# Cornerstone Charter Academy-CFA

## One 2 One Program Handbook
## 2019-2020

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# PARENTS, GUARDIANS, AND STUDENTS

Cornerstone Charter Academy-CFA has implemented a One 2 One ChromeBook Program for the current school year. Through this program, all seventh through twelfth grade students will receive a ChromeBook for school and home use during the the academic school year.  All ChromeBooks  will remain the property of Cornerstone Charter Academy-CFA and will be returned to the school at the end of the school year. All  students are expected to be responsible for maintaining their ChromeBooks in the appropriate manner outlined in this handbook and pay particular attention to the points listed below.

1.  Parents and students should read and discuss the contents of the One2One Program Handbook and the ChromeBook Program Agreement Form.

2.  If CCA determines that intentional or repeated damage has occurred  to  a Chromebook,  a student may lose their ChromeBook privileges  for the school year.  Examples of intentional damage include:

    - Damage caused by food, drink, or other liquid spills
    - Damage or loss sustained  due to a violation of the use/storage policy, such as:
        - storage of the ChromeBook with books in a backpack or in an unapproved carrying case
        - leaving the ChromeBook unattended and unsecured in a hallway, room, or outdoor area
        - damage  or loss incurred while transitioning to an athletic or extracurricular event
        - damage sustained due to attempted disassembly of the ChromeBook
        - disruption of the "airport" network connection by  caused by disassembly of components
        - damage of the bezel brace due to grabbing or picking up the ChromeBook by the screen
        - damage resulting  from the ChromeBook being struck with an object

3. Please contact CCA if you have any questions regarding the One 2 One Chromebook Program. CCA-CFA is very fortunate to have this program in place so that our students have access to current technology and look  forward to your continued support of the One 2 One ChromeBook Program.

# Section 1: Student Responsibilities

## Student Responsibilities

All eighth and ninth grade students who receive a ChromeBook will be responsible for:
1. Arriving at school daily with their ChromeBook fully charged and stored in the appropriate carrying case
2. Using the ChromeBook for school related assignments only
3. Avoiding damage/loss of the ChromeBook due to inappropriate handling or care

## Returning Your ChromeBook

All Chromebooks, cases, and adapters  will be collected from students at the end of each school year or when a student transfers from CCA to another school. Any Chromebook not returned to CCA on the last day of school or the last day of student attendance at will be considered lost property and the student may be billed a replacement fee.

## Charging Your ChromeBook

Students must arrive at school each day with a fully charged Chromebook.  To fully charge the battery, the adapter must be plugged into an electrical outlet for least two hours . Students  should not expect to charge their ChromeBooks at school.

## Chromebooks Left at Home

If a student arrives at school without their ChromeBook,  they will be permitted to phone their parent/guardian and request that  the ChromeBook is brought to them.  If  the student is unable to contact their parents/guardian, the student will have the opportunity to use an extra  CCA ChromeBook if available.

## Backing Up Files & Data

Each student supplied with a Chromebook is also provided with a Google Drive account and 30GB of online storage.  Students must only use their Google Drive for storing school assignments and school files.  Each student must also make sure that all files  and assignments are backed up and available.  Students may not use external USB devices for storing files and assignments.

## Behavior Rubric For The One 2 One Program

In order to achieve maximum learning benefits, students must have their ChromeBooks  charged and  in good working order daily. Therefore, students who continue to exhibit consistent failures in meeting these expectations will receive disciplinary consequences.  These instances include:

- Chromebook is not fully charged or properly stored
- Recording sound, picture,  or video on school grounds without permission from faculty/staff
- Violation of copyright laws
- Use of rogue networks
- Create/view/share obscene, profane, lewd, inflammatory, threatening, disrespectful language/images/video
- Causing damage to or alteration of the ChromeBook
- Engaging in personal cyber attacks or bullying
- Use of false or defamatory information
- Use of unauthorized software
- Sharing/accessing passwords, access codes, etc.
- Use of someone else's name, account, etc.
- Continually leaving the ChromeBook at home

 Disciplinary consequences include, but are  not limited to
- Verbal warning
- Detention
- Student suspension
- Permanent or temporary suspension of ChromeBook privileges

In the incident of repeated inappropriate use, care, or damage to a ChromeBook, the  student responsible will be required to turn in their Chromebooks at the end of each school  day for a probationary period during which they will not be permitted to take the ChromeBook home and may only use them in the classroom. These ChromeBooks will be stored in a secured location on campus overnight,  and returned to the the student the following school day for use in the classroom.

