MON VALLEY

CAREER & TECHNOLOGY CENTER

REMOTE LEARNING GUIDE

Contents

WE BELIEVE

- Technology is integrated in every part of our lives.

- Technology in the hands of every student:

    - can serve as an equalizer, providing all students with access to information and tools that empower them as learners.

    - can increase student engagement and thus student performance, satisfaction, and interest in school.

    - can change the way teachers teach, offering educators effective ways to reach different types of learners and assess student understanding through multiple means.

    - can better equip the workers of tomorrow to investigate and solve real-world challenges similar to those they will experience in the workplace.

    - is one of the largest paradigm shifts in teaching and learning to be experienced by today's educators.

- Effective implementation of a plan to place technology in the hands of student requires careful planning with a large emphasis on professional development for teachers as they begin their journey down the road to personalized learning in a 1:1 environment.

- Technology infrastructure must be designed and implemented in a manner to allow the seamless implementation of an environment where personalized learning thrives in the Mon Valley CTC programs.

Overview

Mon Valley CTC views the use of digital resources as central to the delivery of its educational program and expects that all students will use digital resources as an essential part of their learning experiences. It is the expectation of Mon Valley CTC to maintain an environment that promotes ethical and responsible conduct in all digital resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent and for the student.

Terms and Conditions of the Computing Device Agreement

Student access to computers is one way that Mon Valley CTC enhances the learning opportunities for our students. Use of the devices is a privilege. Students who use a computing device at the CTC are expected to follow Mon Valley CTC's policies, procedures and practices. These are available in hardcopy and on the CTC's web site. It is imperative that the device the student is issued be maintained and handled in a responsible way.

Mon Valley CTC students and families must understand that:

1. All students are allowed access to digital resources.

2. All users of the Mon Valley CTC network and equipment must comply at all times with Mon Valley CTC policies and procedures and are accountable to all school, district, local, state, and federal laws.

3. Laptops, Chromebooks, Surface Tablets and all technology equipment associated with the device are on loan to students and remain the property of Mon Valley CTC.

4. Students and families must follow all guidelines set forth in this document, the annual Student/Parent/Teacher Handbook and by district staff.

5. All rules and guidelines are in effect before, during, and after school hours for all CTC laptops, Chromebooks, Surface Tablets and technology equipment whether on or off the CTC campus.

6. All files stored on CTC equipment or on the network are property of the CTC and may be subject for reviewing and monitoring.

7. The term "equipment" or "technology" refers to laptops, Chromebooks, Surface Tablets, batteries, power cord/chargers and bag/cases/covers. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a CTC issued tool.

8. Students are expected to keep the equipment in good condition. Failure to do so will result in expenses for repair or replacement, which would be the responsibility of the student.

9. Students are expected to report any damage to a device as soon as possible. This means no later than the next school day.

10. Students who identify or know about a security problem are expected to convey the details to their teacher or administration without discussing it with other students.

11. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

12. All users are expected to follow existing copyright laws and educational fair use policies.

13. Students may only log in under their assigned Mon Valley CTC user account credentials. Students will not share their password with other students at any time.

14. Students may not loan equipment to any other person for any reason as students are held financially responsible for any loss of components.

15. Any failure to comply with the rules as outlined in this handbook may result in disciplinary action. Mon Valley CTC may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

16. Mon Valley CTC reserves the right to confiscate the equipment at any time.

Parent/Guardian Responsibilities for Students

Mon Valley CTC makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the laptops, Chromebooks, Surface Tablets in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent Acceptable User Agreement

Parent/Guardian Responsibility

In order for students to be issued a device, a student and his/her parent/guardian must acknowledge acceptance of the **Acceptable Use for Technology**. A student will not be issued a device until the agreement has been accepted, signed by both parent and student, and returned to the CTC.

Accept Liability

Parent/Guardian Responsibility

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:
- Not returned
- Intentionally damaged
- Damaged because of negligence

Lost or stolen devices must be reported to the CTC and the CTC has the right to contact the police immediately. In cases involving theft, a police report will be required.

