

**Berks Career &  
Technology Center  
Instructional Technology  
Handbook  
2022-2023**

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NOTICE OF NONDISCRIMINATION

We are an equal opportunity employer and educator who fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation, and gender identity or expression. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination. Compliance issues/questions should be directed to the Office of the Superintendent.

## **General Rules**

### **Inappropriate Content & Graffiti**

- Inappropriate content will not be permitted.
- Unapproved software will not be permitted.
- Stickers and/or decorations will not be permitted.
- Presence of weapons, pornographic materials, inappropriate language, symbols or pictures related to alcohol, drugs or gangs may result in disciplinary actions.

### **Sound**

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Identification**

- Do not remove school identification or name tags from the device. If the label is damaged or removed, contact the main office for a replacement.

### **Backing up of Files**

- Students are responsible for regularly backing up school documents in their BCTC supplied OneDrive Folder. Failure to back up documents does not constitute an excuse for not turning work in on time.

### **Deleting Files**

- Do not delete any folders or files that were not created by the student. Deletion of certain files will impact the devices functionality and performance.

### **No Loaning or Borrowing Devices**

- Do not loan devices to any other individual.
- Do not borrow a device from another student.
- Do not share passwords or usernames.

### **Music, Pictures, Videos, Games, Social Networking, or Programs**

- All software loaded on the system must be approved by the BCTC IT Department.
- Non-instructional videos and games may not be downloaded or streamed over the Internet. This may result in a violation of copyright laws.
- Obscene language and/or inappropriate materials, including but not limited to, screensavers, backdrops and/or pictures are strictly prohibited.
- Inappropriate use of the device camera is also strictly prohibited. Recording audio or video without the consent of the teacher or students, and consent and knowledge of those being recorded is strictly prohibited and may result in the student being referred to local authorities for possible criminal action as a violation of federal wiretapping laws.
- Use of unapproved social networking sites is prohibited.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.

See more about copyright issues at [www.respectcopyrights.org](http://www.respectcopyrights.org)

- Students found with illegal files on their device may have their device

confiscated and disciplinary action will be taken.

### **Unauthorized Access**

- Access to another person's account or device without their consent or knowledge will result in disciplinary consequences.
- No account other than the BCTC provided account should be used to access any files, folders, emails, etc. on the computer as well as any browser or website.

### **Transporting Devices**

- Devices must not be left unattended.
- Devices must have a protective cover or be kept in a protective case.
- While in school, if the student is unable to carry and supervise his/her device, it is to be locked in the student's assigned locker.

## **Student Guidelines for Acceptable Use of Technology Resources**

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when using BCTC-owned computer hardware, operating system software, application software, stored text, data files, school-issued electronic mail, local databases, digitized information, communication technologies, and Internet access.

The use of this technology is primarily for educational purposes. Students, parents/guardians are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

### **1. Student expectations are as follows:**

- When using any BCTC computer, network, or electronic resource, students are expected to follow the Acceptable Use of Internet, Computers, and Network Resources Policy of BCTC (Policy 815) as mentioned in the student handbook.
- Students who identify or know about a security problem are expected to convey the details to their teacher or BCTC administration, without discussing/sharing it with other students.
- When the laptop is required for class work, the student must have his/her device at school and in class ready to work. This includes a responsibility to have the device battery fully charged.

### **2. Acceptable Use Guidelines for the BCTC network computer online services are as follows:**

#### **a. General Guidelines**

- Students will have access to available forms of electronic media and communication that are in support of education and research, and in support of the educational goals and objectives of BCTC;
- Students are responsible for their ethical and educational use of the computer services in BCTC;
- All policies and restrictions of BCTC computer services must be followed;
- Access to the BCTC network services is a privilege and not a right. Each student and/or parent/guardian will be required to adhere to the

Acceptable Use Policy Agreement as contained in the student handbook to be granted access to BCTC computer services;

- The use of any computer services in BCTC must be in support of education and research and in support of the educational goals and objectives of BCTC;
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, confidential information, copyrighted materials, threatening or obscene materials, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Berks Career and Technology Center Acceptable Use of Internet, Computers, and Network Resources Policy as stated in the Student Handbook.

