

Technology Agreement

CCIU LAPTOP

Step-by-Step Guide

2021-2022



Read this agreement before you open and turn on your laptop. Using your laptop means that you agree to be responsible for it, and abide by these terms.

References

For technical support, please email studenthelp@cciu.org

In the email, include the details of any issues you are experiencing or questions that we can answer for you. Please also include the best way to contact you and preferred times. If your email isn't working, you may send a text to studenthelp@cciu.org

Please visit: <http://studenthelp.cciu.org> for up-to-date technical information and Frequently Asked Questions (FAQs).

Google Workspace Account Credentials and Chromebook Login Credentials:

Email address: **firstnamelastname@students.cciu.org**

Password: if you do not know your password, contact your teacher

Google Classroom URL: classroom.google.com

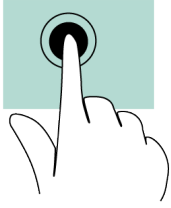


Touch Gestures

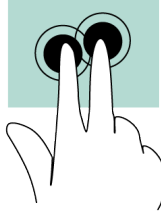
Use these common touch gestures with the TouchPad .



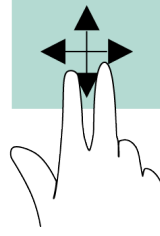
Some computers, apps and files do not support all touch gestures.



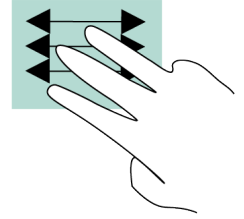
Tap or double-tap to select



Two-finger tap to open context-sensitive menu



Two-finger scroll



Three-finger scroll to switch between open tabs

Quick Tour

1 Wireless Antennae (2)

2 Internal Microphones (2)

3 Camera

4 Power Button 

5 TouchPad

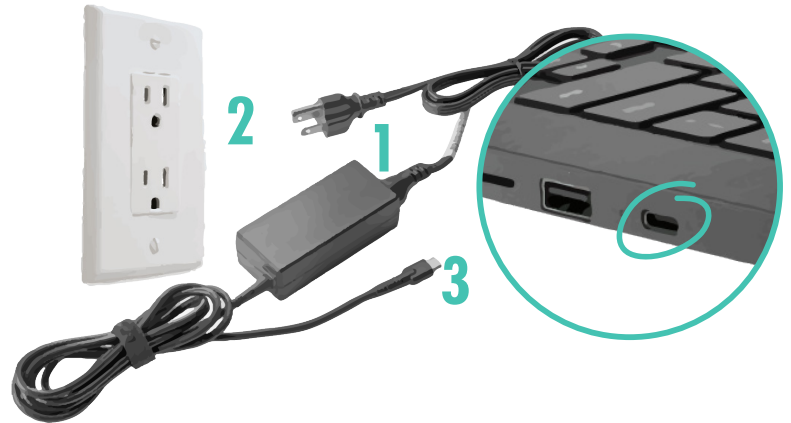


Computer color, icon labels, and accessories may vary.

Quick Setup

1. Plug in!

1. Connect the two power cables together.
2. Plug the power cable into the outlet.
3. Plug the power cable into the matching slot in the side of the computer.



2. Power On



3. Set Up Wi-Fi

1. At the initial login, your Chromebook will present the "Network not available" window.
2. Select your home Wi-Fi network from the list or drop down menu.
3. If prompted, enter your home Wi-Fi password in the password field.
4. Click Connect to proceed to the Sign into your Chromebook window.

4. Sign into Google

1. Enter your entire CCIU Google Workspace email address (firstnamelastname@students.cciu.org) or only your firstnamelastname if "@students.cciu.org" is already filled in. Click Next.
2. Type in your password carefully and click the blue "Next" button again. Passwords must be typed exactly right to work.

Google

Sign in to your Chromebook

Enter your email

firstnamelastname@students.cciu.org

Forgot email?

More options

NEXT

Chester County Intermediate Unit

Laptop & Technology Agreement

This agreement sets forth the rules and conditions under which a laptop, tablet or other internet-enabled device is lent to a person who is enrolled ("student") in a CCIU school or receives CCIU services. This agreement is for the current school year and subsequent school years unless it is modified or terminated earlier by the CCIU. In the event that the student is a minor, the rules and conditions outlined are extended to the minor's parent(s) or legal guardian(s).

