



HUNTING PARK  
CHRISTIAN ACADEMY

## Hunting Park Christian Academy Student Handbook for Technology Use



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## Technology Acceptable Use Policy

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Hunting Park Christian Academy **Technology Acceptable Use Policy** which is as follows. For Students both at School and Home:

1. **Treat computers with care.** Never eat or drink in the computer lab. Never rough house or play near computers. Type gently.
2. **Personal devices and video game usage on school-issued chromebooks are prohibited.** Students may use e-readers with permission from their teacher.
3. **On-line access must be limited to pre-approved websites for research and academic practice only.**
4. **Passwords are not to be shared.** Teachers have the passwords for the students' school email accounts, but students should not allow other students to use their account and should not enter another student's account.
5. **Students are not allowed to download applications** or open unauthorized websites or pop-ups.
6. **Plagiarism is prohibited.** Students may not cut and paste information or copy verbatim any information without proper quotation and reference. Quotes may only be used for a maximum of 10% of an assignment.
7. **Cyber bullying is prohibited.** Students should treat each other kindly and build each other up in and out of school. The use of technology to threaten, insult or harass other students may be cause for expulsion or other disciplinary action.
8. **Honor the Lord on-line, and recognize the internet is a public forum.** Students should refrain from posting provocative pictures or looking at provocative pictures. Students should represent themselves well, speaking, dressing and writing in a way that would not bring them shame in a classroom.

### **Policy Violations**

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Hunting Park Christian Academy, including applicable State and Federal laws. Students shall be granted permission to borrow a chromebook and access the internet upon receipt of a signed Parent Technology Agreement form available in the school office.

## Virtual Zoom-Etiquette

- Attend all Zoom class meetings. Be on time.
- Use Zoom chat and Google Classroom comments as directed by your teacher.
- Be respectful.
- Raise your hand.
- No eating during Zoom class.
- Wear a short or long sleeved shirt. NO pajamas. NO sleeveless or strapless shirts.
- Cameras must be turned on so that you are seen. Microphones must be muted. Use your name.
- Sit in a quiet place with minimal distractions. You may not lay down.
- Edit your work and use spell check. Use formal writing.



If the above expectations are not met, you may be removed from the class and be marked absent for the class.

### Common Problems to Avoid:

- Lateness/skipping a class
- Turning off video
- Not being visible on screen (shadow/in dark, ceiling fan, forehead only, in bed)
- Loud background noise (needs headphones or earbuds)
- Lounging/Eating
- “Multi-tasking” - being on the phone, other sites, talking to someone else in the room or online, etc.



- **Attendance/lateness is being counted for each class.** Log on to the Zoom class waiting room with your proper name to be admitted on time.
- **Charge chromebook each night** before you bring in person to class. Transport safely to and from school.
- **Treat school chromebooks, protective sleeves and chargers with care.** No marking or adding of stickers or decals. Up to \$300 to fix and/or replace.
- **Google Drive and School Email Account: (All content is monitored and checked.)**
  - **DO KEEP & LABEL** all school-related documents/projects/slides.
  - **DO NOT discard in the Recycle Bin** unless your teacher directs you to do so.
  - **Only School-Related, School- Appropriate content allowed on Drive.** Keep personal content/info secure and separate on a different account/device.
- **Zoom class expectations** - Reflect the school's values and the Lord in attitude and effort. Be reliable and respectful.

## Mission

The mission of the 1:1 program at Hunting Park Christian Academy is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement, problem solving, and higher level thinking with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. Hunting Park Christian Academy endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for high-school, college, and career readiness.

## **Equipment**

Students in K-8th grade will be issued the following equipment:

- CTL Chromebook NL7 or NL6
- Power cord and adapter
- Protective Sleeve/bag with ID tag



## Operating System and Software

### **Operating System**

The Chromebook operating system, Chrome OS, updates itself automatically and is managed by the school.

### **Google Apps for Education**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Classroom, Calendar, Drive, Docs, Sheets, Slides and Forms.
- Work within these apps is stored in the cloud via Google Drive and filtered by our content filter.
- Student accounts are issued and maintained through the HPCA domain.

### **Additional Apps, Extensions and Bookmarks**

- Students are **currently disallowed** from independently installing appropriate and free Chrome web apps and extensions from the Chrome Web Store. All apps or extensions must be approved by the Administration.
- Teachers may submit a request permission to approve an app or extension on [HelpDesk](#). There teachers may also request to add sites to their class bookmark folder for ease of student access.

## Distribution of Chromebooks

Students will be issued their Chromebook at the beginning of each school year.

