



CROOMS

Academy of Information Technology

**Parent Technology Handbook
2017 - 2018**

Dear Parent/Guardian:

We are pleased to offer students of the Seminole County Public Schools access to the district computer network and the Internet for instructional purposes. Access to school and district software, shared files, email, and other electronic networks will enable students fully participate in required instructional activities. Students benefit from this access as they explore information resources and collaborate with professionals and peers.

The district provides Internet filtering, but filters do not offer 100% protection from accessing inappropriate sites. Some material accessible via electronic networks might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Students utilize electronic resources under the supervision of faculty and staff and with the expectation that they will act in accordance with the Student Code of Conduct, the Acceptable Use Policy, and related guidelines. Seminole County Public Schools view parents and guardians as partners in setting and conveying the standards that their children should follow when using electronic resources, media and information sources.

Access requires responsibility. At any time an administrator or representative may review files and communications to ensure that users are using the system responsibly. Students should have no expectation of privacy in any communication sent by e-mail or in regard to Internet or network access. As a reminder of appropriate use, a warning screen will appear on the user's computer at logon and/or other times.

As outlined in the Acceptable Use Policy for Electronic Networks section of the Student Code of Conduct, the following are not permitted, including, but not limited to:

1. Using another's username and password.
2. Using electronic resources for financial gain or for political or personal business activity.
3. Accessing, downloading, storing, sending, or displaying text, images, movies, or sounds that contain pornography, obscenity, or language that offends or tends to degrade others.
4. Attempting to send or sending anonymous messages or pretending to be someone else while sending a message.
5. Attempting to send or actually accessing, modifying, harming, or destroying another user's data.
6. Harassing, insulting, threatening, or attacking others via electronic resources.
7. Electronically or physically damaging or attempting to damage the network, equipment, materials, or data. Examples include hacking, flooding, or virus deployment.
8. Using telephone services, including long distance calls, without authorization.
9. Using electronic resources for illegal or inappropriate activities. Electronic resources include but are not limited to:
 - Network access
 - Internet access
 - Digital Cameras
 - Personal digital assistants (PDAs, Pocket PC, Palm OS devices, etc)
 - Personal communication devices (cell phones, pagers, messaging devices, telephones)
 - mp3 players
 - USB flash drives
 - Email
 - Computers
 - Laptops
10. Sharing confidential information about students or employees.
11. Other uses that the Superintendent or his/her designee may find unacceptable.

Seminole County Public Schools supports and respects each family's right to restrict access. If you choose to restrict your child's access, please visit the SCPS web site at <http://www.scps.k12.fl.us> or contact your child's school for the Internet Exclusion Request Form.

Laptop Insurance and Technology User Fee

- Parents are being asked to participate in the laptop self-insure fund for student laptops at the cost of \$20. The insurance will cover the entire replacement cost of a lost or stolen computer **minus a one-hundred-dollar deductible**. The fund does not cover lost or stolen laptop parts but will protect students against theft of the entire laptop. A police report is required when a claim is filed. Please fill out the information on the three-part form provided and turn it in with payment made to Crooms AOIT. If you choose not to pay the insurance fee, please see an administrator.
- The \$30 technology user fee will help provide toner, batteries, chargers, and other unfunded technology needs.

Crooms Laptop Use Policy

1. Seminole County Public Schools does not provide coverage for lost or stolen laptops.
2. Insurance is offered during the first four weeks of the school year to protect against lost or stolen laptops. The policy is offered for \$20.00. The cost of replacing a lost/stolen laptop may be up to \$1,400. The cost of the self-insure fund will cover the entire replacement cost of a stolen computer **minus a one-hundred-dollar deductible**. The fund does **not** cover lost or stolen laptop parts but will protect students against theft of the entire laptop. A police report is required when a claim is filed.
3. A \$30.00 technology user fee is collected from each student during laptop checkout. The fee will help provide toner, batteries, chargers, and other unfunded technology needs.
4. Parents are required to attend a laptop orientation and training course at the time of laptop checkout. They are also asked to supervise laptop use at home. Have your student to login to the unit so you are able to check it.
5. Students are expected to bring their laptops to school every day.

