

Tri-city College Prep Computer Program Handbook

The focus of the Computer Initiative at Tri-city College Prep is to prepare students for their future, a world of digital technology and information. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century skills is the computer.

Tri-city College Prep will work to create a learning environment that has a 21st century curriculum, one that is relevant and provides a real-world education. Students will develop skills in the following areas:

- Information/Research
- Communication
- Thinking and problem-solving
- Interpersonal
- Self-direction

The individual use of Computers is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Interaction among students, educators, parents and the extended community enhances learning. Technology immersion does not diminish the vital role of the teacher. On the contrary, it expands the role of teacher as director of learning to include being a facilitator of learning. The Computer Initiative integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all Computers used at Tri-city College Prep, including any other device considered by the administration to come under this policy.

Teachers may set additional requirements and restrictions for computer use in their classroom.

The school network is a private secured network.

1. COMPUTERSPECIFICATIONS

The computer selected for use at Tri-city College Prep is a PC version running a Windows system and it will include a key board with each device. Some devices may include a digital stylus as well.

2. RECEIVING YOUR COMPUTER

Computers will be distributed to students as decided by the Administration. Parents & students must read, sign and return the Computer Contract before the Computer can be issued. Information about Computers and their uses will be reviewed as part of the Parent/Student Orientation Night. Once a student takes possession of the Computer, they assume all responsibilities for it and any replacement/repair due to loss and/or damages that are not covered under the product warranty plan may incur charges for all or part of the replacement cost of the Computer (financial need may be considered).

Computers may be collected at any time for maintenance, cleaning, and software installations. If Computers are not returned on request the school maintains the right to withhold grades until the Computer is returned. Stolen property will be reported to the Police.

3. TAKING CARE OF YOUR COMPUTER

Students are responsible for the general care of the computer they have been issued by the school. Computers that are broken or fail to work properly must be taken to the IT Office as soon as possible. Anything not covered under the manufactures warranty is subject to a repair/replace fee.

3.1 General Precautions

- No food or drink is allowed on or next to the Tablet.
- Cords, cables, and removable storage devices must be inserted carefully into the computer.
- Students should never carry their computers in a way that could compromise the screen.
- Computers must remain free of any damaging writing, engraving, drawing, stickers, or labels on any other appearance altering devices that are not the property of the Tri-city College Prep.
- Computers must never be left in a car or any unsupervised area.
- Students are responsible for keeping their computer's battery charged for school each day.

3.2 Carrying Computers

The computers and keyboard cover are sufficient for protecting the computer from normal treatment and provide a suitable means for carrying the computer within the school. For extra protection a case is highly recommended. The guidelines below should be always followed:

- When carrying the computers do not put other items in the case area (pens, pencils, papers, ect.).
- Keep items stored near the computer to a minimum to avoid placing too much pressure and weight on the computer screen.

3.3 Screen Care

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

- Do not lean on the top of the computer when it is closed.
- Do not place anything near the computer that could put pressure on the screen.
- Do not place anything in the keyboard case that will press against the cover.
- Even though these are touch screens, do not overly poke or jab at the screen. Only use your hand and/or designated stylus on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

4. USING YOUR COMPUTER

The computer's intended purpose is for academic use only, both at school and as a learning tool at home. In addition to teacher expectations for Computer use, school events, calendars, schedules, Moodle and grades may be accessed using the Tablet. Students must be responsible for bringing their computer to all classes, unless specifically advised not to do so by their teacher.

4.1 Computers Left at Home

If a student leaves their computer at home, their grade may be negatively affected in the same way that not doing their homework does. Students may be asked to phone a parent to bring it to school if possible. Repeat violations of this policy will result in disciplinary action.

4.2 Computer Undergoing Repair

Loaner Computers or another comparable device may be issued to students when they leave their computers for repair at the IT Office.

4.3 Charging Your Tablet's Battery

Computers must be brought to school each day in a fully charged condition. Students need to charge their computers each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the computer has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

4.4 Media

Inappropriate media may not be used on the computers including but not limited to pictures, videos, games, written materials and Screensavers/Wallpaper.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, items used for bullying/harassing and any other items the Administration deems as inappropriate will result in disciplinary action.

4.5 Sound

During school hours sound must be always muted unless permission is obtained from the teacher for instructional purposes. Students may use their own headphones, but they are only to be used when given permission by a teacher during class.

4.6 Printing

Students may use printers in the computer lab with teachers' permission during class or breaks. Students who want to print on a home printer may install their own printer through Windows Printer Wizard. Students may see IT Staff for more information.