Any attempt to alter data or files of another user or the configuration of a ChromeBook without the consent of the individual, school administration,  or technology administrator, will be considered an act of vandalism and subject to disciplinary consequences  in accordance with the CCA Student Handbook and other applicable school policies.

# Section 2: Care and Maintenance

## General Care and Maintenance
Please note the following important points regarding the care and maintenance of your ChromeBook:

- ChromeBook screens may only be cleaned with wipes and cleaners that are designed for LCD screens (regular glass cleaners that contain alcohol or ammonia will damage the screen)
- While the computer is turned off, clean the keyboard, trackpad ,and surfaces with a lightly dampened cloth. Never spray cleaners directly onto your ChromeBook
- Never use a pencil, eraser or other objects on the track pad as it can easily be damaged
- Do not place heavy objects on top of the ChromeBook as this may crack the screen
- Do not place stickers on the inside or outside of the ChromeBook.
- Do not touch the screen with your fingers or any other object and do not place anything between the screen and the keyboard when you close the ChromeBook.
- Use your ChromeBook on a sturdy surface that allows for adequate air circulation
- To maximize the overall life of the battery, run the battery down completely once or twice each month before charging your ChromeBook
- Do not bend the adapter wire, and leave plenty of room for the cord to reach the computer from an outlet

## Good Practices
- While Google docs are saved automatically, some applications will require you to save opened docs manually . Remember to save docs early and save often!
- Put the ChromeBook to sleep (close the lid) when not in use
- No food or drink is allowed near your Chromebook
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Never store your Chromebook in your carry case or backpack while plugged into an electrical outlet.
- **Never carry your Chromebooks while the lid is open**.
- Chromebooks must remain free of any writing, drawing, or stickers
- Vents **CANNOT** be covered.
- Chromebooks must have a CCA-CFA name/number tag on them at all times. If the tag is removed or altered in any way, disciplinary consequences will result.
- Chromebook serial number tags must not be removed or altered in any way. If tag is removed, disciplinary consequences will result.
- Chromebooks should never be left in a car or in any unsupervised area.
- Completely charged Chromebooks are to be brought school dailey
- Never lift a ChromeBook by the screen; always support the Chromebook from its bottom with lid closed.
- **Case use is REQUIRED when transporting Chromebooks between classes or from school to home**.
- Chromebooks are NEVER to be placed in lockers.
- Shut Down your ChromeBook if you are not going to use it for 1 or more days.

## During Class

- Dim the screen to conserve power and increase battery life
- Only keep applications and websites you are currently using open to save processor power, memory, and extend battery life.
- Save early, save often. Don't wait until the end of class to save documents !
- At 2-3 minutes before the end of each class , make sure to save all your work, put your ChromeBook to sleep, and place your ChromeBook in your carrying case
- Work on a flat and level surface and not on top of other items on your desk to avoid dropping
- When you're not using your ChromeBook in class, keep it in your carrying case
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes

## Transitioning between Classes

- Never walk to another class with an open ChromeBook
- Use your case when transporting your ChromeBook between classes
- Don't put pens, scissors or paper clips in the carrying case with your ChromeBook

## After School and at Home

- When connecting to a power outlet, plug your cord into the wall first and then the ChromeBook
- When disconnecting from power outlet, unplug from your ChromeBook first, then from the wall
- Don't work on a soft surface like a bed or a pillow or use in a way that will block the vents
- Be wary of "borrowing" wireless access from others in your neighborhood as you can never be sure if others are stealing your information
- Keep your ChromeBook away from food and liquids.
- Leave your ChromeBook in a secure place during/after school sports and activities, preferably locked.
- Don't leave your ChromeBook in a car overnight or for long periods as extreme heat or cold can damage your ChromeBook.

