Technology Handbook

for Students and Parents

2019-2020

1. Introduction

Technology has become an increasingly critical tool to advance learning at WMC. According to WMC's strategic plan, WMC is integrating and using technology in the classroom to

1. Equip students to use technology to impact the world for Christ.
2. Teach students discernment and the ethical use of technology.
3. Promote information literacy and critical thinking to make wise and ethical use of the free flowing information available on the internet online
4. Improve the quality of student learning and academic achievement as they develop a new set of knowledge and skills for the future world of work
5. Provide greater access to educational opportunities, formative assessments, and differentiated instruction by providing one-to-one access to Chromebooks for students for 'anytime, anywhere' learning
6. Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
7. Equip students to be lifelong learners.

Our goal is to teach students to use technology in a way that helps WMC meet our mission: to educate with excellence, integrate faith with knowledge, and equip our students to work and serve Christ in their communities.

A key part of WMC's technology integration plan is for every student to have his or her own Chromebook computer device. The use of Chromebooks at school, paired with Internet access at home, expands the learning day and allows students to complete projects started at school.

By setting up an account with Google/Gmail, your student will be given access to GSuite for Education, which is a wide variety of free Google apps, such as Drive, Docs, Sheets, Slides, Classroom, Calendar, Forms, Blogger, Sites and more. Only one account/password is needed to access all of these accounts/products.

2. Hardware and software

A. The Chromebook package provided by WMC includes

- 1) A Chromebook Chromebook, 2) power supply, and 3) carrying case
- Note: Chromebooks are property of the school and many of the devices are on lease, students must <u>keep Chromebooks in their cases</u>, keep track of their chargers, and avoid damaging the device

B. The Chromebook includes the following apps

- GSuite Productivity Software: Google Drive, Docs, etc.; Google Classroom (learning management software); Gmail (a free, web-based email service. Students can only send and receive emails from users with WMC accounts). No data is saved to the physical Chromebook; all files are saved online in Drive.
- GoGuardian Chromebook Monitoring Software: this allows WMC to monitor and manage student access. GoGuardian keeps students safe from harmful content when they're online, helps teachers engage with their students, and provides schools with better control over how their technology is used.

3. Student and Parent Responsibilities

- The WMC Technology Honor Code must be signed by the student and parent/guardian before the use of a school computer or a Chromebook is allowed. Students who do not accept these policies and sign the honor

code will not be allowed to use computers, and will not be issued as school Chromebook. Students must adhere to the Technology Honor Code.

A. Handling and care

- Chromebooks must be left in cases at all times, unless when it temporarily needs to be removed (e.g., flat-surface mode, or when using activity light)
- Students carrying Chromebooks around the school are expected to transport them in their cases, with the corners of the Chromebook secured by the straps.
- Do not throw or slide the case that the Chromebook is in.
- Always use the Chromebook on a flat, stable surface
- Do not set books on top of the Chromebook or store items (like headphones and pencils) between the screen and case cover
- Hold the Chromebook by the body, not the screen
- Be careful not to leave pencils or pens or papers on the keyboard when closing the screen as this could crack the screen

- Do not eat or drink while using your keyboard
- Cleaning – wipe Chromebook surfaces with a clean dry soft cloth.
- Avoid touching the screen with fingers, pens, or pencils. If student chooses to place a sticker on the outside of the Chromebook, be advised the sticker/residue must be removed before turning in Chromebook or fee will be assessed
- If hands are dirty, wash them before using the Chromebook
- Do not use the Chromebook in a dusty or dirty environment
- Do not leave the Chromebook exposed to direct sunlight or near any heat or moisture sources for extended periods of time
- Let common sense govern care of Chromebook

B. Power management

- It is the student's responsibility to recharge the Chromebook's battery so it is fully charged by the start of the next school day; WMC will not provide extra chargers to students who neglected to charge the Chromebook
- Whenever the Chromebook is not in use, close the screen to put it to sleep to extend battery life.

C. Ethical and appropriate use

- Students should apply the spirit of WMC's Human Dignity policy (See Student/Parent Handbook) to all matters of computer, cell phone, and internet use.
- WiFi bandwidth is reserved for WMC student school devices, not for students' phones or personal devices.

D. Financial responsibility, loss and damage

- Families are responsible for paying for the cost of Chromebook repair or replacement due to loss, damage, or negligence on the student's part.
- If a Chromebook is lost, stolen, or damaged, please notify the school immediately; students should not conceal Chromebook damage from WMC. Delays in notification risk losing the opportunities for repair losses covered by warranties.
- The Chromebooks will be distributed by the first week of school and collected at the end of the school year. If the Chromebook is not returned by the last day of school, a replacement fee may be assessed (unless prior arrangements have been made for summer AP classes and the like).

E. Monitoring, supervision, and use

- GoGuardian software allows WMC to monitor computer use, but parents/guardians should also be vigilant in setting parameters for smartphones and all their children's technology.
- Students are responsible for all use of their Chromebook and shouldn't allow other students to borrow their Chromebook..
- While internet content filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important.

F. Security

- Please be advised that with a Google/Gmail account, the school cannot guarantee the security of your student's account or its content. No technology is foolproof and the school cannot guarantee that students will not be exposed to unsolicited information. Students may receive spam or phishing emails, so parents should be vigilant over their children's technology usage.
- Since this is a school account, the student is expected to use the account for school-related purposes only, and teachers maintain the right to monitor the account. Shortly after graduating, school will terminate the account. Any documents or material students wish to keep can be transferred electronically to a different account or downloaded.
- WMC Student G Suite accounts (containing Gmail, Drive, Docs, Youtube, etc) are to be used for school-related activities only. Hosting content meant for personal gain (e.g., monetization of youtube videos) is prohibited on WMC G Suite accounts.