The student and his/her parent/guardian(s) must read and understand this entire agreement before opening or powering on a CCIU electronic device. If the student or parent/guardian does not understand or has questions about any part of the agreement, he/she should ask for an explanation or clarification and not open or power on the device until his/her question(s) have been answered.

General

1. CCIU lends a laptop, tablet, or other internet-enabled device to the student in a relatively open, unlocked state, trusting that the student is able to operate the laptop in a responsible manner at all times and to treat it as valuable property of CCIU.
2. All use of devices, software, networks, and other technology must adhere to existing CCIU and school policies.
3. For the purposes of this agreement, the term "authorized CCIU staff member" refers to a teacher, administrator, or other staff member.
4. The student or parent(s)/guardian(s) will return the laptop to CCIU upon completion of CCIU coursework or receiving services within a reasonable time period. Any device not returned after repeated reminders will accrue laptop rental fees and be considered stolen; a police report may be filed.

Student Usage Responsibilities

1. The device's primary intended purpose is to support instruction, provide access to receive CCIU services, and teacher-directed educational purposes. Other responsible uses of the laptop, tablet or device and changes to the system such as screen savers, desktop pictures, etc., are permitted, provided that such uses or actions do not violate any other part of this agreement, are lawful, and do not interfere with the educational process or the proper operation of the laptop or of any network.
2. When the student is logged in and participating virtually in a live classroom session, he/she will do so in a private and secure location (such as the student's home) that is not accessible to the general public. If there are individuals other than the student's parent(s), sibling(s), or typical household members present during a session, the parent/guardian(s) will contact the school prior to logging into the live classroom session.
3. It is the student's responsibility to notify a teacher or other CCIU staff member in a timely manner if the device is not operating properly, so that tech support staff have an opportunity to fix the issue or arrange for a loaner device. Neglecting to report a malfunctioning device in a timely manner may have disciplinary or academic consequences, similar to forgetting a textbook or other necessary educational materials.
4. Protection of the student's documents, data and any personal applications is solely the responsibility of the student. The student is strongly encouraged to use personal backup procedures, such as USB flash devices, online systems, etc. Assistance with implementing personal backup procedures is available; contact the CCIU tech support team for information.
5. It is the responsibility of the student to maintain proper file management. Music, pictures, and videos should remain in the respective folders (Music, Photos, Movies) and should not be placed in the Documents or Desktop folders.

6. The student, his/her parent(s)/guardian(s), and authorized CCIU staff are the only authorized users of the student's technology device. Sharing or swapping is prohibited. Parent/guardian(s) have the right to obtain the student's password from authorized CCIU staff and are encouraged to sit with their child as he/she logs in to observe any activity desired.
7. The student and parent/guardian(s) shall report any violation of this agreement to an authorized CCIU staff member.

Student Usage Prohibitions

1. Irresponsible or unlawful use of the device will result in escalating disciplinary actions based on the seriousness of the violation. Possible irresponsible or unlawful behaviors that will result in disciplinary actions include, but are not limited to, those described in this agreement, CCIU Acceptable Use Policy, CCIU Board Policies, CCIU Procedures and Policies and applicable local, state and federal laws.
2. The student shall know only his/her own password. No other passwords may be known or sought in any way. If a student notices or obtains a password that is not his/hers, the student shall immediately notify a CCIU staff member.
3. The student shall not bypass or attempt to bypass any form of electronic security built into the device's operating system or network. If the student has any questions regarding what may be considered prohibited activity, he/she will ask a CCIU staff member for guidance.
4. The student shall not view, or attempt to view, inappropriate websites or other similar media/material. The student shall report accidental viewing of inappropriate materials to his/her teacher or to other CCIU Staff, in addition to his/her parent/guardian(s). CCIU provides filtering compliant with the Child Internet Protection Act (CIPA) that makes a best-effort attempt to block inappropriate websites. This technology is not flawless and is only intended as a basic protection to prevent the accidental viewing of inappropriate material. The parent/guardian(s) is responsible for monitoring the student's use of the device, to ensure the student does not view inappropriate websites/material.
5. The device may not be used to host personal web pages and may not be used as a server in any way other than those specifically permitted by authorized CCIU staff.
6. The student is prohibited from providing personal information about himself/herself or others on the Internet, unless specifically permitted by authorized CCIU staff and with an approved consent form signed by the parent/guardian(s). This includes, but is not limited to: photographs, drawn likenesses, phone numbers, dates of birth, mailing or email addresses, names, nicknames, credit card information, social security numbers and other personally identifiable numbers or descriptors.
7. Illegal file sharing or other misuse of copyrighted materials or media is prohibited. Downloading or uploading music, video, applications, or other files or media that violates copyright is prohibited. If the student has any question about what may or may not be copyrighted material or its proper use, he/she will ask for guidance from an authorized CCIU staff member.

