

Center Grove Technology Handbook



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Responsible Use Policy and Student/Parent Agreement

This technology handbook is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued technology and digital services provided, including but not limited to network access, school email communications, and provided user accounts. Technology, on or off-campus, must be used in accordance with the mission and philosophy of CGCSC as well as the Acceptable Use Policy for Technology as stated in this handbook. Teachers may set additional requirements for use in their respective classes.

All school provided technology and user accounts remain the property of CGCSC at all times. Therefore, there is no assumption of privacy. CGCSC reserves the right to inspect student devices and user accounts at any time during the school year. Misuse of the technology may result in disciplinary action.

Above all, the devices provided at CGCSC is meant to be used as an effective learning tool, and the policies governing the use of the technology support its academic use. To maintain the integrity of the provided technology and digital services, all students and parents/guardians must acknowledge and agree to the following conditions of use:

1. Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, case, or charging cable/charger if the property is:

- a. not returned.
- b. intentionally damaged.
- c. lost or damaged because of negligence.
- d. stolen, but not reported to school and/or police by the end of the next school day.

2. Personal Safety

- a. Users should recognize that communicating over the internet brings risks associated with the lack of face-to-face contact.
- b. Users should carefully safeguard their personal information and that of others.
- c. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet.
- d. Students should never agree to meet someone they meet online in real life.
- e. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

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3. Digital Citizenship

- a. Users should always use the internet, network resources, and online sites in a courteous and respectful manner.
- b. Users should recognize that with valuable content online, there is also unverified, incorrect, and/or inappropriate content.
- c. Users should follow all copyright and fair use laws.
- d. Users should not invade the privacy of individual(s).
- e. Users should not use objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- f. Users should not obtain, modify, or use username/passwords of other users.
- g. Users should not modify files belonging to another student on the network.

4. Cyber-Bullying

- a. Cyberbullying can be defined as...
 - a. “Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.” (stopbullying.gov, 2021)
- b. Cyber-Bullying will not be tolerated and is strictly forbidden.
- c. The user should remember that digital activities are monitored and retained.
- d. Report cyber-bullying immediately to school personnel.

5. District Acceptable Use Policy

Center Grove Community School Corporation’s Acceptable Use Policy can be found [here](#).

6. Network Access

Network access in the section is defined as Center Grove’s internal network, intranet, and provided internet use.

Center Grove provides network access for all faculty, students, and guests and is in compliance with CIPA and COPPA regulations, also in accordance with the district’s Acceptable Use Policy. BYOD devices and cell phones are permitted with limited network access to resources unless authenticated with a school provided network username and password, or third-party management profile is installed on the device.

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Center Grove reserves the right to monitor and log network activity use from any device connected to its' network.

7. Social Media

The use of social media is strictly prohibited on student provided technology devices. School provided user accounts are not to be used for signing up for such services as it violates many of the services' privacy policies and for children under 13 years of age, the Child Online Privacy Protection Act (COPPA).

8. Email for Students

Purpose: Students grade 6-12 will receive an individual Center Grove Gmail account. They can sign in with [network_username]@students.centergrove.k12.in.us as the email and [network password] as the password. These Gmail accounts give students access to Google Workspace for Education, which include productivity and management tools such as Gmail, Google Drive, Google Calendar, Google Docs, Google Sheets, Google Slides, etc.

All devices should be set up with the school email account so students can quickly and easily send messages and schoolwork to teachers. The email account is required to remain on the iPads through the course of the school year. **All official CGCSC electronic communications will be sent to their student Gmail account.** Students may also log in from any computer at www.google.com with their Center Grove email address and password.

The effective use of email will:

- a. Develop 21st century communication skills.
- b. Allow students to develop positive professional relationships with peers and staff.
- c. Assist in communication and collaboration skills required in careers and higher education settings.

Guidelines and Reminders

- a. School email accounts should be used for educational use only.
- b. Only school email accounts should be configured on the device. *No other personal email accounts should be set up on the device.*
- c. ALL communication from students to teachers must be on their school issued email account. Personal accounts are not an acceptable means of communication with teachers.
- d. Email transmissions on school devices are subject to inspection by teachers and/or administrators if deemed necessary.
- e. All email and contents are property of the Center Grove Community School Corporation.
- f. Only the authorized user of the account should access, send, and/or receive emails for the account.

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- g. Passwords should be protected and never shared with other students.