6. Students should only use laptops in class under the direct supervision and instruction from the teacher.
7. If laptops are being used inappropriately, the teacher will write a referral and notify the technology team.
8. Students are not to tamper with any settings or hardware on the laptop.
9. Students should never leave their laptops unattended. The second offense will result in a referral and detention. Further offenses will be treated according to Level 1 offenses described on page 6.
10. Students are not allowed to use another student's laptop or components not assigned to them. Students are not allowed to use other student/staff account login/passwords.
11. Laptop cases are to be kept on laptops at all times. Students are expected to keep ID tags in the laptop case.
12. Laptop inspections may be performed to ensure student compliance with the Acceptable Use Policy.
13. Students are responsible for replacement costs for lost or stolen laptop parts such as batteries, power cords, AC adapters or other computer components and for bags that have been damaged beyond normal wear.
14. Students are expected to turn laptop in to the laptop repair center immediately after a problem occurs with the laptop. Students must show proper identification when picking up laptops from laptop repair center.
15. Any laptop or computer component found to be missing should be reported to the technical staff IMMEDIATELY. Most items can be recovered if the incident is reported the same day.
16. Cell phones can only be used between classes, at lunch, and before/after school. Students using cell phones without the teacher's permission during instructional time anywhere on campus will have their phones confiscated. The parent will be called and will have to come to the school to pick up the phone during school hours. Student may pick up phone if it is his/her first offence.
17. Students may not bring their personal laptops to school.

Crooms AOIT Technology Discipline Policy

The abuse and/or misuse of technology at Crooms AOIT will lead to disciplinary action. The severity of the disciplinary action will depend on the type of infraction. Technology infractions are divided into three levels.

Level 1

Type of Infraction:

- Abuse, misuse, or negligence that leads to minor damage of technology (i.e. dropping laptop, spilling liquid in keyboard, taking off keys, etc.). Playing online games.
- Carrying laptop without the school-issued case.
- Tampering with computer settings so that the original image is altered (i.e. changing backgrounds, installing personal software, etc.).
- Disrupting class by not following explicit instructions of teacher where technology is concerned (i.e. instant messaging, surfing web sites not directly related to lesson, refusing to shut down laptop, etc.).
- Other activities related to technology that cause minor disruption or damage.
- Leaving laptop unattended.

Corresponding Disciplinary Action:

- 1st Offense: Administrative warning or detention (1 hour)
- 2nd Offense: Detention (2 hours)
- 3rd Offense: Detention (3 hours)
- 4th Offense: Out-of-school suspension (1 to 10 days)
- Subsequent offenses will result in out-of-school suspension. If any student is assigned out-of-school suspension three times in a school year, the Crooms administration may seek alternative placement.

Crooms AOIT Technology Discipline Policy

Level 2

Type of Infraction:

- Possessing hacking software of any kind on laptop, personal storage device, CD, or by any other means. Hacking software is any type of software that is used to circumvent passwords or administrative settings (i.e. keystroke loggers, port scanners, trojans, or altering BIOS settings). *
- Participating in hacking activities or any activity intended to circumvent administrative settings (i.e. changing other users' passwords, peer to peer file sharing).
- Excessive and/or repeated laptop damage due to abuse, neglect or tacking them apart. (Students will be required to pay replacement costs for broken laptop parts.)

Corresponding Disciplinary Action:

- 1st Offense: Out-of-school suspension
- 2nd Offense: Out-of-school suspension
- 3rd Offense: Out-of-school suspension
- Subsequent offenses will result in out-of-school suspension. If any student is assigned out-of-school suspension three times in a school year, the Crooms administration may seek alternative placement.

**Hacking into teacher, school or administrative files will result in suspension and may also result in alternative placement recommendation and law enforcement referral.*

Level 3

Type of Infraction:

- Possession of pornographic or inappropriate/obscene files

Corresponding Disciplinary Action:

- 1st Offense: Each case will be reviewed by the administrative team and may result in out-of-school suspension and possible recommendation for alternative placement.