#### **b. Network Etiquette**

- Be polite;
- Use appropriate language;
- Teachers will make every reasonable effort to monitor conduct to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach; and
- Do not reveal personal data (home address or phone numbers of other people).
- Do not say anything online that you would not say directly to the other person.

### **3. Unacceptable conduct includes, but is not limited to, the following:**

- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses and/or software, (such as, but not limited to, hacking and host file-sharing software);
- Using the network for financial or commercial gain, advertising or political lobbying;
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments;
- File sharing unless sanctioned or moderated by a teacher or administrator;
- Deleting the Internet history on the device;
- Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited;
- Causing congestion on the network or interfering with the work of others, i.e., chain letters or broadcast messages to lists or individuals;
- Intentionally wasting finite resources, i.e., online time, video streaming;
- Gaining unauthorized access anywhere on the network;
- Revealing the home address or phone number of oneself or another person;
- Invading the privacy of other individuals;
- Using another user's account, password, or ID card or allowing another user to access your account, password or ID. This includes adding backtracks or

other means by which outsiders can access the sites and information without permission;

- Coaching, helping, observing or joining any unauthorized activity on the network;
- Posting anonymous messages or unlawful information on the system;
- Engaging in sexual harassment, cyberbullying or using objectionable language in public or private messages, i.e., racist, terrorist, abusive, sexually explicit, threatening, demeaning, stalking or slanderous language;
- Falsifying permission, authorization, or identification documents;
- Obtaining copies of or modifying files, data or passwords belonging to other users on the network;
- Knowingly placing a computer virus on a computer network.
- Installing VPN clients and/or network tunnels
- Installing browser extensions not approved by BCTC

#### **4. Consequences are as follows:**

- The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to possible expulsion and referral to local law enforcement.
- Violations of applicable state and federal law, including Pennsylvania Crimes Code: Electronic Communications (*see Pennsylvania Crimes Code: Electronic Communication*) may result in criminal prosecution, as well as disciplinary actions by BCTC.
- Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated BCTC staff to ensure appropriate use; and
- BCTC will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Right to Know Law; therefore, proper authorities will be given access to content as required by law.

## **Student Technology Resources**

BCTC is committed to the importance of a student being able to continue with his or her work when the device is experiencing problems. To assist with this problem, BCTC is providing the following:

### **Student Cloud Storage**

The students will have access to a cloud-based OneDrive storage account that will be accessible through their BCTC Office 365 accounts. Students can save important items on this cloud location, keeping a backup that they can access from anywhere. Excess use of storage (for music, videos, etc.) may warrant strict quota enforcement.

### **Loaner Devices**

BCTC has a limited number of loaner devices. Students can use these devices if they do not have their device, or their device is being repaired. They will be able to access their saved work on their BCTC OneDrive.

### **Internet Safety**

There are many sites on the Internet that can be potentially dangerous to students. These sites are blocked with the BCTC content filter while students are logged on to the BCTC network, as well as outside of school. Students are in violation of BCTC policy if they attempt to access these sites through proxies. Parents/guardians may want to restrict their home Internet access.

## **Theft, Vandalism, Misuse, Neglect, Damage**

### **Theft by unlawful taking or disposition**

- Movable property - A person is guilty of theft if he/she unlawfully takes or exercises unlawful control over, movable property of another with intent to deprive him/her thereof.
- Immovable property - A person is guilty of theft if he/she unlawfully transfers or exercises unlawful control over, immovable property of another or any interest therein with intent to benefit himself/herself or another not entitled thereto.

