

Goals

CWC Students

- Students will use technology as a tool to dig deeper into God's Word to understand His perfect plan for their lives.
- Students will know when to use and when not to use technology.
- Students will have access to content from a variety of resources in a variety of styles tailored to how they learn best.
- Students will create content to demonstrate mastery and will share that content with others to help them learn.
- Students will take greater ownership in the learning process and have the resources available to delve into subject areas they are passionate about.
- Students will collaborate with teachers, professionals and peers, both at CWC and other schools, to enhance learning.
- Students will use technology to organize their personal and professional lives.

CWC Teachers

- Teachers will use technology as a tool to dig deeper into God's Word to understand His perfect plan for their lives.
- Teachers will have access to content to reach students with different learning styles.
- Teachers will encourage students to utilize the tools available to dig deeper into areas that interest them.
- Teachers will utilize technology to collaborate with other teachers in their disciplines at other schools.
- Teachers will use technology to take advantage of the teachable moment.
- Teachers will use technology to bring appropriate current events to lessons.
- Teachers will use technology to organize their personal and professional lives.

CWC Mission: "Teaching children to glorify God and serve in His world"



Central Wisconsin Christian School

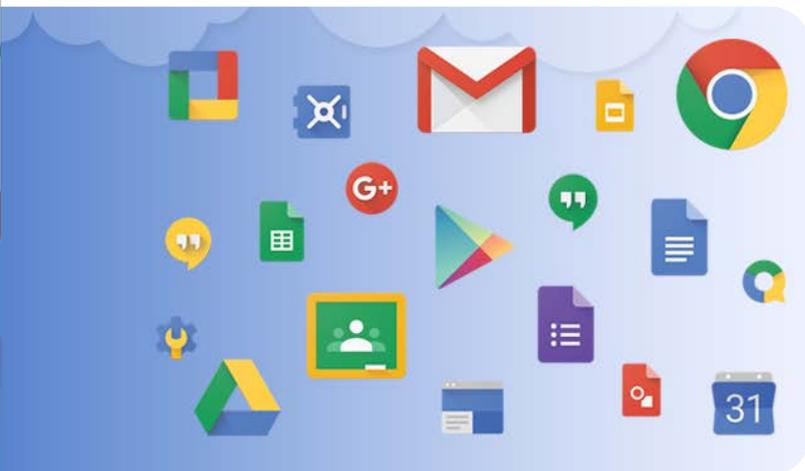
301 Fox Lake Road . Waupun WI . 53963
920 324 4233 . info@centralwisconsinchristian.org

Hardware and Software

Core Chromebook Configuration

Chromebook N23

- Wi-Fi Only
- Memory, 4GB
- Hard drive, 16GB SSD
- Google Chrome OS
- 11.6 inch anti-glare display
- 10 hour battery



Approved Accessories

Required

Cases

Any standard backpack with a laptop pouch will work. CWC will rely on the parents to ensure that the Chromebook is well protected. Each Chromebook will be appropriately identified with the student's name.

Headphones

Any standard ear bud headphones will work. This will be either the parent's or student's responsibility to purchase. Headphones are required to bring to class.

Optional

Soft Case

Chromebook soft case. You can google Amazon for 'Chromebook soft case'.



Central Wisconsin Christian School

301 Fox Lake Road . Waupun WI . 53963
920 324 4233 . info@centralwisconsinchristian.org

On the Chromebook

- **Google Chrome OS** – the Operating System software (like Windows 7, Windows 10)
- **GoGuardian** – teacher controls/filtering/monitoring
- **Bible app**
- **Google Earth** – planet’s worth of imagery and geographic information
- **Gmail** – each student will be provided a Gmail address
- **Web based services** – E-mail, Google and other collaboration tools
- **Schoology** – Educational platform for sending and receiving assignments
- **Virus/Spyware/Malware protection** – No **antivirus** software is needed. **Chromebooks** come with built-in malware and virus protection, with multiple layers of security: Automatic update system: Virus protection stays up-to-date automatically, so you are always running the latest and most secure version. Chrome manages your updates silently in the background. Students should still be cautious when downloading files or opening email attachments.

Backup and file storage

- School related files should be stored in Google Docs which are automatically backed up to the Web if your Google Drive is working correctly. It is the student’s responsibility to ensure Google Drive is working correctly by synching their Chromebook to the cloud. Internet access is required if the student wants to work on files at home.
- Music, Pictures and Movie files are not backed up automatically. We do provide access to Google Docs, a free web based backup location where students can backup small amounts of Music, Pictures and Movies.
- Students need to keep 5 GB free on the Chromebook at all times for optimal operation.