4.7 Other Users

Students are not allowed to share use of their computer with any other individuals including siblings, family or friends. Students must maintain full control of their computers at all times and are responsible for damages or policy violations, even if they did not cause them.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving on the Computer

Students may save to their computers. Students should also back up all their work away from the computer. Tri-city College Prep will not be responsible for backing up, saving, and/or recovering anything the student has saved to the computer or personal storage devices. Although students are allowed to save to the computers, the computers and all their content (including saved items) are the property of Tri-city College Prep and maybe searched, deleted and/or changed at any time without prior notice and/or motive.

5.2 Saving Data to Removable Storage Devices

Students should always back up all their work. Students may use a personal removable storage device to back up their work and/or students have access to One Drive cloud-based storage for their use.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work and are not the responsibility of the school.

6. SOFTWARE ON COMPUTERS

6.1 Originally Installed Software

The software originally installed by Tri-city College Prep must remain on the computer in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from Computers at the completion of the course. Periodic checks of Computers will be made to ensure that students have the correct software installed.

6.2 Virus Protection

The computer has anti-virus protection software. This software will scan the hard drive and other connected drives for known viruses. Students may not disable or remove any anti-virus software on the computer. If a virus is detected and is because of the fault of the student user discipline action may be taken including but not limited to restrictions to Computer use and/or removal of Computer use for the student.

6.3 Additional Software

- It is the responsibility of individual students to be aware of additional software programs and files loaded onto their Tablet.
- Students are responsible for maintaining the integrity of software required for facilitating academic activities.
- Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only software that is licensed to their computer is loaded onto their computers. This includes copyright infringements.
- Any software that has the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, items used for bullying/harassing and any other items the Administration deems as inappropriate are not allowed.
- The IT Office must approve all side loading

6.4 Inspection

As these Computers are property of the school the students may be selected at random to provide their Computer for inspection by teachers or Administration without prior notice or motive.

6.5 Procedure for Re-loading Software

If technical difficulties occur or illegal software is discovered, the IT Staff will take the necessary actions to get the computer back in working order. This means the entire Computer may be reset. Only the original software and course specific software will be re-installed. The school does not accept responsibility for the loss of any software, documents, media, etc. deleted due to a reset.

7. COMPUTERACCEPTABLE USE

7.1 General Guidelines

- Students are responsible for the ethical and educational use of the technology resources of the Tri-city College Prep School.
- Access to the Tri-city College Prep School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Computer Contract that was read and signed before the computers were released.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the administration or IT Staff, will be subject to disciplinary action in accordance with the Student Handbook Policies.

7.2 Privacy and Safety

- Do not go into chat rooms or send chain letters.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, or passwords.
- Remember that storage is not private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the administration immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety

- Tri-city College Prep maintains all legal rights to the computer and their contents and accessories.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the school's IT Staff or an Administrator.
- Plagiarism is a violation of the Student Handbook Policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software and/or other like tools that purposely attempt to go around restrictions and/or policies the school has set are strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal laws will result in criminal prosecution or disciplinary action by Tri-city College Prep.

7.4 E-mail /Facebook ECT

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity regarding e-mail content.
Any emails exchanges using the Tablet, even when not on campus, are subject to all school policies and inspection by the school and any findings may be used for disciplined by the school.
- No use of Facebook, MSN Messenger, Hotmail, My Space or any other similar programs during the school day. The use of these programs on computers, even when not on campus, is subject to all school policies and inspection by the school and any findings may be disciplined by the school.

7.5 Consequences

The student in whose name a system account and/or computer hardware is issued will always be responsible for its appropriate use. Non-compliance with the policies of the Computer Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the student handbook.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by TCP IT and or administration to ensure appropriate use. The Tri-city College Prep School cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

8. PROTECTING & STORING YOUR COMPUTERCOMPUTER

8.1 Computer Identification

Student Computers will have permanent label tags that are not to be removed, altered, or switched in any way. Each tag contains important data that connects the computer with the contracted user. Any disturbance of the tag may result in

disciplinary action.

8.2 Storing Your Computer

At school students should have their computers with them during all classes unless otherwise instructed and then they should be stored in the student's locker. Nothing should be placed on top of the computer when stored in the locker. Students are to take their computers home every day after school, regardless of whether or not they are needed to charge them each night. Computers should not be stored in a student's vehicle.

8.3 Computers Left in Unsupervised Areas

Under no circumstances should Computers be left lying around. Any computer not on a person or securely stored is in danger of being stolen and/or damaged. Unsupervised Computers will be confiscated by staff and taken to the IT Office with an observation report to the principal. Disciplinary action may be taken for leaving your computer in any unsupervised location. Any Computers received to the lost and found may be subject to a \$5 reclaiming fee.

