the computer.

Statement of Agreement

Rules and regulations are necessary in order to offer technology opportunities to students. I agree to abide by this Computer Handbook and the [CPCSC acceptable use policy](#).

Parent Signature: _____

Student Agreement:

Enter student initials _____