



Courtenay Language Arts Center Student-Parent iPad/Chromebook Handbook 2017-2018

Introduction

The focus of this One-to-One Personal Learning Initiative is to provide tools and resources to the 21st Century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Learning happens from a continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. Effective teaching and learning with iPads and Chromebooks integrate technology into the curriculum anytime, anyplace.

Courtenay Language Arts Center reserves the right to make any additions or alterations to this policy necessary in order to insure the effectiveness of this initiative as well as the safety and well-being of all our students.

Goals for Student Users

- To increase student productivity inside and outside of the classroom.
- To maximize the convergence of academic resources such as textbooks, scholarly sources, and content rich media.
- To facilitate mobile learning within the school district and beyond.
- To promote leadership and responsibility in one's own learning by providing constant access to educational resources.
- To engage students more fully in their learning.

1.0 General Information

There will be a \$20 school technology fee to help maintain and update the school's technology. Parents and students must comply at all times with the Courtenay Language Arts Center iPad/Chromebook Handbook and the Chicago Public School Student Handbook and Code of Conduct, including the Student Guidelines for Acceptable Use of Technology. Any failure to comply may cause the termination of student's rights of possession immediately, and Courtenay Language Arts Center may repossess the iPad/Chromebook.

1.1 Loss or Damage

If the iPad/Chromebook is damaged, lost or stolen, you are required to report the incident immediately and be responsible for any deductible as required by the Student-Parent iPad User Agreement. Loss by theft must be reported to Courtenay



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Language Arts Center immediately, and a copy of the police report must be provided to the school.

1.2 Terms of Agreement

The right to use and possess the iPad/Chromebook terminates no later than the last day of the school year, unless earlier terminated by Courtenay Language Arts Center, or upon withdrawal from the school. Using the iPads/Chromebooks at Courtenay is a privilege and not a right or entitlement. Students agree to use the iPads/Chromebooks for only educational purposes. iPads/Chromebooks should never leave Courtenay Language Arts Center unless approved by the administration.

1.3 Appropriation

The failure to return the iPad/Chromebook in a timely manner will be considered unlawful appropriation of Courtenay Language Arts Center property and appropriate legal action will be taken.

2.0 Repair Fees

Students are responsible for lost or damaged beyond use, hardware and tech equipment, such as power source, covers, cases and screen protectors.
(See replacement chart)

Repair	Loss, Deliberate Damage, or Neglect
iPad cover/case	\$20.00
iPad/Chromebook Reimaging fee	\$20.00
iPad Screen Replacement/Digitizer Replacement	\$60.00 or \$125.00 (<i>depending on the nature of how the device was damaged</i>)
Inoperable iPad	\$125.00
Damaged Chromebook	\$50.00 Deductible payable to insurance

3.0 Using the iPad/Chromebook at School

The iPad/Chromebook is intended for use at school. In addition to teacher expectations for iPad/Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the iPad and Chromebook. Students must be responsible to bring their classroom-assigned iPads and Chromebooks to all classes unless specifically instructed not to do so by their teacher. Courtenay Language Arts Center is not a BYOD (Bring Your Own Device) school. Students are not allowed to



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bring in their own devices to use in lieu of using Courtenay's classroom-assigned iPads or Chromebooks.

The use of Courtenay's technology equipment and network is a privilege, not a right. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration. Students are responsible for what he/she says and does with the computer device and on the network. Communication with thousands of others is quick and easy. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.

3.1 School Network

Per the Children's Internet Protection Act (CIPA), Courtenay Language Arts Center provides mandated filtering to its network. Any attempt to circumvent the school's web filter will result in severe disciplinary actions and the possible revocation of the iPad for a period of time. These attempts include, but are not limited to, using proxies, phone tethering, or Wi-Fi Hot-Spots. Using these items is a direct violation of the Student Guidelines for Acceptable Use of Technology Resources. All Internet history on iPads and Chromebooks shall remain intact. Students clearing the Internet History or using Private Browsing will result in immediate admission of guilt and be subject to severe disciplinary actions.

3.3 Wallpaper, Background, and Photos App

Inappropriate media may not be used as a wallpaper, background photo, or saved in the Photos App. Inappropriate media includes, but is not limited to the following: the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures and will result in severe disciplinary actions. Students will not be allowed to change the school's wallpaper. A password to lock the screen is not to be used.

3.4 Video, Sound, Music, and Games

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is not allowed on the iPads/Chromebooks and can only be used at the discretion of the teacher. All streaming music and video sites including, but not limited to Pandora, Grooveshark, iTunes Radio, Slacker, Soundcloud is strictly prohibited. Internet games are not allowed on the iPads and Chromebooks. If game apps are installed, it will be at the discretion and guidance of a Courtenay staff member.



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The iPad/Chromebook comes equipped with either a front and/or rear-facing camera and video and audio recording capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Courtenay Language Arts Center retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or audio/video recording of any school related activity.

3.5 Software/Apps

All school-provided software/apps must be installed and available on the iPads/Chromebooks at all times. Students will not be allowed to sign into their own Apple IDs or install any applications without the direct written consent of the technology coordinator at Courtenay Language Arts Center.