## Screen Care

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

- Do not lean or put pressure on the top of the Chromebook when it is closed
- Do not store the Chromebook with the screen in the open position
- Do not place anything in the carrying case that will press against the screen
- Do not poke the screen with anything that will mark or scratch the screen surface, including your finger
- Do not place anything on the keyboard before closing the lid
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth
- Do not use any cleaning solvents such as Windex or Clorox wipes on the screen

**Technological Support and Repair**

**Connecting to the Internet**

ChromeBooks are equipped with a wireless card, and the wireless connectivity available at school will automatically connect to the proper network on campus for internet access. In the event you have a problem connecting to the internet from home or another location with WIFI access, your files are synced and cached on your Chromebook.

CCA-CFA utilizes Google Docs and Drive, an online file storage system. Therefore, a student can login this storage system from any internet connected computer to access school related files and documents and continue to work on them if their ChromeBook is not available for use. The link below can be used from any computer and apps are available for both Apple and Android devices in their Apps Store. Login using the same username and password assigned to you for your ChromeBook.

## http://docs.cornerstonek12.org

**Repairs**

**Do not** take your Chromebooks to an outside service for any type of repairs or maintenance! Chromebooks that are broken or fail to work properly must be brought to the attention of your teacher as soon as possible. Do not delay in reporting damage or problems.Loaner Chromebook**s** may be issued to students when they leave their Chromebook for repair.

# Section 3:  Email and Internet Use

## Email

While students are issued a school email address, email is disabled for all student accounts.

## Internet Use

Cornerstone Charter Academy-CFA maintains filtering and firewalls as required by the Children's Internet Protection Act (CIPA) . The firewall and filtering restrict access to unacceptable sites, chat rooms, and online games. However, no filter is as reliable as adult supervision. Students should notify their parent or teacher if they access information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.

## Internet Use At Home

Internet access in the home is necessary for accessing the student's google account. Even though filtering  is maintained during at home use,  it is the responsibility of the parent/guardian to monitor Internet access at home. ChromeBooks should be used in locations that can be easily monitored and supervised by the parent/guardian.

## Basic Internet Safety Rules

- Never give out personal information such as addresses, phone numbers, passwords, and social security numbers to anyone
- Never arrange to meet an Internet contact in person
- Obey all copyright laws
- Never use or transmit anything with abusive, threatening, demeaning, slanderous, racist or sexually explicit.
- Always notify a teacher, parent/guardian if you accidentally access an inappropriate site and close the window immediately

## Internet Safety Links

- Safe Teens at  www.safeteens.com
- Wired Safety at  www.wiredsafety.org
- NetSmartz Workshop at  www.netsmartz.org

# Section 4:  Internet Safety

## Internet Safety Tips for Families

The Internet is now an integral part of everyday life for most people. Within a short period of time, it has evolved from simply being a tool for accessing information and conducting communication and commerce to a significant venue for social activity and interaction. For many young people who have never known a world without the Internet, it is also a vehicle for self-expression, a source of entertainment, and a creativity and distribution tool .

## Know the Risks

While using sing the Internet is an integral part of a young person's life and a necessary life skill, there are risks associated with it. Young people and parents should be aware of  these risks  to avoid or minimize their impact and keep children's online time constructive.

In general, the positive impact and benefits of the Internet outweigh its risks. However, In considering the risks, it is important to take into account what may reach young people through the Internet as well as what they may share over the Internet with the outside world. Not all young people will encounter all of the potential hazards listed below, but by being aware of them, families can consider how to respond to them before ever going online. ChromeBook  security is managed by CCA  and the NC Department of Public Instruction firewalls.

## What May Reach Young People Through the Internet

### Inappropriate Content

While parents should be concerned about the content students may see on the web, they also need to consider sites that look legitimate, but in fact are fake, have been infected by malicious software, or are used by malicious hackers to steal passwords and other information. It is important to be aware of a website's security and privacy practices, especially if it requires a young person to provide personal information in order to use the site or features and software. Digital security and appropriateness of content are both important factors to think about when considering which sites are appropriate for young people.

### Unwanted Contact

If a young person is socially active on the Internet, they are very likely managing at least one personal profile on a social networking site which requires or allows them to publicly share something about themselves. While this ability is not inherently bad, there may be individuals who could take advantage of this information.  Behaviors such as online grooming (technique used by a sexual predator to convince an underage person to have relations with them offline) and cyber bullying (online harassment of peers) are some examples of unwanted online contact. Parents and caregivers should understand and help young people recognize these situations  and  teach them  how they should respond.  In both cases, the first and best response for young people  is to alert their parents  of the situation to figure out what action they should take together.