### **Theft of property lost, mislaid or delivered by mistake**

A person who comes into control of property of another that he knows to have been lost, mislaid or delivered under a mistake as to the nature or amount of the property or the identity of the recipient is guilty of theft if, with intent to deprive the owner thereof, he/she fails to take reasonable measures to restore the property to a person entitled to have it. Students who take property that does not belong to them will receive disciplinary consequences and possible referral to law enforcement.

### **Damages, Repair and Replacement**

***Personal responsibility on the part of the student is a goal and a key for the success of this program.*** The laptops are expensive pieces of equipment. Please carefully read the following information regarding possible damages and replacement of equipment:

- Students, parents/guardians should not have repairs made or alter the devices at a computer repair shop.
- If the student's equipment is lost or not returned to BCTC, the student, parent/guardian will be charged the full replacement cost of the equipment.
- In the event of negligent, malicious or willful damage to the equipment (as determined by the administration) the student, parent/guardian will be responsible for replacing the equipment at full cost.
- The equipment is the property of BCTC and is on loan to the student for educational purposes for the current academic school year. The student may not deface or destroy the device property in any way.
- While some liberties exist regarding non-school related work done at home,

students should understand that they are required to follow the Acceptable Use of Internet, Computers, and Network Resources Policy of BCTC. Parents/guardians must also adhere to the terms and conditions of the Acceptable Use of Internet, Computers, and Network Resources Policy of BCTC.

- BCTC is not responsible for any electronic viruses that may be transferred to or from the device, student storage media or other technological tools used with the BCTC equipment.
- Devices will be subject to random checks and servicing by BCTC Information Technology Staff and administration.
- Parents/students agree to pay the full cost replacement value of the equipment for loss, negligence, or damaged beyond repair.
- In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence with the proper law enforcement agency. Incidents happening off campus must be reported to the police by the parent/guardian and a copy of the police report must be brought to the school by the next school day.

Student:	_____
Grade:	_____
Device:	MacBook Air

## BCTC AADT Macbook Laptop Program Student and Parent/Guardian Signature Page 2022-23

**Please return this signature sheet and payment (if payment is applicable) at the time of device distribution.**

### AGREEMENTS

I agree to follow Board Policy #815, Acceptable Use of Internet, Computers, and Network Resources. I also agree to follow Board Policies #224 Care of School Property, #237 Electronic Devices, as well as the BCTC Instructional Technology Handbook. Additionally, I grant permission for the use of Office365 accounts and other education services listed online. I also understand that a violation of District policies, school rules, and pledges shall result in disciplinary action.

I further understand that the laptops are designed for educational purposes and that loss, negligent damage, or accidental damage in handling could result in a financial charge owed to BCTC.

Please review the following documents by going to <https://www.berkscareer.com>.

- Student Handbook
- BCTC Instructional Technology Handbook
- Board Policies 224, 237, 815

**PARENT/GUARDIAN TO COMPLETE: (form and payment is to be submitted at time of laptop pickup)**

### Annual Use and Maintenance Fee

Non-Refundable Use and Maintenance Fee:  
 \$55 [Due at laptop pickup]  
 Per Incident Fee (Computer must be sent out to be repaired):  
 \$50.00/incident 1 and 2  
 \$150.00/incident after that

*In the event of financial hardships please contact BCTC administration about payment options.*

A check or cash for the \$55.00 Annual Use and Maintenance Fee is enclosed with this signature page.  
*Checks made payable to: Berks Career and Technology Center*

Per Incident fees are for negligent and accidental damage in handling and charged per incident.

### SIGNATURES

*(please sign, do not print)*

I, \_\_\_\_\_ (*student*) have read and agree to all the laptop guidelines and District policies (posted on the BCTC website).

I, \_\_\_\_\_ (*parent/guardian*) have read and agree to all the laptop guidelines and District policies (posted on the BCTC website).