Monitor Student Use

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home (if applicable) and away from the CTC. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for internet use at home.
- Only allow internet use in common rooms of the home. Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you his or her work often.

Equipment Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use CTC-owned technology equipment and devices. In general, this requires efficient, ethical and legal utilization of all technology resources. ***Violations of these rules and guidelines will result in disciplinary action*** as per the Code of Conduct in the Student/Parent/Guardian Handbook.

Students will receive device-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

Electronic Resource Policy and Responsible Use Procedures

General Guidelines	All use of technology must: • Support learning • Follow local, state, and federal laws • Be school appropriate
Security Reminders	• Do not share logins or passwords *Exception: students are asked to share passwords with parents or guardians* • Do not develop programs to harass others, hack, bring in viruses, or change others' files • Follow Internet safety guidelines
Activities Requiring Teacher Permission	• Using equipment during class • Using headphones in class
Inappropriate Content	All files must be school appropriate. Inappropriate materials include explicit or implicit references to: • Alcohol, tobacco or drugs • Gangs • Obscene language or nudity • Bullying or harassment • Discriminatory or prejudicial behavior
Thumb Drives	All CTC rules and guidelines apply to any thumb drive plugged in to CTC equipment

Equipment Use, Care, and Classroom Routines

Lockers
- If devices must be stored in lockers, care must be taken to prevent heavy items from being placed/stored on top of the device

Hallways
- Keep your device in the designated protective case or cover at all times.
- Always use two hands to carry the device.
- Never leave the device unattended for any reason.

Classroom Habits
- Ensure that the device is resting securely on the desktop.
- Never place your device on the floor.
- Never leave your device unattended unless you have your teacher's permission to do so. If you walk away from your device, lock the screen before walking away.
- Follow all directions given by the teacher. Failure to follow CTC policies, procedures and teacher instructions could result in disciplinary action.

Care for devices
- The device stays in the protective cover at all times when not in use.
- The power cord/charger should always be available if/when needed.
- Charge the device fully at the end of each day. For devices that are not taken home, the student is responsible for ensuring that the power cord is connected to the device in the cart so that it will be charged for the next day.
- Store the device in a cart or rack, in a cabinet, or on a desk or table. Books and/or binders should never be placed on top of a device. If the device is not in use, it should either be stored on top of a desk/table or put away in its original place for charging. A device should never be on the floor!
- A device should never be open if a student is consuming food or drink.

Prohibited Actions
Students are prohibited from:
- Putting stickers or additional markings on the devices, bag/cases, batteries, or power cord/chargers.
- Defacing CTC issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the device.

Any protective coverings for the device should never be removed, for any reason, as doing so will lead to damage to the device for which you will be responsible.

Email for Students

Purpose

All students are issued a Mon Valley CTC email account. Email allows students to safely and effectively communicate and collaborate with CTC staff and classmates, giving them an authentic purpose for writing.

The effective use of email is:
- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the International Society for Technology in Education Student Standards (ISTE-Student Standards).

Guidelines and Reminders

Email should be used for educational purposes only.

- Email transmissions are monitored by the CTC to ensure appropriate use. This means that administrators and teachers may check students' email and will be alerted to any inappropriate content.
- All email and its/their contents are property of the CTC.
- Email should only be used by the authorized owner of the account.
- Students should protect their passwords at all times. Any suspected breach of a student's assigned Mon Valley CTC account should be reported immediately.

Unacceptable Use Examples

Non-education related forwards (e.g. jokes, chain letters, images, etc.).

- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Web Cams

Purpose	A student device may be equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Web cams are to be used for educational purposes only, under the direction of a teacher.

Examples include:
- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.
- Recording a student demonstrating a skill and playing it back for rehearsal and improvement.

Movies/Videos

At School

Watching movies/videos on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

At Home

Streaming movies/videos on your device is allowed at home with permission from parents/guardians. **Note: devices are monitored/filtered by Mon Valley CTC even while at home.**

Gaming

At School

Game, of any kind, is **NOT** allowed during school hours unless you have been given permission by a teacher. All games must be in support of education.