## Aggressive or Undesired Commercialism

The Internet is a powerful marketing tool, and parents should be mindful of messages that entice them to acquire products or services in exchange for information or money. Vendors are using more creative ways to promote their goods and embed their marketing messages that may make it difficult for a young person to differentiate between an advertisement and the online content they are accessing. Free offers and promotions for age-inappropriate products and services (dating services, gambling services, etc.) may be compelling enough to a young person to enter personal information that could later be used by the advertiser to deliver continuous, intrusive advertising or the information may end up in the wrong hands resulting in hack attacks or identity theft.

## Computer Security Threats

The massive adoption of the Internet as a social medium has not made the web immune to the risks of information security threats. Risks of spyware, spam, viruses, or hack attacks still exist . In the case of the social web, attackers mask their attempts by preying on behavior that is normal or intuitive to a young person using the Internet. This is called "social engineering" and attacks can be cloaked with as simple a message as "Hey, check out this video" on a video sharing site. The attackers' motive is simple, to make money. The Internet is an attractive place to make money, since it offers anonymity and a large user base comprised of many unsuspecting users who are more susceptible of falling for the techniques they use.

# What Young People May Share Through the Internet

## Personal/Private Information

Young people who are socially active on the internet do so by creating personal profiles and communicating with friends by sharing personal things about themselves. In order to take advantage of online social venues, they often have to provide self-identifying information about themselves from user names to photos to personal opinions. In this vein of self-expression, young people may also provide too much personal information which could be used by people with bad intentions or information that may damage their own reputations . In addition, hackers may also use this personal information for the purposes of identity theft. Information posted online could be accessible to anyone at time in the future, so young people should think before publicly sharing anything personal online.

## Disparaging Comments and Inappropriate Content

The anonymity of the Internet can unfortunately encourage offline bad behavior to continue and be exacerbated . As noted earlier, young people can become targets of cyberbullying, but they can also be as much a participant as a victim in this behavior. Because the information they post can be accessed by anyone virtually forever and can potentially be traced back to them, it is best always to be respectful of others online.

## Peer-to-Peer (P2P) File-Sharing Services

File -sharing services are popular tools that enable young people to share media files such as music, movies, or video games. The public discussion and concerns surrounding these types of services have focused a lot on the legal issues such as copyright infringement, as well as the age appropriateness of the media being shared. In addition to these risks, file-sharing services have increasingly become a destination for cybercriminals to fool people into downloading fake or malicious software. A combination of the proper use of the file- sharing service and security technology can help young people safely and securely enjoy sharing their favorite forms of media with their friends.

# Be Prepared for What Young People Might Share Through the Internet

In general, common sense and critical thinking are the foundation for young people to become safe, responsible users of the Internet. Any interactions they have online should be done with the same approach that they would have offline, so talk to your kids about using the guidelines below:

### Be Cautious and Wise About What You Post
Think before sharing thoughts, photos, videos that are very personal or less than positive about you, knowing they could also be used against you.

### Use the Privacy Tools Available in Social Networking Sites
Only those you invite to join your network should be able to see details about you and the people in your network. Even so, it is still wise to think twice before posting anything that is not intended for others to see or know since friends are able to pass it along.

### Where Possible, Use Nicknames, Not Your Real Name
 Be very careful who you choose to identify yourself on social-networking sites, in chat rooms,  or on blogs.

### Be Respectful of Others
Avoid posting anything about another person that is libelous, lewd, racist,  or in violation of a site's or service's terms of service. Not only will it be taken down, but it could be traced back to you and, if it is considered illegal , may land you in trouble.

### Use Legal File-Sharing Services Only and Ensure They are Set Up Properly
If files are being shared illegally, whether it is intentional or not, you could be held legally responsible for copyright infringement. Also, having the proper settings for the service will ensure that your computer and its contents aren't vulnerable to hackers, viruses, spam, spyware, etc.

As a social medium, the Internet enables young people to stay in touch with friends when they are physically separated from them and sometimes to meet new people who share their interests. Social networking sites, chat rooms, message boards, and blogs are some of the many ways this is possible on the Internet.