Chromebook support

- First avenue of support – Chromebook help system
- Second avenue of support – contact a classmate
- Third avenue of support - Support and application tutorials are available via Atomic Learning: www.atomiclearning.com. Login with your CWC username and password. Ask any teacher or someone in the office for the username and password.
- Fourth avenue of support. Ask your teacher who can then contact the support desk at CWC by submitting a request for assistance to dtennapel@centralwisconsinchristian.org.



Central Wisconsin Christian School

301 Fox Lake Road . Waupun WI . 53963
920 324 4233 . info@centralwisconsinchristian.org

Troubleshooting

- The first step that solves most Chromebook problems is to restart the app in question. If closing the app does not help, restart your Chromebook.
- The second step would be to ask the help of classmate.
- The third step would be to ask the help of a teacher
- If the problem is not resolved, the next step would be to submit a request for assistance to dtennapel@centralwisconsinchristian.org
- If the problem persists, bring your Chromebook to the Tech Support Office adjacent to the main office in the high school. The Chromebook may require re-imaging or further hardware/software troubleshooting. A spare Chromebook will be available in the meantime.

Student and Parent Responsibility

Handling and Care

Each student has the responsibility to protect our technology resources.

- Keep the Chromebook in its protective case.
- Use the Chromebook on a flat, stable surface.
- Do not set books on top of the Chromebook.
- Avoid carrying the Chromebook with the screen unprotected.
- No food, drink, gum or candy around the Chromebook.
- Wipe screen surfaces with a clean, dry, soft cloth.
- Avoid touching the screen with objects other than fingers.
- If hands are dirty, wash them before using the Chromebook.
- Do not use the Chromebook in dusty or dirty environments.
- If the Chromebook has been in a cold car, allow several minutes for it to warm to room temperature before use.
- Do not leave the Chromebook exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Do not throw, toss or sit on the Chromebook; be careful when placing it in your book bag so it does not get squeezed. When transporting, the Chromebook should always be in the laptop protective pouch of the backpack.
- When not being used in class, the Chromebook should be kept “locked” in your locker.



Central Wisconsin Christian School

301 Fox Lake Road . Waupun WI . 53963
920 324 4233 . info@centralwisconsinchristian.org

Power management

- It is the student's responsibility to recharge the Chromebook battery so it is fully charged by the start of each school day. There will be no excuses for not having your battery charged.
- Touch the power button once to put the Chromebook to sleep to extend battery life when not in use.
- Dimming the screen brightness also extends the battery life.
- All students are asked to carry their charger to school in case a recharge is necessary throughout the day.

Transport

- The Chromebook should be transported in its protective laptop pouch in the students backpack in shutdown (turned off) or sleep mode.
- Do not leave the Chromebook in a vehicle for extended periods of time or overnight.
- Do not leave the Chromebook in visible sight when left in vehicle.

Ethical and Appropriate Use

CWC integrates technology use into our school's educational program at every level. Internet use will be under the guidance of our professional staff: classroom teachers, technology teachers, librarians, and instructional aides. These individuals closely supervise students' use of technology on campus. As a modern technology, the Internet has the potential either to serve or dishonor Christ. The *Student Pledge for Chromebook Use* exists for students' safety and with the intention of **"Teaching children to glorify God and serve in His world"** (CWC mission statement).

Online Behavior

- **Be Kind.** Observe a Christian standard of behavior, etiquette, and sensitivity towards others. We are committed to honor the name of Jesus Christ and the dignity of others. In general, use God honoring language in all online communications. This ethic is to be observed in all online behavior, including personal email and social media. Ask permission before posting photos or videos of your fellow students. All incidents of cyber bullying, harassment, racist or sexist language, or other inappropriate use will result in serious consequences (see Discipline, below).

- **Be Aware.** Always assume the information you send or post may be viewed by people for whom it was not intended. Never assume your message, post, or photos will be private. Information lives on the Internet forever. If messages, photos or videos of you are posted by a fellow student without your permission, ask a teacher or administrator for help.

- **Be Safe.** Refuse to provide personal or confidential information, such as your address, phone number, or age to others over the Internet. Never agree to meet a person that you have met online. Notify your parent or teacher if a stranger attempts to meet or contact you.

- **Be Honorable.** Refuse to engage in any activity on a computer or mobile device that violates school rules or local, state, or federal laws. This includes plagiarism, violation of copyright laws, illegal downloads of software, viewing pornography, music or movies, unauthorized scanning of images or



Central Wisconsin Christian School

301 Fox Lake Road . Waupun WI . 53963
920 324 4233 . info@centralwisconsinchristian.org

documents, etc. In addition, it is your responsibility to report any violation of this policy. Failure to do so may result in disciplinary action.