At Home

Online gaming is allowed at home if all of the following conditions are met:
- You have permission from your parent/guardian.
- The content of the game is school appropriate.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

You are not allowed to load personal software onto a CTC-owned device.

Desktop Backgrounds and Screensavers

Students are not permitted to set desktop backgrounds or screensavers for any reason at any time.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (*Title 17, USC*)

Technology Discipline

School-Based Discipline   The discipline policies at the CTC encompass the all aspects of the digital environment. Please reference the **Code of Conduct** in the Student/Parent/Guardian Handbook for details.

Progressive Discipline   Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline Steps Example

The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments

5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the district Internet filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email
19. Attempts to defeat or bypass the district's Internet filter
20. Deleting browser history
21. Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
22. Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
23. Unauthorized downloading or installing software
24. Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Device Security

Security is in place on the device to prevent certain activities. These include downloading or installing software on the devices, removing software, changing system settings, etc.

Internet Filtering

Mon Valley CTC maintains an Internet filtering device and software package which automatically filters all student access to the Internet.

Damaged Equipment

Accidental Damage vs Negligence   Accidents do happen. There is a difference, however, between an accident and negligence. The difference between an accident and negligence is a discipline issue, not a difference in financial consequences. Damages caused due to a student's failure to follow the guidelines set forth in this handbook will be deemed negligent.

Lost/Stolen Equipment

Lost Equipment

Reporting Process - If any equipment is lost, the student or parent must report it to the CTC immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. If it is reported that a student has not brought the device to the CTC for an extended period of time, the CTC will consider the device to be lost and could charge the student for full replacement of the device and its related equipment.

Financial Responsibility - The circumstances of each situation involving lost equipment will be investigated. Students/parents will be held financially responsible for any lost equipment. After investigating, if a device is deemed lost, the CTC will make a determination regarding a replacement device.

Stolen Equipment

Reporting Process - If equipment is stolen, the CTC must be notified, and a police report must be filed immediately. A copy of the police report must be provided to the CTC by the student or parent in a timely manner.

Financial Responsibility - Students/parents will be held financially responsible and will be billed for full replacement costs for stolen equipment. Remember, it is the parent's/student's responsibility to report the theft to the proper police and school authorities immediately upon incident. After investigation, if a laptop, Chromebook, Surface tablet, or any other school-issued device is deemed stolen, the school will make a determination regarding a replacement device.

Remote-Learning Days

Remote-learning allows Mon Valley CTC to extend learning into the home and keep everyone safe during these stressful times.

Mon Valley CTC Google Classrooms integrates many facets of education into one platform. The Google Classroom allows the capabilities beyond grading and attendance for our learning community. Mon Valley CTC educators can create an engaging and stimulating atmosphere via virtual learning.

At the core of the Google Classroom, all teachers at the CTC can create their own virtual platform for students to receive the following: instruction, guides and resources, assignments and assessments, and other forms of direct delivery instruction. With the guidance from our Technology Supervisor and Administration, our teachers that have been trained to use current tools within the Google Education Suite to create content, can now use that information to upload and/or embed content into each Google Classroom.

Educators have the capability not just to create resources but to share their content across programs of study. In other words, any educator throughout the CTC can collaborate with other teachers to provide a complete career and technical experience online. We strive to provide excellence by focusing of Future Ready skills that will prepare students for College and Career Readiness.

Digital Code of Conduct

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of CTC activities. All users are expected to use the CTC technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Mon Valley CTC policy on use of technology resources in instruction. A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the CTC's system and will be subject to disciplinary action in accordance with the Code of Conduct in the Mon Valley CTC Student/Parent/Guardian handbook.

Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. Students will practice safe and appropriate online behavior including using professional etiquette while communicating online. Improper use of CTC technology resources is prohibited including, but not limited to:

- using racist, profane, pornographic, sexually oriented, or obscene language or materials

- attempting to send or sending anonymous messages of any kind

- using the network to access inappropriate and/or harmful materials

- bypassing the CTC's security measures to access sites that are filtered on the CTC's network

- encrypting communications so as to avoid security review or monitoring by the system administrator

- using the network to provide addresses or other personal information that others may use inappropriately

- purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)

- forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail

- using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by Mon Valley CTC policy or guidelines

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the CTC's technology resources is prohibited including, but not limited to:

- using the network for political activity, financial gain, or commercial activity

- attempting to harm or harming equipment, materials, or data

- changing any computer configurations and/or settings

- installing software, including freeware and file sharing services, without permission from permission from the director of technology or his/her designee

- streaming media, such as radio, games, video, etc., for non-educational purposes

- proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the CTC's electronic communications system

- running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources

- otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time

Students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media.

Students will log in to the Mon Valley CTC network using their own login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private.

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Passwords should not be written down and left in a location others may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use.

Students will use technology resources cautiously to prevent damage.

Students are asked to conserve CTC technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not degrade the performance of CTC technology resources (i.e., streaming video, streaming audio, and Internet radio), deprive an authorized CTC user access to a resource, obtain extra resources beyond those allocated, or circumvent district computer security measures.

Creative credit and copyright - students have the right to protect their own creative works. Additionally, students must exercise academic integrity in a fair and legal manner when using other people's creative works. Failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral action. Academic integrity protects against the following:

- Cheating is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams; or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.

- Double assignments are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.

- Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.
- Plagiarizing is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. The instructor or the school links should be consulted for proper citation practices. All assignments submitted to instructors should contain the proper citation. Plagiarism occurs when a student does one of the following: fails to cite borrowed, quoted, or paraphrased material, even by accident; deliberately intends to deceive through lack of citation; or uses strings of words from a cited source without indicating these words are not his/her own (attempted paraphrase without quotations, even if there is a correct citation).

Acceptable Use for Technology Device Contract

Students must sign the Acceptable Use for Technology Device Contract.

School Name: _____

Student Name: _____

Student ID: _____   Grade Level: _____

Device Make/Model: _____   Asset Tag #: _____

I understand, and pledge, that:

- I will take good care of my Electronic Device and always secure it or have it in my possession.
- I will recognize that the Electronic Device is for my use only and will know where my Electronic Device is at all times.
- I will charge my Electronic Device's battery daily.
- I will keep food and beverages away from my Electronic Device since they may cause damage to the device.
- I will not disassemble any part of my Electronic Device or attempt any repairs or modifications.
- I will protect my Electronic Device by only carrying it while in the case provided.
- I will use my Electronic Device in ways that are appropriate, meet Mon Valley CTC expectations and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the Electronic Device nor will I deface the serial number.
- I understand that my Electronic Device is subject to inspection at any time without notice and remains the property of Mon Valley CTC.
- I will follow the policies outlined in this regulation while at the CTC, as well as outside the given school day.
- I agree to immediately notify CTC Administration upon occurrence of any loss to, damage to, or malfunctioning of any part of the mobile device for any reason.
- If it becomes a necessity due to loss or theft, I understand that a tracking system may be enabled to identify the location of the device. This program will only be utilized to find devices that have been reported lost/stolen.
- I agree to return the device on the date specified below in the same condition in which it was issued. Failure to return the Electronic Device will result in a theft report being filed with the Charleroi Police Department

Students are expected to return the device in the same condition in which it was issued. While normal wear and tear will be taken into consideration, students who have mistreated the equipment will be subject to fines.

By checking the first box and signing below, the student and the student's parent or guardian acknowledges and agrees to the terms of use set forth above. Additionally, the student and the student's parent or guardian agree that the student's use of the Electronic Device is a privilege and acknowledge the student's responsibility to protect and safeguard the Electronic Device and to return the same in good condition and repair.

_____I agree to the stipulations set forth in the above document including the Acceptable Use of Technology Device Regulation and the Student Pledge for Electronic Device Use.

_____ I wish to opt out of participating in any/all of the Electronic Device options. I understand that I will not have access to a CTC owned device at school or at home.

Student Signature and Date: _____

Parent Name/Guardian (Please Print): _____

Parent/Guardian Signature and Date: _____

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