Examples of Unacceptable Use

- a. Non-educational related forwards (e.g. jokes, chain letters, images)
- b. Harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.
- c. Sign up of non-educational sites or apps

9. Device Security

Content filtering is present on the device both on and off the school network.

Internet Content Filtering

CGCSC complies with the Children's Internet Protection Act (CIPA) which requires that schools have protection measures in place that “block or filter objectionable content” as well as “monitor online activities of minors.”

10. Device Use, Care, and Routines

- a. Never pile or stack things on top of the device.
- b. Always keep the device in the district-issued case.
- c. Do not leave the device out in extreme heat or cold.
- d. Do not leave the device in a vehicle or place it on top of a vehicle.
- e. Keep food, drink, pets, etc. away from the device.
- f. Do not drop the device as the screen is made of glass and will break.
- g. Do not leave the device unattended at any time including during class, extra-curricular activities, lunch, locker room, etc.
- h. Labels, stickers, or screen protectors placed on the device by the technology department will not be removed.
- i. Do not write on or place any labels or stickers on the device or district-provided case.
- j. Do not alter the device in any manner that will permanently change the device internally or physically. This will result in immediate discussion and action with administration.
- k. Do not remove the serial number or identification label on the device.
- l. Do not lend the device to a classmate, friend, or family member for personal use.
- m. Clean the device screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- n. Fully charge the device as needed with the school-provided charger.
- o. Do not attempt to repair a damaged or malfunctioning device. All damaged and malfunctioning devices need to be taken and reported to the Media Center.

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- p. Do not remove or circumvent the device management system installed on each device. This includes removing restrictions or “jailbreaking/rooting” the device.
- q. Do not sync the device with a personal account or home computer. Files will be stored locally on the device or saved to cloud storage using Google Drive.
- r. Avoid touching the screen with standard pens/pencils. Use your finger or an appropriate stylus.
- s. Students are responsible for the safety and security of their device.
- t. Students are permitted to take the device home and at teacher request.

11. Power Management

- a. Users are responsible to recharge the device battery such that it will last the entire school day. Batteries no longer require a full overnight charge as this can degrade the life cycle of the battery.
- b. Users with no battery life may bring may notify staff for assistance with charging the device. Abuse of this privilege may result in disciplinary action.
- c. Users will forfeit use of the device for the length of time it takes to charge.
- d. Loaner devices will be provided to use while the device is charging.
- e. Users may pick-up or check battery level during passing periods and lunch. Users asking for a pass during class will be at the discretion of the teacher.

12. Camera & Recording

Purpose: Each student device is equipped with a digital camera and video recording feature. These functions will allow students a unique and personalized way to create educational content as well as provide another medium of consuming and sharing with peers.

Examples of Use

- a. Recording and/or taking pictures for project-based learning assessments.
- b. Assisting in ensuring accurate notes are taken in class.
- c. Submitting work digitally.

Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in discipline measures.

13. Listening to Music

- a. Music apps will not be available on student iPads.
- b. Streaming music is not allowed at school.
- c. Students may stream music at home with permission from parents.

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14. Watching Movies

- a. Watching movies will not be allowed during school hours.
- b. Video segments required for school use will be allowed on iPads with teacher permission.
- c. Students will have access to YouTube for Education with teacher recommended video clips being authorized.
- d. Students may watch movies at home with parent permission.

15. Games

- a. Students may not play games on the iPad during school hours unless they are given permission by the teacher AND the game supports education.
- b. The content of any games played at home must be school appropriate.
- c. Students must have parent permission to play games outside of school hours.

16. Student Files and Storage

All students should store their files using their Center Grove Google Drive account.

17. Printing

Students may print from their device to designated printers with approval from the classroom teacher.

18. Device Backgrounds

Any picture used as the background for a school issued device must be school appropriate and align with the [Acceptable Use](#) guidelines.

19. Plagiarism

- a. Users are prohibited from plagiarizing (using someone else's work as their own without citing the original creator) content, including words or images, from the internet.
- b. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- c. Research conducted via the internet should be appropriately cited, giving credit to the original authors.
- d. Users are prohibited from accessing sites that promote plagiarism including the use of AI or Artificial Intelligence. These sites should be reported to school personnel.
- e. Plagiarism will be handled according to the school discipline policy on plagiarism. Please see CGHS handbook for the policy.