## **RESPONSIBILITIES AND EXPECTATIONS**

**Ownership-** The device is owned by the Berks Career & Technology Center.

### **Students/Parents/Guardians**

- Will be issued a device as an educational tool and it should only be used in that capacity.
- Are responsible for the care of the device issued to them whether in or out of school.
- Are responsible for bringing the assigned device to school each day, and ensure that it is charged and ready for use. A device that is left at home will be treated the same as if textbooks or homework were left at home.
- Are given a device case (hard cover) at no cost. The device must have a case on it at all times. If lost or stolen, the student must purchase a new school issued case or school approved equivalent case.
- Will lose device privileges and an alternative plan for access will be substituted if the student is responsible for any vandalism, hacking, or intentional damage (misuse and/or neglect) to the device.
- Will only use software/apps that are permitted by BCTC to be installed and/or run on the device.
- Will NOT subject themselves to inappropriate content or behavior on the device; examples include but are not limited to pornographic materials, inappropriate language, alcohol, drug, and gang-related content.
- Acknowledge there is no expectation of privacy with files stored on the devices or with Web sites visited with the devices. BCTC has the right to monitor Internet usage and/or block access to applications and Web sites via a content filter.
- Will NOT loan/borrow devices to/from other students and will NOT share usernames and passwords.
- Will NOT leave their device unattended.
- Will return all devices, cases and power cords at the end of the school year for maintenance and updates. Devices will be re-distributed to students at the start of the following school year.
- Agree that if devices and/or accessories are returned in any of the following conditions: vandalized, hacked, or intentionally damaged (misused and/or neglected); the repair/replacement cost becomes the student's and parent's responsibility. Failure to pay the required repair costs will result in referral to the appropriate authorities.
- Agree that if devices and accessories are not returned at the end of the school year the parent/guardian and student will be referred to the appropriate legal authorities.

### *Reporting Procedure*

Damage and loss must be reported immediately to the technology department. In the event of theft or fire, a police or fire report must be filed by the family within forty-eight (48) hours of the incident or discovery of theft and a copy of the report delivered to the main office the next school day. Without a police report, student will be responsible for the full amount of the device.

## Getting Started, Setup and Care Instructions

### Internet Access

- High-speed wireless access is available in each school building and in school parking lots. The student devices will be connected to this wireless network automatically.
- The device will be able to access other wireless networks, provided that the user has authorization to use that wireless network (the network may require a password for access). This includes home wireless networks.

## Device Care

### Charging Devices

- Charge the device battery fully and bring device to school every day.
- Failure to charge device is equivalent to not being prepared for class.

### Proper Care of Laptops

- Food and drink should not be used near the device.
- Avoid getting the equipment wet or damp.
- Do not place your laptop on a pillow or other soft material when it's powered on, as the material can block the airflow vents (in particular, the rear vents) and cause the computer to overheat. Never place anything over your keyboard when operating in closed-lid mode. This can cause your computer to cycle on and off, which might create excessive heat and drain your battery. Never turn on your computer unless all of its internal and external parts are in place.
- Do not leave the equipment outdoors or inside a car in extreme temperature.
- Close the laptop gently. Push from the top center of the cover.
- **Be sure that there is nothing laying on the laptop before closing the cover, as this will break the screen.**

### Carrying Your Device

- If you carry your device in a bag or briefcase, remove any small, loose items (such as paper clips, staples, or coins) that could accidentally get inside your device through an opening, or get stuck inside a port.
- Avoid jarring of corners of devices, even in their carrying case, as breakage could occur.

### Cleaning Your Device Display

- Shut down your device and detach the power adapter.
- Dampen a clean, soft, lint-free cloth or paper with water only and wipe the screen. Do not spray liquid directly on the screen.

### Cleaning Your Device

- Shut down your device and detach the power adapter.
- Use a damp, soft, lint-free cloth to clean the device's exterior. Avoid getting moisture in any openings. Do not spray any type of liquid directly on the device.
- Don't use aerosol sprays, solvents, or abrasives on or near the device.