Use of Technology

- **Use of Resources.** Our finite resources are precious. Please conserve paper and ink by previewing your documents, sending electronically whenever possible, and learning to use the networked printers appropriately. Our bandwidth is a limited resource. Respect the needs of others by not streaming content for non-educational use during the school day. Your time is also a limited resource. Use it wisely! Technology at CWC is primarily for academic use.

- **Network.** The CWC network is protected by filtering and monitoring software.

- **Respect** the property of others. The ability to access certain information does not mean you have the right to do so. Do not attempt to bypass any password or filter device.

- **Monitoring Policy.** Authorized staff may audit individual Internet user access and have access to all network activity, including what files a user downloaded, what information and graphics were viewed during a network session, what messages were sent, and what sites a user visited.

- **Security.** Students are required to report to an administrator any known security vulnerabilities, including the possession of passwords by unauthorized persons.

- **Gaming/Social Media.** No games or social media will be allowed during school hours.

- **Messaging.** No messaging will be allowed between students during school hours.

- **Banned Apps.** Students should not have any app on their Chromebook designed for anonymous messaging, delivering inappropriate material, cyber-bullying, or cheating. The school will keep an updated list of banned apps which will be made available to the students. All apps loaded by students should conform to the technology use policy

- **Other devices.** Students are not allow to bring any other devices (smart devices, smart phone, iPhone, Samsung phone, Microsoft phone, tablet, Wi-Fi capable device, laptop, Macbook, iPad, etc.) to school other than their assigned Chromebook.



Central Wisconsin Christian School

301 Fox Lake Road . Waupun WI . 53963
920 324 4233 . info@centralwisconsinchristian.org

Financial Responsibility and Financing Options

- CWC will purchase a Chromebook for all full-time students at the High School level. CWC will maintain ownership of the Chromebook throughout the student's time at CWC. While CWC owns each Chromebook, students are responsible for the care and maintenance of the device. The same Chromebook will be issued to the student throughout their time at CWC and will be made available to the student upon graduation. Should the type of device change during high school, your leased payments will apply toward any device. Upon graduation, students will have the option to purchase the Chromebook from CWC based on the following schedule:

Years Leased	Cost to Keep Chromebook
4	\$0
3	\$75
2	\$150
1	\$225

Financing Options

You lease your Chromebook through CWC. The Chromebook will be available at the end of August. The lease cost is \$100 annually which includes \$75 for the Chromebook and \$25 for insurance coverage. You cannot decline insurance coverage.

- At the end of the lease you own the Chromebook. If you wish to purchase the Chromebook after beginning a lease, you will have a buyout option for the remainder of the lease.
- Chromebook options for leasing:
 - **Lenovo N23 Chromebook, 11.6" – Celeron N3060, 4GB – 16GB SSD (Wi-Fi)**
 - **Google Chrome OS Management License**
 - **Lenovo Depot Repair, extended service agreement, parts & labor, 3 years**
 - **Go Guardian Management software for teacher controls/filtering/monitoring**

Financial responsibility

- The cost of regular support and maintenance is included in your lease fee.
- The cost of insurance and Educational Apps/Ebooks is included in your lease fee.

Insurance

Chromebooks insurance will be provided through the school as part of the 1:1 program. Total replacement cost for the Chromebook is approximately \$300. You have a financial stake in the



Central Wisconsin Christian School

301 Fox Lake Road . Waupun WI . 53963
920 324 4233 . info@centralwisconsinchristian.org

Chromebook. It is your responsibility to care for the Chromebook against any damage. Insurance only covers accidental damage as determined by the technical support staff.

Insurance Coverage

The following items will be covered under the policy:

- accidental damage
- fire, flood or natural disaster

Insurance Against Theft, Loss or Non-Accidental Damage

You need to personally insure the Chromebook against theft, loss, or non-accidental damage on your homeowner's/renter's insurance policy or pay all costs out of your own pocket. The Chromebook's serial number and model number will be required by your insurance company and are available anytime by calling the school office.

Insurance Not Covered

The following items are not covered under the policy:

- loss
- intentional damage
- theft
- left in unlocked car or home
- left in bookbag

Replacement

Every effort will be made to immediately replace the Chromebook with the same model of the insured device. If the same model is not available, the student may receive an older model Chromebook but will not receive a newer model.