Laptop Care Instructions

1. Keep laptop in the case at all times.
2. Do not store paper, books, or anything behind, in, or under the laptop.
3. Do not touch the laptop screen.
4. Always know where your laptop is and keep it near you. Laptops left unattended will be confiscated.
5. Do not loan anyone your laptop or any part of your laptop. Each part of the laptop is numbered.
6. Charge your laptop battery while at home so the laptop is fully charged for the next day.
7. Do not drop, throw, swing, sit or step on the laptop or its case. Avoid bringing food and liquid near the laptop.
8. Do not place anything on top of the laptop or the laptop case.
9. **Save all of your important work in OneDrive. OneDrive is hosted by Microsoft and can be accessed anywhere there is internet connectivity.**
10. Do not place stickers on the laptop or deface it in any way. This is considered vandalism.
11. If you are having trouble connecting to something or the laptop freezes, restart it and try again. Rebooting the laptop can solve many problems.
12. NO games or unapproved software of any kind are to be played or installed on the laptop.
13. If there is a problem with the laptop (including loose screws or other parts). Take your computer to the laptop repair center within 24 hours of submitting your work order.
14. Clean laptop case. You may wash case on gentle cycle in the washing machine and air dry.
15. NO food or drink around the laptop.

Helpful Technology Tips

1. The following systems will use your network user name and password: logging onto laptop/desktop, email, eCampus, One Drive, Skyward, Discovery Ed and ePassport Portal. If you need a password reset for your network login, see Mrs. Benton or Mr. Gallant.
2. For online textbooks, see your teachers.
3. If you have a problem with OneDrive, see Mr. Gallant or Mrs. Benton.
4. Laptop Repair: Immediately after a problem occurs turn your laptop in to laptop repair center. When your laptop is ready, the number will appear on the screen above the door. Students must show proper identification when picking up laptops from laptop repair center.
5. If you have misplaced your laptop notify any administrator or member of the tech team immediately. Check your last period teacher's classroom and make sure you did not leave it there.
6. You only have access to our network while you are on campus. You cannot access school resources from home. In order to protect your data, make sure you back up your work weekly to your 1 Terabyte OneDrive and an external pin drive or external hard drive. Don't rely on your laptop alone to store your work because if it fails you have lost everything.
7. Keep food and drinks out of all laptop and the computer labs and away from computer equipment.
8. If your computer is acting strange or you cannot connect to resources, reboot the system and try it again. Rebooting the system can fix many problems.
9. If you notice part of your laptop coming apart, take it to Laptop Central immediately. Sometimes screws can be tightened and that will prevent further damage and down time.
10. Take care of your laptop as if you personally purchased it. Crooms Academy is the only school in the district that issues laptops to students, and we would like to continue to do that. Caring for your machine prevents breakage and less time spent without the machine.

Internet Safety

Internet safety involves identity theft, credit card and other financial fraud, and predators. Our students at Crooms are incredibly computer savvy, but are still vulnerable and often naïve teenagers. Parents and teachers are the first line of defense in helping students use technology responsibly and safely. Here are just a few suggestions:

- Monitor their computer use appropriately.
- Talk to them about never revealing personal information even in seemingly safe situations.
- Ask them to tell you about phishing and when they have seen it. (Phishing is the creation of a website which mimics a well-known site, such as EBay or Bank of America, and attempts to get personal or financial information from the user).
- Ask them about other scams they have seen.
- Ask them to share what they know about internet predators.
- Keep them talking and you will have opportunities to discuss these issues with them.
- Remind them to keep passwords secret and never let anyone use their computer.
- Teenagers often will not tell adults about problems they may have encountered because they are afraid of losing their computer privileges.
- Remind your child never to meet anyone they have met online without your permission and presence.
- Learn everything you can about the Internet.



Cyber-Bullying

"Cyber-Bullying involves the use of information and communication technologies such as an e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites and online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." (Bill Belsey, www.cyberbullying.ca)

The internet and modern technology provide a new world of communication and information. Teens naturally explore the exciting possibilities available. However, bullies and predators have taken to the information highway and used it anonymously to their advantage. Bullying has long been a problem for teenagers, but the growth of email, instant messaging, cell phones, cell phone cameras, text messaging, web cams, and personal web sites has provided new avenues for harassment and delivering threats. Even if your child believes the threat or harassment is not serious, it should be reported and a record of the message and date should be kept.