Technology Device Security and Care

1. The student is responsible for the physical and electronic security of the device. Any physical or electronic loss or damage to a device must be reported immediately to authorized CCIU staff member.
2. The student shall not remove, deface, or otherwise modify any part, label, tag, or component of the device. The device shall remain free of markings, drawings, stickers, or intentional marring of the surfaces. Exceptions may be made by the school for CCIU-provided materials if such materials are provided specifically for use with the laptop.
3. The student shall keep the identification tags or labels on the device. Assistance shall be sought from a CCIU technical support staff member for any damaged tag or label.
4. The student will not disassemble or remove (or attempt to do so) any part of the device without specific direction and real-time support from a CCIU tech support staff member either on the phone or in the virtual office.
5. The student shall care for their device and is responsible for keeping the device clean. Students should observe reasonable caution to avoid damage or destruction of the device. Students can mind the following recommendations for responsible use:

- Use your laptop where the ambient temperature is between 50° and 95° F (10° and 35° C). Don't leave your laptop in your car because temperatures in parked cars can exceed this range. You should also use your laptop where the relative humidity is between 0% and 95% (noncondensing).
- Use your laptop on a stable work surface that allows for good ventilation. If your laptop has ventilation openings, don't put anything into them.
- Do not stack anything on the device.
- Keep pets away from your devices to avoid contamination by animal hair/products.
- Do not smoke cigarettes in the vicinity of the laptop. Cigarette smoke is absorbed in the plastic components and can render the device unable to be used by others.
- Keep food and liquids away from your laptop to minimize the chance of crumbs or liquids damaging components.
- Wash your hands before using your device; natural oils and grime can build up on your laptop and affect both its appearance and its performance.
- Should you spill anything on your device that cannot be easily wiped off, or if a spill occurs near your screen, keyboard, or ports on the side of the machine, immediately unplug the device and do not touch the device until a CCIU tech support team member can be reached by phone. This is for your protection! Do not attempt to clean spills yourself, as even the best intentions may worsen the problem.

Rights of CCIU Staff

1. Authorized CCIU staff members have broad discretion to halt any activity or mandate any changes to the device if in their judgment there is a disruption to the educational process.
2. Authorized CCIU staff members are responsible for maintaining administrative control of the device. Therefore, with or without notice to the student, authorized CCIU staff may observe the use of the device at any time using any lawful means. This means that authorized CCIU staff may view the device without knowledge of the student. The student may not interfere in any way with this process. CCIU staff may modify the device settings and software at any time. Please note that this only applies to viewing the device's screen; CCIU staff will never activate or use a device's camera remotely.
3. The student will make his/her device available to any authorized CCIU staff member upon request. The device is the property of CCIU and was lent for instructional purposes. The student has no expectation of privacy when using the device, nor shall any data on the device be considered private. The student will provide the password to any encrypted or password-protected document upon request.
4. This agreement may be modified in whole or in part by CCIU at any time when it is in the interest of CCIU to make modifications to ensure that the device is primarily being used for instruction, to prevent disruption to the educational process or to ensure the safety and welfare of the student, other students and CCIU staff. This agreement between the student and CCIU may be terminated by CCIU without notice.

This specifies the terms of CCIU laptop and technology use. Opening and powering on a CCIU laptop is your agreement to these terms.





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