



Student/Parent

1:1 / BYOD Program Handbook

2023 / 2024

Terms of the BYOD Program

Terms

You will comply at all times with the Four County Career Center BYOD Program Handbook and FCCC Acceptable Use Policy. Failure to do so may result in the termination or suspension of your rights to participate. Four County Career Center will not be responsible or liable for the loss, damage, misuse or theft of personally owned items.

Participation and Technology Fee Waiver

Four County Career Center students are not required to participate in the BYOD program. However, Students, with Parental permission, who choose to participate in the BYOD Program, will abide by the terms and responsibilities of the BYOD Program Handbook, Acceptable Use Policy, along with having the Technology Fee waived for each semester of participation. Students that choose not to participate will be enrolled in the 1:1 Program and held to the terms and responsibilities stated by the 1:1 Handbook, Acceptable Use Policy and Technology Fee.

Expectations

- Students will only use appropriate technology at their teachers' discretions.
- Students will only use appropriate educational applications on their device during school hours.
- Student's electronic communication to their teacher and/or other students will be for educational purposes only.
- Students are permitted to access only the school's network through their personal device. No private "hotspots" are allowed on the FCCC campus. More information will be provided to students for accessing FCCC networks.
- Teachers, Parents and Students who use this opportunity and collaboration to its fullest capacity will find numerous benefits to instruction, resources, completion of assignments and personal organization.
- Students that do not follow the expectations of the BYOD policy for the use of personal devices will face FCCC disciplinary measures, including the loss of the privilege to utilize personal devices at FCCC.
- The Helpdesk Center is only responsible for repairs pertaining to FCCC.

Acceptable Devices (Based upon State of Ohio Testing Standards)

A personally owned device shall include the following:

- A Laptop/Netbook/Ultra-book with Windows 10 or newer, Mac OS 10.13 or newer, Google Chrome OS 102 or newer, minimum 4GB RAM, 10.1” screen or greater, wireless network capable, 1024x768 resolution or greater, headphone jack, minimum one USB slot.
- A Tablet Device with Mac iOS 15 or newer, Android 10 or newer, Windows 10 (no S mode) Wi-Fi capable, 9.5” screen or greater, 1024x768 resolution or greater, headphone jack.

Educational Purpose

Educational purposes include, but not limited to, classroom activities, career development, communication with teaching staff and administration, homework and research and discovery activities. Students bear the burden of responsibility to inquire with FCCC administration and/or with their teacher when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Inappropriate and Prohibited Conduct

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, or images typed, posted or spoken by students.
- Information that could cause damage to an individual or the school community or create disruption of an academic environment.
- Personal attacks, including prejudicial or discriminatory remarks.
- Harassment or stalking others.
- Knowingly or recklessly damaging another student’s device.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, or person.
- Record and/or distribute audio and/or video or take pictures of any student or staff member without written permission.
- Use of 3G or 4G “hotspots” strictly prohibited.

Personal Ownership

In the case of theft, vandalism and/or any other criminal action, the student or parent MUST first inform FCCC administration and should also file a police report of the occurrence. This pertains to any incident on FCCC school grounds.

Students who intentionally damage or vandalize another student's personal property will be held responsible for reconciliation and may also be subject to any legal options.

Students and/or Parents are responsible for the cost of repair to personal property.

Four County Career Center shall not be liable for the loss, damage, vandalism, misuse, or theft of any personally owned device brought to school.

Your rights to participate in the BYOD Program will be subject to termination if a student violates the BYOD program, Student Acceptable Use Policy and/or is recommended by the administration.

Insurance and Bags

FCCC highly RECOMMENDS each student and/or parent purchase insurance from an outside source. FCCC will provide information about Worth Ave Group who is a third party insurance provider that reimburses expenses for repairs comprised under the "Coverage Benefits." Further information can be provided by the Helpdesk Center.

BYOD Program participants at all times should use a protective case of some sort. **Any bag that a laptop or device is carried in must be specifically designed for the device itself. The size of the bag must be no larger than 2 inches of the actual device. Backpacks, book bags and multiple pocket types of carriers will not be allowed. Administration will make the final decision on the acceptability of any carriers.**

Financial Hardship

If any fees that occur during a student's two-year program create a financial hardship, please contact the student's Supervisor for available options. Upon proof of hardship the Administration may elect to:

- Create a payment plan for fees to be paid over a period of time.
- Allow reduced payment of fees based upon Free/Reduced Lunch Schedule.
- Clear fees entirely.

General Rules

- DO NOT leave the laptop/tablet unattended anywhere or at any time, even with a friend.
- DO NOT leave it in a lab, cafeteria, bus, or vehicle.
- **Students are required to bring their device to school every day.**
- **Students are required to charge their device overnight, at home prior to coming to school. Power outlets in classrooms are not for charging a student's device.**
- Inappropriate media may not be used as a screensaver or wallpaper.
- Any inappropriate content found on a student's device by the Helpdesk Center will be reported to their acting Supervisor for disciplinary action.
- Use issued flash drives, My Big Campus, Dropbox, etc. to store classroom material, homework, papers, etc. In the event of device failure, the Helpdesk Center is not responsible for any lost data.
- Any music, games, books, etc. are not permitted to be downloaded from the internet. This may be a copyright violation and subject to criminal investigation. This does not pertain to purchased music from iTunes.
- DO NOT LOAN, BORROW, or SHARE your device or login password with any other student.

Terms of the 1:1 Program

Terms

You will comply at all times with the Four County Career Center 1:1 Program Handbook and Acceptable Use Policy. Failure to do so may result in the termination or suspension of your rights to possess FCCC property.