- Report cyber-bullying to Crooms administration immediately.
- Do not respond to the email or message.
- Do not open any more messages from the sender.
- If your child is bullied in a chat room, Facebook or similar forum, he/she should leave the site immediately.
- If a web site is involved, report the incident to the web host.

Phone and Information Links Internet Safety and Cyber-bullying

CONFIDENTIAL SPEAKOUT HOTLINE: 800-226-7733

<http://www.cyberbullying.org>

<http://www.safeteens.com/>

<http://www.safeflorida.net/safesurf>

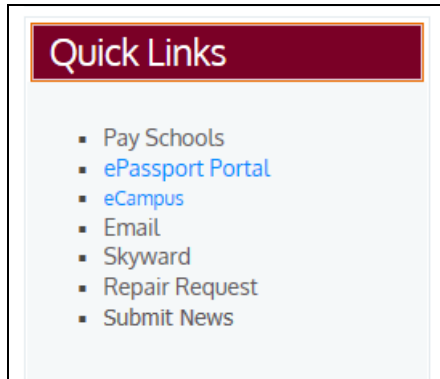


cyberbullying.us

How is My Child Doing?

croomsaoit.org

The Crooms website has links to the ePassport portal for single sign in to e-mail, eCampus, and Skyward. Microsoft 365 is the school's email system. Both student and staff members have an email account. eCampus allows teachers to post lesson plans, projects, and assignments.



eCampus

Parents may observe their student within the learning management system - eCampus. As an observer, you can view the course content but cannot participate in the course. To access eCampus, you must create a parent account. Go to <https://scps.instructure.com/register> and click on the *Parents Sign Up Here* link. You will need the following information to create your account: the student's user id number and their network password. Also the student will need to have accepted a course invitation. Once you have made your account, you will sign-in at <https://scps.instructure.com/login/canvas>. The link is under the Parent tab on croomsaoit.org. If you made an account last year, you **will not** need to make a new account. A *Forgot Password* link is available.

Students access eCampus through the ePassport portal or by clicking on the link on the school's home page.

The student eCampus login is identical to the student's network login.

All teachers provide online support using the eCampus platform.

Skyward's Family Access
Family.scps.k12.fl.us
Select "Family/Student Access"

Family Access by Skyward, Inc. is a secure Internet based website that will allow you to easily keep track of your child's information. Family Access is a free service and will be available to all parents with children enrolled in the district. Family Access provides parents, legal guardians, and students' access to grades in current classes and other student records.

Keep your students information up-to-date.

New features in Family Access allow parents/guardians to review and update family information including changes to addresses, phone numbers, emergency contact information, and health information. This replaces the Emergency Cards filled out at the beginning of each year. **Please login to Skyward Family Access to verify that your information and make any necessary changes.** Changes to address will not take effect until you have provided the Guidance Dept. with a proof address.

Who is eligible to use Family Access?

All parents/guardians who have legal rights to view their child's school records may use Family Access. Students are NOT allowed to register themselves to access this site.

Is there a fee to use Family Access?

No. Family Access is free to parent/guardians at SCPS schools.

Where do I find a link to Family Access?

The Family Access web site may be accessed from any computer with Internet access. The link for Family Access is on the home page of the Crooms website (croomsaoit.org). On the SCPS web site for participating schools a Family Access button is located by clicking the "Parents" or "Students" tab, then clicking the correct link on the left side of the page.