Lost, Stolen or Damaged

The Chromebook will be the student's responsibility. A lost or stolen Chromebook must be reported to CWC immediately and should also be reported to the proper authorities if off-campus theft occurs. Any damage due to intentional or unintentional abuse or misuse to the Chromebook must be reported to CWC immediately. The family will be responsible for the cost of replacing the Chromebook if it is lost, stolen or non-accidentally damaged.



Central Wisconsin Christian School

301 Fox Lake Road . Waupun WI . 53963
920 324 4233 . info@centralwisconsinchristian.org

Monitoring and supervision

- The Chromebook should be used in a location where use can be monitored and supervised by a parent. Unsupervised use is strongly discouraged, e.g. use in a child's bedroom.
- The student assigned the Chromebook is responsible for all use of their Chromebook.
- Students should not allow other students to borrow their Chromebook.

Internet access at home

- Students are allowed to access the Internet away from school using any wireless connection.
- Your WiFi + a family filter: While Internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important.
- OpenDNS, the world's largest provider of Internet navigation and security services, introduces **FamilyShield Parental Controls**, the single easiest way for parents to keep their kids safe online. FamilyShield is a completely **free service** that can be set up in minutes and blocks pornographic content, unsafe websites such as phishing sites attempting to trick people into readily providing personal and financial information, and many virus-spreading malware sites. FamilyShield takes effect instantly and can protect all Internet-connected computers, gaming consoles and Wi-Fi devices in a household. To read more on protecting your children online:
<https://www.opendns.com/about/press-releases/introducing-familyshield-parental-controls-the-easiest-way-to-keep-kids-safe-online/>

Printing at home

- Students are allowed to print to a home printer if the printer is an airtime printer. It is not required for a parent to purchase an airtime printer at home. Students can always print at school. Students will be given access to print at school.

Personalization

- Students are allowed to personalize their Chromebooks with covers.
- All Chromebook decorations must be applied to the cover only of the Chromebook; never to the Chromebook itself.
 - All Chromebook decorations must reflect Christ's lordship over every area of our lives and should build up the body individually and corporately as Christ's messengers in and to the world. Any decorations that do not follow these standards will be removed.
- All applications must be non-permanent and leave no residue upon removal.
- Applications must not cover up the Chromebook identification; student name, student ID.

Syncing

The Chromebooks will be synced to the students CWC Google Drive account. CWC students may download apps through the Google Play store, but should be aware that the download will be



Central Wisconsin Christian School

301 Fox Lake Road . Waupun WI . 53963
920 324 4233 . info@centralwisconsinchristian.org

Chromebook Handbook for Students and Parents

monitored by the school. Students will not be permitted to download apps that are banned by CWC. Students may not download music or video content from the Google Play store.

Use at School

Students are required to have their Chromebooks at school every day. The Chromebooks should be charged and ready for a full day's use. The teacher will manage the use of the Chromebook in the classroom. Chromebooks are not permitted to be used in the common lunch room during lunch. Chromebooks are permitted to be used during Chapel but only the Bible app and for note taking.

Use at Home

Parents are encouraged to set parameters regarding Chromebook use at home. The Chromebook is a WiFi enabled device and is capable of accessing the internet when wireless networks are available. Internet access is an important part of the functionality of the Chromebook. Every effort will be made to create homework that can be completed on a home computer or on the Chromebook.

Misuse

As is the case with all technology there is the potential that the Chromebook can be used in inappropriate ways. CWC will provide internet filtering for the device and teachers will monitor to ensure the device is used for schoolwork. The consequences of misuse at school will be handled accordingly. Misuse at home should be handled by the parents but reported to the school.

Discipline

All technology use (including, but not limited to, the use of personal or school-owned mobile devices, computers, and phones) is subject to the Discipline Policies at CWC. Violations of the *Acceptable Use of Technology Agreement* and *Student Pledge for Chromebook Use* may result in any of the following consequences:

- Discussion about incident with student(s) involved and detention.
- Meeting with parents, teacher, and principal.
- Further restrictions placed on the device.
- Immediate (temporary or permanent) removal from all network access and/or technology use at CWC and further restrictions placed on the device.
- Suspension, expulsion, and/or legal prosecution depending on the severity of the infraction(s).

If a member of the administration of CWC determines that actions or participation by a student in social media or other electronic communications causes harm to or endangers the school, its personnel, or any student, appropriate disciplinary action will be taken by the school.

All CWC policies regarding financial liability for misuse of school resources apply.



Central Wisconsin Christian School

301 Fox Lake Road . Waupun WI . 53963
920 324 4233 . info@centralwisconsinchristian.org