9. REPAIRING OR REPLACING YOUR COMPUTER

9.1 Repair or Replacing

These Computers do have a limited warranty purchased by the Tri-city College Prep School as part of the purchase price of the equipment. The warranty does not warrant damage caused by misuse, abuse, accidents or computer viruses. Please report all Computer problems to the IT Office as soon as possible. Based upon the problem, IT Staff and administration will decide if the school or user is responsible for the repair or replacement cost of the Tablet.

10. COMPUTER TECHNICAL SUPPORT

The IT office coordinates the distribution, updates, repair work and collections for all Computers and is available for support services related to the use of the Computers as outlines in this handbook and in your signed contract.

11. COMPUTER FAQ'S

1. What if I already have another model or brand of Computer? You will be required to use the school district issued Computer for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Tri-city College Prep School is also limited to provide maintenance service or assistance for only the computer we provide.

2. Do I have to participate in the computer program? No. A parent or student may opt out of being part of the computer program all together. If you choose not to be part of the computer program you will still be responsible for all assignments; alternative assignments may have to be made for a student who doesn't have a Tablet. Teachers and/or administration will be solely responsible for deciding these alternative assignments. A student not participating in the computer program may still use a school laptop computer at school only when deemed necessary by a teacher. Personal Computers and/or computers are not an acceptable alternative for the computer program.

3. What about insurance against theft or breakage through carelessness? Your computer is very portable and very valuable, making it an attractive target for thieves. At this time Tri-city College Prep does not have an insurance policy for purchase. The best insurance is to take care of your Tablet. Do not leave your computer in the building, classroom, lobby, or car unattended. Always know where your computer is located! Above all, take your computer home each night. The contracted user is ultimately responsible for their Tablet.

There are some independent insurance and options you may be able to purchase not related to the school. Please see IT Staff for details if you are interested. You may also check your homeowners' policy for some types of coverage.

4. What will I do without a computer in my classes if my computer unit is being repaired or while I am replacing it if it is lost or stolen? Tri-city College Prep stocks a limited number of Computer computers that can be loaned out on a first-come, first-served basis. You will be able to apply for a loaner unit at the IT Office, the same area where you will go for service on your computer. If you are in possession of a loner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss. If one is not available or the user is not eligible for a loaner due to disciplinary action alternate assignments/arrangements will be made by administration.

5. Do I need a printer? You need not own one since printers are in the computer lab. If you want to connect to a printer at home with the school computer, you may need to use the Windows Printer Wizard program on the computer to install any personal printer. Not all printers may be compatible with these computers.

6. Will there be facilities to back up the files I create on my Tablet? No. You are responsible for all backup of your personal documents, files, etc. All students also have access to One Drive which is a cloud-based storage they may use for backing up files.

7. What if I want to add options to my computer later? Only the Tri-city College Prep is authorized to add options and upgrades to your computer. You may only add physical accessories like a screen protector or cover to help protect your computer from damage.

8. What if I want to run another operating system on my computer? Only the operating system chosen by the Tri-city College Prep will be authorized to run on a student-issued computer.

9. Will I be given a new battery if mine goes bad? The computer battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

10. What has the school done to help prevent students from going to inappropriate sites? On campus, students are subject to the same lock downs and firewall restrictions on the computers as they would be on any other school device. When the computer is on another network, like when the students are on their home network or connect to a hotspot, it is the responsibility of the student user and/or parents to monitor use. If students are found violating any school policies using the computer, including going to inappropriate sites, they will be subject to disciplinary action. Any inappropriate material on computers should be reported to the classroom teacher, administration, and/or IT Office immediately upon identification.

11. Are Student Computers subject to school "snooping"; what if they bring their computer in for repairs and "objectionable data" is detected? As these Computers are property of Tri-city College Prep they are subject to search at any time including when they are brought in for repairs. Any inappropriate material on Computers should be reported to the classroom teacher, administration, or IT Office immediately upon identification. Students who have "objectionable data" on their computer but have failed or chosen not to report it will be subject to disciplinary action.

12. If the accessories to my computer are lost or stolen, how much will it cost to replace them? If Computer accessories are lost or stolen, you should report the lost or stolen items to the IT office or administration as soon as possible. The cost to replace specific accessories can be obtained from the IT department and is subject to change.

13. What types of consequences might I face for breaking any of the rules listed here in this Computer Handbook or my signed contract? Any misuse of the computers listed in this handbook, the signed contract or the school handbook are subject to disciplinary action. This may include but is not limited to reduced privileges, loss of use of Tablet, and/or being sent to the Board of Education for possible expulsion. All incidents will be reported and kept on file and multiple incidents will result in harsher disciplinary actions. **Remember these Computers are a privilege and not a right. They are the property of the school, and the school maintains full rights on who will use them and how they will be used.**