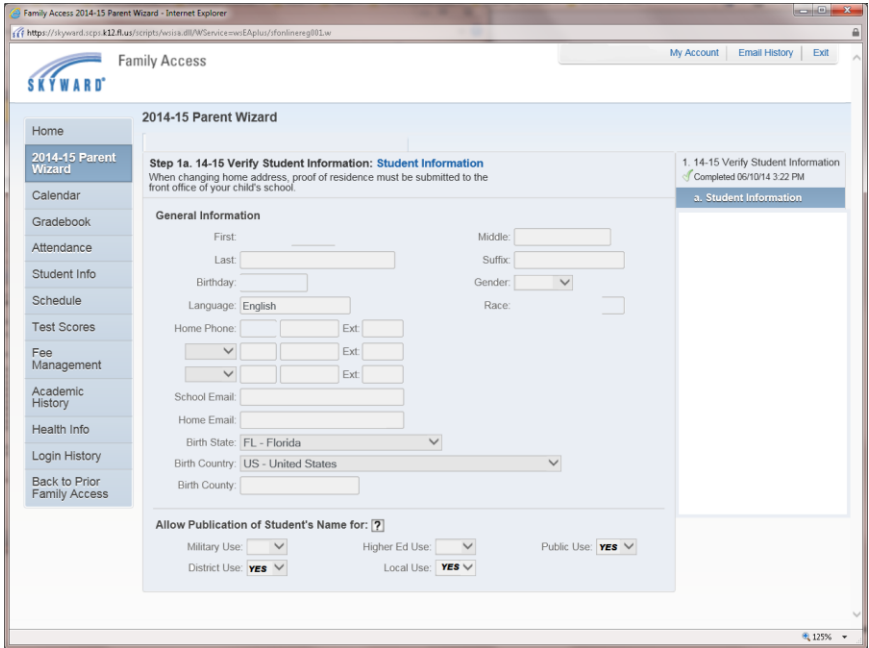
How do I receive a login and password for Family Access?

If you had access to Skyward Family Access last year, your login and password will remain the same. If you have forgotten your login information you may select "Reset Password" and you will receive an email with directions. If you do not have an email address in the SCPS system you must come to the school, present a picture id and receive the login information.

Can more than one parent/guardian have access to a child's record?

Yes. Each parent/guardian can receive individual accounts with his or her unique password. Parents must have the legal right to view their child's school records.

Setting Permissions in Skyward for Student to Appear in the Yearbook, Cool School, Newsletter and Website



In Skyward, go to Student Information in the Parent Wizard. Under Allow Publication of Student’s Name, you must select YES for Local Use for your child’s picture to appear in the yearbook. You must select YES for District and Public Use if you would like your child to participate in the Cool School video or to appear in any printed or web based publications.

Laptop Central Hours of Operation

Before School	Pick-up & Drop off	7:00 a.m. – 7:15 a.m.
During Lunch	Pick-up & Drop off	A Lunch or B Lunch
After School	Pick-up & Drop off	2:20 p.m. – 2:45 p.m.

Helpful Information

Crooms Website – CroomsAoit.org

Online Textbook – Epassport.scps.k12.fl.us

ECampus - Epassport.scps.k12.fl.us

Skyward – family.scps.k12.fl.us or Epassport.scps.k12.fl.us

Email Office 361 – Epassport.scps.k12.fl.us

Main Numbers

Front Desk: 407-320-5750

Attendance: 407-320-5760

School Secretary: 407-320-5755

Bookkeeper: 407-320-5741

Athletic: 407-320-5723

Student Service

Website – cait.scps.k12.fl.us/StudentServices.aspx

Erica Dixon – Student Services Secretary – 407-320-5754

Carolinda DeGarmo (Counselor for A –K) 407-320-5773

Donna Wood (Counselor for L – Z) 407-320-5726

Adriana Teague (Counselor for AA Program) 407-320-5718

Cindy Dawson – Inclusion Specialist – 407-320-5722

Patrice Washington – inclusion Specialist – 407-320-5761

Samantha McMullen – 407-320-5736

Crooms Dining Services

Website - diningservices.scps.us

Marybeth Thompson – 407-320-5752



CROOMS

Academy of Information Technology

Phone Numbers

Reception: 407-320-5750

Guidance: 407-320-5754

Attendance/Clinic: 407-320-5760

Tech Help: 407-320-5762

Crooms Website

croomsaoit.org

Uniform Website

www.rissebrothers.com

Food Services

dining-services.scps.us

Student Portal

epassport.scps.k12.fl.us

User id: Student ID Number _____

Family Access from Skyward

Userid: _____

Password: _____