1:1 Device Details & Recommendations

Cottonwood Classical Preparatory Schools is moving to a 1:1 model for student devices in the 2020-21 school year and beyond. Please consult the details and recommendations below, and let us know if you have specific questions.

Grades 6 & 7: CCPS will provide a Chromebook for use, and it can be picked up in early August (details to follow). We are asking students to use our device, as it is managed with 6th & 7th grade needs in mind.

Grades 8-12: CCPS is asking families to provide a device to each student for use in the coming school year. The device should fit the criteria listed below. If you cannot afford a device that meets the listed criteria, or cannot acquire the device prior to August 4th, 2020, we will make a Chromebook available to you.

The device should:

- Be available exclusively to to the student for at least six (6) hours per school day
- Include a headphone jack
- Include a USB-A or USB-C drive that you can use YOUR USB storage device with
  - USB-A is the more common, rectangular-shaped I/O, but USB-C is okay if you have a compatible portable storage device
- Meet one of the following hardware specifications:
  - Chromebook with 4 GB of RAM (or higher)
    - Processor really does not matter much when it comes to Chromebooks
    - [Good Place to Start with Shopping Chromebooks](#)
  - Windows or Mac laptop with:
    - Core i3, i5, or i7 (Intel) or AMD Ryzen 3000 or 4000 series
    - 8 GB of RAM (or higher)
    - Note: For Windows devices, buying from the [Microsoft store online](#) or looking for "signature edition" devices will ensure they do not have extra "bloatware" installed on them.
  - Tablet (iPad, Pixel Slate, or similar) with Keyboard

While a smart phone can be great for checking assignment details and basic communication, it will not suffice to serve as the core device for CCPS assignments.

Chromebook Use

Device Purpose

CCPS is supplying students with a Chromebook device. This device is a property of CCPS. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Schoology, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing. CCPS can and will monitor all communication on this device.

1. RECEIVING YOUR CHROMEBOOK: School Owned/Issued Chromebooks

Chromebooks will be distributed at the beginning of each school each year to CCPS students. Parents/Guardians and students MUST agree to the Handbook, which includes Chromebook terms of use, before the Chromebook can be issued to their child. This Chromebook Policy outlines the procedures and policies for student use and for students and families to protect the Chromebook investment for CCPS. For 6th grade students, they will each receive a Chromebook and keep it until 10th grade or until they disenroll during or before 10th grade. For 7th to 12th grade students, chromebooks may be collected at the end of each school year and students will be reissued a Chromebook every year while they are still enrolled. In 10th grade, students will be given the opportunity to purchase a Chromebook.

2. RETURNING YOUR CHROMEBOOK:

· Students leaving CCPS must return Chromebooks to the CCPS Information Technology Department on or before their last, full school day.

· Any Chromebook not returned at the end of the year or when the student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified. We will withhold their academic records from the educational institution that the student is transferring to.

· Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be submitted to the Information Technology Office as soon as possible so that they can be taken care of properly. *Do not take CCPS-owned Chromebooks to an outside computer service for any type of repairs or maintenance.*

3a: General Guidelines

· CCPS recommends the purchase of a soft sleeve for transporting the Chromebook in a backpack.

· No food or drink is allowed next to your Chromebook while it is in use.

· Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

· Never transport your Chromebook with the power cord plugged in.

· Never store your Chromebook in your carry case or backpack while plugged in.

· *Students should never carry their Chromebooks while the screen is open.*

· Chromebooks must remain free of any writing, drawing, or stickers.

· Vents CANNOT be covered.

·   Chromebooks should never be left in a car or any unsupervised area.

·   Students are responsible for bringing completely charged Chromebooks for use each school day.

3b: Carrying Chromebooks

·   Transport Chromebooks with care. Carry in a backpack with a soft sleeve around the Chromebook.

·   Chromebook lids should always be closed and tightly secured when moving.

·   Never move a Chromebook by lifting from the screen (support it from its bottom).

·   Always carry your Chromebook in two hands.

·   Case use is required when transporting the Chromebook to and from classroom to classroom.

3c: Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

·   Do not lean or put pressure on the top of the Chromebook when it is closed.

·   Do not store the Chromebook with the screen in the open position.

·   Do not place anything near the Chromebook that could put pressure on the screen.

·   Do not place anything in a carrying case or backpack that will press against the cover.

·   Do not poke the screen with anything that will mark or scratch the screen surface.

·   Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

·   Do not place the device near magnets or anything with high electric current.

·   Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent. Contact the school technology department for any other cleaning methods.

4. USING

Chromebooks are intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher, whereupon they must keep the Chromebook in their backpacks.

4a: Chromebooks Left at Home

If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school. This should occur before the school day starts or at Brunch time to reduce distractions during the school day. If unable to contact parents or guardians to bring the device to school, the student can request a Chromebook loaner from their first period teacher who will notify the IT Office. Loaners are on an as available basis and are not guaranteed. Repeat violations of this policy would result in disciplinary action.

4b: Chromebooks Needing Repair

Chromebooks needing repair will need to be assessed by the IT department. They will fill out a form online in regards to the repair needed. Students can request a status update from the System Administrator on when they should anticipate their repair to be completed. Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook. Loaner Chromebooks may be issued to students when their Chromebook is being repaired. Loaner Chromebooks will not be taken home. Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Students will be required to reimburse CCPS if a loaner Chromebook is lost or stolen. The replacement cost of a loaner is the same as the standard CCPS-issued Chromebook.

4c: Charging your Chromebook

· Chromebooks must be brought to school each day fully charged.

· Students need to charge their Chromebooks each evening.

4d: Passwords and Background Images

· Take care to protect your password. Do not share your password.

· Inappropriate media may not be used as a screensaver or background.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by CCPS staff will result in disciplinary actions.

4e: Audio Restrictions

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones should be used at the discretion of the teacher and each student is responsible.

4f: Printing from your Chromebook

In an effort to honor our environmental stewardship focus and save on printing costs from paper to ink, CCPS is encouraging digital transfer of information by sharing and email information, papers, etc. However, there may be instances where teachers may require students to provide physical copies of their work for submission.

4g: Account Access

· Students will only be able to login using their *@cottonwoodclassical.org email account.

· Account login information can be supplied to students by the IT Office.

5. MANAGING and SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

Google Apps for Education is a suite of products which includes Gmail, Calendar, Sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud. With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are. All items will be stored online in the Google Cloud environment. Prior to leaving CCPS, or graduating, students that want to save any work need to use Google Takeout to transfer any work to a personal Gmail account. Please follow instructions.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the Internet. It does not run Windows application software or Mac application software.

6a: Updating your Chromebook

When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

6b: Virus Protections and Additional Software

·   With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.

·   Files are stored in the cloud, so there's no need to worry about lost homework.

6c: Procedures for restoring your Chromebook

If your Chromebook needs technical support for the operating system then it needs to be submitted to the CCPS IT support staff.

7. Wifi Access

To request support with broadband internet, a link to a form that can be submitted electronically will be provided.