# Safety Tips for Sharing Videos and Photos Online

### Tough to Take Back
Whatever you post is basically permanent. Even if you later delete it, there is a chance that it has been copied, forwarded or reposted. Also,  web archives that hang on to content even after it has been taken down.

### What the Background Reveals
Think about what's in the scene you're recording: posters on your wall, photos on a shelf, school or team t-shirts people are wearing, address signs in front of a house or car license-plate numbers all can reveal your identity or location. What you say during recording can, too.

**'You Are What You Wear'**
 It's an old maxim with new meaning in online video. Think about what your appearance "says" about you. Would you feel comfortable showing this video to your relatives, boss, potential employer, or college recruiter?

**Respecting Others' Privacy**
Be respectful of the privacy rights of people in your video. If taping in a public place, be sure to ask permission before including bystanders, and never take video of children without their parents' permission.

**Everybody's a Videographer**
Don't think someone needs a video camera to record video. Most cell phones and still cameras are also now video recorders. Be aware that when people take out a cell phone, they could be using it as a camera or camcorder.

**Be a Good Citizen**
iIt is your right to express your point of view and even make fun of public officials or policies, but don't be mean or nasty, especially when it comes to people who aren't in the public eye. You can be held legally responsible if you slander, libel or defame someone.

**Respect Terms of Use**
Most video sites have terms of service that you must adhere to. Most of them prohibit sexually explicit content, gratuitous violence, and videos that are harassing, defamatory, obscene, libelous, hateful, or violating other people's privacy. Most responsible sites report videos depicting child exploitation and threatening or illegal acts.

**Respect Copyrights**
All reputable video-sharing sites prohibit the unauthorized use of copyrighted material. Of course that means that you can't rip-off segments from TV shows or movies. But it also means: Think about the music tracks you use in videos.

 **Video Bullying**
Creating a video that makes fun of or ridicules another person can be extremely hurtful. This and other forms of cyber bullying are a growing problem on the Internet which affects many children and teens.

**Kids' Web Video Viewing**
Even though most of the major sites prohibit inappropriate content,  there are videos that are not suitable for younger children some web sites that do permit videos  that may be inappropriate for children or teens. Depending on the age of your kids and their maturity, consider using the filtering features of sites like YouTube or be nearby whenever they are using video sites.

# Greensboro Public Library WIFI Availability

**All branches of the Greensboro Public Library offer WIFI for those who wish to access the internet. The address and hours of operation of each branch is listed below.**

## General Operating Hours for All Branches

 Monday - Thursday.............................................................................. 9 AM - 9 PM

 Friday - Saturday..............................................................................9 AM -  6 PM

(Central Library remains open until 9 pm on Fridays)

Sunday...............................................................................................................2 - 6 PM

## Branches

Central Library................….............219 N. Church St.;Phone: 336-373-2471

Blanche S. Benjamin ..........1530 Benjamin Parkway;Phone: 336-373-7540

Glenn McNairy ........…..........….4860 Lake Jeanette Rd;Phone: 336-373-2015

Glenwood ........................................…..1901 W. Florida St.;Phone: 336-297-5000

Hemphill...................................….…2301 W. Vandalia Rd.;Phone: 336-373-2925

Kathleen Clay Edwards ….….......1420 Price Park Rd.;Phone: 336-373-2923

McGirt Horton ..................................…...2501 Phillips Ave.;Phone: 336-373-5810

Vance H. Chavis ...........................…....900 S. Benbow Rd.;Phone: 336-373-5838

# One2One Chromebook Program Parent/Student Agreement Form

**I agree to abide by the policies and procedures outlined in the One2One ChromeBook Program Handbook posted on the CCA website. I have also received a ChromeBook, protective carrying case, and adapter cord in excellent working condition, and understand that these items are the property of CCA and must be returned to the school in good working condition at the end of the school year. In addition, if the ChromeBook or any of the accessory items are damaged, lost, or stolen, they must be repaired or replaced at my expense based on the dollar amounts listed per item in the schedule that will be provided.**

_____          Date ____/_____/_____

                 (Parent or Guardian)

_____          Date \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Student)

# *Replacement Parts Schedule*
### *(prices subject to change)*

Chromebook Replacement…………………$245.00

Power Cord/Charger………………………$40.00

Protective Carrying Case……………………$20.00

Screen Replacement……………………….....$50.00

Screen Replacement……………………….....$50.00