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20. Behaviors and Discipline Related to Student iPad Use

<i>Technology Related Behavior Violations</i>	<i>Equivalent "traditional" Classroom Violations</i>
<ul style="list-style-type: none"> ● Failure to bring iPad to school 	<ul style="list-style-type: none"> ● Coming to class unprepared
<ul style="list-style-type: none"> ● Forgot to charge device, forgot case 	<ul style="list-style-type: none"> ● Not having required supplies
<ul style="list-style-type: none"> ● Email, texting, instant messaging, internet surfing, etc. 	<ul style="list-style-type: none"> ● Passing notes, reading magazines, games, etc.
<ul style="list-style-type: none"> ● Damaging, defacing, placing stickers, etc. to iPad 	<ul style="list-style-type: none"> ● Vandalism/Property damage
<ul style="list-style-type: none"> ● Using account belonging to another student or staff member 	<ul style="list-style-type: none"> ● Breaking into someone else's locker/classroom.
<ul style="list-style-type: none"> ● Accessing inappropriate material or websites 	<ul style="list-style-type: none"> ● Bringing inappropriate content to school in print version
<ul style="list-style-type: none"> ● Cyber-Bullying 	<ul style="list-style-type: none"> ● Bullying/Harassment
<ul style="list-style-type: none"> ● Using profanity, obscenity, racist terms 	<ul style="list-style-type: none"> ● Inappropriate language, harassment
<ul style="list-style-type: none"> ● Sending/Forwarding assignment to another student to use as their own and/or copy. 	<ul style="list-style-type: none"> ● Cheating, copying assignment, plagiarism

<i>Violations unique to the 1:1 device program</i>
<ul style="list-style-type: none"> ● Not having device fully charged when brought to school
<ul style="list-style-type: none"> ● Attempts to defeat or bypass the district's internet filter and/or security settings
<ul style="list-style-type: none"> ● Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity
<ul style="list-style-type: none"> ● Unauthorized downloading/installing/side-loading of third-party apps

Discipline Steps

Discipline for any handbook or use policy violations will be subject to the building administration and escalated to district admin as deemed necessary.

21.Examples of Unacceptable Use

Unacceptable use of the device includes, but is not limited to, the following examples:

- a. Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
- b. Gaining unauthorized access to the network and or network resources.
- c. Using and/or allowing use of another person's login/password to access the network.
- d. Being a passive observer or active participant with any unauthorized network activity.
- e. Attempting to circumvent the school's internet filter to access inappropriate or unapproved websites.

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22. Damaged and Lost Devices

- a. Users will report any damaged, lost, or stolen device and/or provided accessories to the Media Center.
- b. Stolen devices MUST have a report filed with the Center Grove Police Department or another local agency.
- c. Users are responsible for the replacement cost of the device and/or provided accessories if it is lost, stolen, or damaged beyond repair.
- d. Media Center staff will be able to perform basic device troubleshooting to resolve the issue. The device will be referred to the building technician for any issues or repairs that cannot be fixed by the Media Center Staff. Devices that cannot be repaired by the building technician will be sent to an approved third-party vendor for repair.
- e. The first damage fee for a student device repair will be waived if the damage is determined to be accidental and not intentional and/or malicious.
- f. Damaged CGCSC devices that are not in a district issued case will be the financial responsibility of the student/parent.

Replacement/Repair Costs (all pricing subject to change based on evaluation of damage)

Chromebook:

Replacement/Repair	Cost
Lost or stolen Chromebook	\$250
Damaged Chromebook bezel	\$30
Damaged Chromebook keyboard	\$50
Damaged Chromebook LCD screen/Cable	\$50
Damaged top cover	\$30
Damaged bottom cover	\$30

iPad:

Replacement/Repair	Cost
Lost or stolen iPad	\$299.00
Lost, stolen or damaged case for iPad	\$100.00
Power/volume button repair	\$30.00
Power/volume button replacement	\$65.00
Headphone jack removal repair	\$30.00
Headphone jack replacement	\$65.00
Rear camera repair	\$60.00
Front camera repair	\$60.00
Battery repair	\$65.00
Charger port connector repair	\$65.00

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Home button (loss of fingerprint security) repair	\$60.00
Reseat cables/buttons repair	\$60.00
Speaker repair	\$60.00
Microphone repair	\$60.00
Digitizer	\$100.00
LCD	\$160.00
Charging Brick	\$19.00
Charging Cable	\$19.00
Service W/O Parts	\$35.00