Technology Handbook for Students and Parents

2020/2021

POLICIES & PROCEDURES

ALGIERS CHARTER
CHILDREN FIRST, FOR A BETTER FUTURE

ALGIERS CHARTER SCHOOL ASSOCIATION

The mission of the Algiers Charter School Association is to deliver and support education excellence in New Orleans, and that includes representing excellence in all that we do as an organization.

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History, the Future, and Core values

Overview

Algiers Charter Schools Association (ACSA) is committed to preparing students to be literate, responsible citizens in a global economy. The ACSA Integrated Technology 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, the ACSA's Integrated Technology Plan incorporates nationally recognized core values which drive how we make decisions about technology, which foster ethical, equitable and effective technology use.

Those core values are as followed:

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

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

LEARNING — **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.**

ASSESSMENT — **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.**

OUTREACH — **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.**

INFRASTRUCTURE — **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.

EXAMPLES

Google Cloud Apps

Google Cloud is a web based application suite with Cloud file storage and Google Classroom.

Students collaborate with their teachers and peers to work on their files from any location with internet access.

Chromebook

A device for students running Google Chrome OS. Student tasks are primarily accomplished in the Chrome browser on the device, with all of their work stored in the Cloud.

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The Association 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.
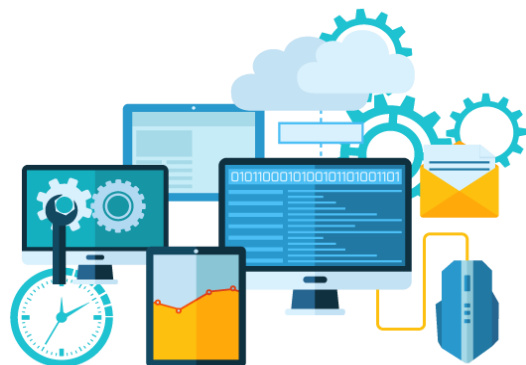
General Care of Laptops and Chromebooks

⇒ 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 Algiers Charter School Association devices are ACSA Technicians.

⇒ School devices in need of repair must be reported to a teacher/staff member as soon as possible. The ACSA Technology Department will not complete any diagnostic or repair until a ticket in SchoolDo has been submitted.

⇒ The ACSA 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 purchase 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 24 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 Algiers Charter.

⇒ 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 ACSA Technology Department. However,

⇒ 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. ACSA 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 ACSA 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 ACSA will be able to utilize technology in their classrooms. In order for students to experience all of the successes and benefits that ACSA offers, the Association encourages 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 ASCA 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 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.

Policies And Procedures

Policies And Procedures

CIPA cont'd

♦ 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.

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

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