In order to receive a Chromebook, the following steps must occur:

- Students and parents must attend a Chromebook Orientation over Zoom or come to the school to watch the video recording of the Chromebook Orientation.
- Students and parents must read and agree to all policies and procedures for use, care and maintenance of the Chromebook.
- Students and parents must have a current ***Parent Technology Agreement*** on file.

## Collection of Chromebooks

At the end of the school year, students will turn in their Chromebooks, including power cords and school issued protective sleeve/bag. Students who return to HPCA will receive the **same** device and sleeve/bag the following year.

Students who transfer out of or withdraw from Hunting Park Christian Academy must turn in the Chromebook, power supply and protective sleeve/bag to the office on their last day of attendance. Failure to return the device and accessories, in either of these cases, will result in the student/family being charged the full replacement cost (\$300).

## Damages and Replacement Costs

School-issued Chromebook models are built and protected against normal wear including accidental drops and liquid spills. However, students and families are responsible for the loss of the Chromebook and/or its accessories or damages caused by intentional misuse and abuse. Hunting Park Christian Academy will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within these protection guidelines.

Parents/Students may be charged the full repair or replacement cost of a device (\$300) that has been lost or damaged due to intentional misuse or abuse.

## Privacy, Security, and Filters

### **Network Monitoring and Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school or personal purposes, other than as specifically provided by law. The administration may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

## **Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

## **Passwords**

Passwords are provided by Hunting Park Christian Academy and should not be changed. Do not share passwords with anyone, ever. If a password needs to be reset, the student should contact the main office.

## **Staff Inspection**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material contained on the device.

## **Filter**

HPCA utilizes an Internet Content Filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all internet activity protected and monitored by the school. If a website or YouTube video is blocked in school, then it will be blocked out of school. If an educationally-valuable site or YouTube video is blocked, students should request unblocking it from a teacher.

## **Device Care**

Students are responsible for the general care of the Chromebook they have been issued by the school.

## **General Precautions**

- Students should always keep their Chromebooks secured in their bag, desk or locker when unattended.
- No food or drink should be consumed or open near the Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Heavy objects should never be placed on top of Chromebooks.
- Don't lean on or use your Chromebook as a writing surface.
- Never leave your device in extreme temperatures, direct sunlight, or in a vehicle overnight.
- Always bring your Chromebook to room temperature prior to turning it on.

## Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective sleeve that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils)
- You may generally clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- For a deeper clean, turn off the Chromebook. Spray a 70% isopropyl alcohol solution (available in each classroom) onto a microfiber cloth and wipe the entire device including the keyboard and screen. **Never spray any liquid directly onto a chromebook.**

## Protective Sleeve/Bag

- Each student will be issued a protective sleeve/bag for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.

## Device Use

### Educational Use

School issued Chromebooks should be used for educational purposes and students are to adhere to the [Acceptable Use Policy](#) at all times.

### Ownership

Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom it is issued. The Chromebooks are property of Hunting Park Christian Academy, not the student to whom it is issued.

### Charging Device

Students are expected to bring a **fully charged, school-issued** Chromebook to school every day (or at the times directed by the teacher).

### Personalizing the Chromebooks

Chromebooks and protective sleeve/bag must remain free of any writing, drawing, stickers, paint, tape, adhesives and labels, except those put on by HPCA for identification.

All data and google drive files are subject to inspection and must follow the Hunting Park Christian Academy [Acceptable Use Policy](#) and Student Handbook.



## **Use Outside of School**

Students are encouraged to use their Chromebooks at home and other locations for educational purposes. A WiFi internet connection will be required for the majority of Chromebook use. Students are required to abide by the HPCA's Acceptable Use Policy and Student Handbooks, local, state and federal laws.

## **Sound**

For best sound quality, please use a headphone or earbud with a built-in microphone. Microphones must be muted at all times unless permission is obtained from a teacher. In-school use of personal earbuds or headphones require a teacher's permission. The school is not responsible for lost, broken or stolen earbuds or headphones.

## **Printing**

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

- Because much of a student's work should be stored in the cloud, students will not print directly from their Chromebooks at school.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

## **Data Backup**

Student work will be stored through Google Drive and cloud-based applications. It can be accessed from any computer with an Internet connection and most mobile devices. HPCA does not backup student data and is not responsible for lost or corrupted data.

## **Chromebook Maintenance & Repair**

### **Tech Support**

All Chromebooks in need of repair must be brought to the Main Office of Hunting Park Christian Academy as soon as possible.