3.6 Email

Each student will be provided with their CPS Google Email to be managed on the iPads/Chromebooks. No personal email accounts are allowed on the iPads/Chromebooks. Personal email accounts accessed on the iPad/Chromebook is prohibited and will result in severe disciplinary actions.

3.7 Reimaging

Occasionally, it will be necessary to reimage the iPad/Chromebook. This may be required to load additional applications or it may be to rid the iPad/Chromebook of inappropriate content. If reimaging is required due to misuse by a student, a \$20 reimaging fee will be charged.

3.8 Inspection

Periodic checks of iPads/Chromebooks will be made to ensure that students have not removed required apps or have added apps that are not authorized by the school. Students may be selected at random to provide their iPads/Chromebooks for inspection.

3.9 Unauthorized Access

Do NOT loan iPads or Chromebooks to other students. Do NOT borrow an iPad or Chromebook from another student. Do NOT share passwords or usernames with others. Access to another person's iPad or Chromebook without consent or knowledge is considered hacking and is unacceptable.



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3.10 Failure to Return Equipment

If a student fails to return the iPad/Chromebook at the end of the school day or at early dismissal, that student/parents will be subject to criminal prosecution or civil liability. Failure to return the iPad/Chromebook at the end of the day will result in a theft report being filed with Chicago Police Department.

4.0 Care of the iPad/Chromebook

The iPad/Chromebook is school property and all users will follow this handbook and the Students Guidelines for Acceptable Use of Technology Policy. Students are responsible for the general care of the iPad/Chromebook they have been issued. iPads/Chromebooks that are broken or fail to work properly must be taken to the Technology Coordinator as soon as possible for an evaluation of the equipment.

4.1 General Precautions

- Only use a clean, soft cloth to clean the screen; no cleansers of any type
- Cords and cables must be inserted carefully into the iPad/Chromebook to prevent damage
- iPads/Chromebooks and covers must remain free of any writing, drawing, stickers, or labels that are not the property of Courtenay Language Arts Center
- iPads/Chromebooks should never be dropped, tossed, or stepped on
- iPads/Chromebooks must never be left unsupervised ANYWHERE or ANYTIME. Unsupervised areas include the school grounds and school cafeteria, computer lab, hallways, locker rooms, library, unlocked classrooms, and dressing rooms. Any iPad/Chromebook left in these areas is in danger of being stolen. Unsupervised iPads/Chromebooks will be taken to the School Principal.
- Students should not have any food or drink next to the iPads/Chromebooks. Spills could incur costly repairs/deductibles.
- Students are responsible for immediately notifying teachers if a problem arises on the iPad/Chromebook.
- All iPads must remain the building at the end of the school day (unless cleared from the administration).

4.2 Carrying iPads



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The protective carrying cases provide the iPad with superior padding to protect it from normal treatment and provide a suitable means for carrying the iPad within the school. The iPad should always be inside the protective carrying case when being transported. Students will only be allowed to use the protective carrying case provided by the school district. Students should not use their iPads while walking in the hallways or during transition of classes.

4.3 Screen Care

The iPad/Chromebook screen can be damaged if subjected to rough treatment. The screens are sensitive to damage from excessive pressure. To avoid damage and costly deductibles, please adhere to the following rules:

- Do not place anything near the iPad/Chromebook that could put pressure on the screen.
- Avoid dropping the iPad/Chromebook.
- Do not place anything on top of the carrying case that will press against the cover.
- Clean the screen only with a soft, dry cloth.
- Do not use Windex or other harsh chemicals to clean the screen.



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Student Pledge for iPad/Chromebook Use

I will take full responsibility of my assigned iPad/Chromebook.

I will never loan out my iPad/Chromebook to other individuals.

I will know where my iPad/Chromebook is at all times.

I will keep food and beverages away from my iPad/Chromebook.

I will not disassemble any part of my iPad/Chromebook or attempt any repairs myself.

I will protect my iPad/Chromebook by only carrying it while in the case provided.

I will use my iPad/Chromebook in ways that are appropriate and meet Courtenay Language Arts Center expectations and are educational.

I will not place decorations (such as stickers, markers, etc.) on the iPad/Chromebook or case.

I will not deface the asset tag or any other school label on any iPad/Chromebook.

I understand that my iPad/Chromebook is subject to inspection at any time without notice and remains the property of Courtenay Language Arts Center.

I will follow the policies and guidelines outlined in the iPad/Chromebook Student/Parent Handbook and the Student Guidelines for Acceptable Use of Technology while at school, as well as outside the school day.

I will be responsible for all damages or loss caused by neglect or abuse.

I agree to return the iPad/Chromebook in good working condition at the end of the day.

We understand and agree to the stipulations set forth in the above document including the iPad/Chromebook Student/Parent Handbook and the Student Pledge.

Student's Name: _____

Student's Signature: _____ Homeroom: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Date: _____

Please return this page only to your classroom teacher along with the \$20.00 Technology Fee.