Ownership

Legal ownership of property is that of FCCC and shall remain so until the last day of school of the student's senior year. All right of possession is limited to and conditioned upon complete agreement with the policies set forth by FCCC.

Loss or Damage

If the property is loss, damaged, or stolen - the student is responsible for the cost of repair or its fair market value (FMV) on the date of loss, damage or theft. Loss or theft of device must be reported to the Helpdesk Center by the next school day after occurrence, along with any accompanying police reports or insurance documentation.

Return Policy

The last week of a student's Junior year, all property will be returned to the Helpdesk Center to be reprogrammed for the next school year. Any failure to return FCCC property in a timely manner, whether at the end of junior year or due to withdrawal from FCCC, will result in declaring the student in default and all legal options will be implemented for the return of FCCC property.

Use and Fees

In the case of theft, vandalism and/or any other criminal action, the student or parent MUST file a police report of the occurrence. This pertains to any incident on or off FCCC school grounds. A copy of the police report must be filed with the Helpdesk Center within 72 hours of the incident.

If a student and/or parent reports the criminal action and provides a police report to the Helpdesk Center within the allotted time frame, the student and/or parent will only be responsible for a \$100 replacement fee instead of the FMV replacement fee.

If the property is lost, the student and/or parent will be responsible for the FMV replacement fee of the replacement unit.

Students who intentionally damage or vandalize FCCC property will be charged the full price of the property and all legal actions will be implemented.

Students and/or parents are responsible for the cost of repair to damaged property that is not covered under the manufacturer warranty. (See chart provided)

Your rights to use and possess the property of FCCC will terminate no later than the last day of the school year unless earlier terminated by FCCC administration or upon withdrawal from FCCC. Failure to return or surrender FCCC property will result in all legal options being implemented.

Insurance and Bags

FCCC highly RECOMMENDS each student and/or parent purchase insurance from an outside source. FCCC will provide information about Worth Ave Group who is a third party insurance provider that reimburses expenses for repairs comprised under the “Coverage Benefits.” Further information can be provided by the Helpdesk Center.

A case will be issued to each student when they receive their device. These are not to be used for any other purpose.

Financial Hardship

If any fees that occur during a student’s two-year program create a financial hardship, please contact the student’s Supervisor for available options. Upon proof of hardship the Administration may elect to:

- Create a payment plan for fees to be paid over a period of time.
- Allow reduced payment of fees based upon Free/Reduced Lunch Schedule.
- Clear fees entirely.

General Rules

- DO NOT leave the device unattended anywhere or at any time, even with a friend.
- DO NOT leave it in a lab, cafeteria, bus, or vehicle.
- **Students are required to bring their device to school every day in their school issued case.**
- **Students are required to charge their devices, overnight, at home prior to coming to school. Power outlets in classrooms are not for charging student devices.**

- Inappropriate media may not be used as a screensaver or wallpaper.
- Passwords for power-on screens, etc. are strictly prohibited and may result in repair fees.
- Any inappropriate content found on a student's device by the Helpdesk Center will be reported to their acting Supervisor for disciplinary action.
- In the event of device failure, the Helpdesk Center is not responsible for any lost data.
- Any music, games, books, etc. are not permitted to be downloaded from the Internet. This may be a copyright violation and subject to criminal investigation. This does not pertain to purchased music and/or Apps from iTunes.
- All school assigned Apps/Software loaded on assigned devices at the beginning of each year is the sole property of FCCC.
- DO NOT LOAN, BORROW, or SHARE your laptop or login password with any other student.

Warranty

Warranty claims are at the discretion of the manufacturer and not FCCC.
Students are required to pay for all non-warranty damages.

Examples of warranty and non-warranty issues:

COVERED	NOT COVERED
Screen Failure	Visibly damaged screen
Screen backlight goes bad/screen shifts.	Screen is visibly broken or cracked.
Properly cared for Power Cord goes bad.	Power cord is twisted, kinked, severely cut.
System failure	Device is dropped, damage to device is noticeable.

Transporting Devices

Devices must be transported in the FCCC issued case at all times. Students should contact the Helpdesk Center in the event of a broken, torn or lost case.

E-Mail Accounts

E-Mail accounts will be provided to each student for educational purposes only. FCCC strongly supports the environment and in an effort to cut down on paper consumption many teachers will use e-mail as a way to communicate with their students. Student to student communication during instructional time, without teacher permission, may result in disciplinary action. E-mail accounts are a privilege, not a right; access may be restricted or revoked due to misuse at the discretion of the administration.

Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Screen cleaning pads are available in the Helpdesk Center.

Suspended Privileges

Suspended privileges will result from abuse, neglect, or damage of FCCC property. Suspended privileges will also occur if a student has any repair fees, damage fees, and/or labor fees that have been neglected for more than 30 days. Payment of any kind will need to be made to re-instate privileges. Suspended privileges will need to check in/out a device from the Helpdesk Center per period.

Please feel free to submit all technology questions and/or paperwork to the Attention of FCCC HelpDesk Center.

Four County Career Center
Attn: HelpDesk Center
22-900 State Route 34
Archbold, OH 43502
419-267-2704

Informational Appendix

Four County Career Center's purpose of the 1:1 program is to provide a tool to assist in the preparation of a student's success in life, learning and job skills for the 21st Century. Participation in the 1:1 program will enable students to take the devices home in the evenings and on weekends and holidays during the school year. Limited personal use of the device and self-expression by the assigned student is acceptable, so long as it conforms to the policies set forth by FCCC.

By signing the Acceptable Use Policy the student and parent/guardian understands and acknowledges participation in the 1:1 / BYOD Program and agrees to comply with the rules in this Handbook.