



Adult Education Computer Handbook (Chromebooks 2024-2025)

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1. RECEIVING YOUR COMPUTER

Each student will receive their computer once they have signed and returned all student documents and paid course fees.

The computer belongs to Butler Tech until formally transferred to the student on successful completion of the course. Student possession and use of the computer is limited to and conditional upon full and complete compliance with Butler Tech guidelines and policies.

Students may be selected at any time to provide their computer for inspection.

2. YOUR LAPTOP INCENTIVE

Upon Graduation or Program Completion, the student may take ownership of the computer free of charge if the following requirements are met:

1. Meets or exceeds all Program Completions / Graduation Requirements.
2. 90% attendance rate, including excused and unexcused absences.
3. No outstanding books, supplies, and/or tuition balances.

3. TAKING CARE OF YOUR COMPUTER

Students are responsible for the general care of the computer they have been issued by Butler Tech. If the computer breaks or malfunctions, it must be reported to the Butler Tech technology office; Butler Tech will manage repair of all computers.

Students will not receive reimbursements nor will payments be made for repairs completed by the student or any person or organization conducting repairs at the student's request.

3.1 General Guidance

- Keep all food and drinks away from your computer.
- Carefully insert cords, cables, and removable storage devices into the computer.
- Always take care when carrying your computer, keeping in its case separate from any other objects.
- Conserve battery life by shutting down your computer when not in use.
- Never leave your computer unattended unless in a locked space.
- Never leave your computer outside or in any space such as a vehicle where it can be damaged by weather or temperature.
- Never place anything on top of the computer.
- Keep your computer charged and ready for use.

3.2 Screen Care

Computer screens can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from excessive pressure.

- Do not place anything near the computer that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the computer.
- Do not poke the computer with anything that will mark or scratch the screen surface.
- Clean the screen with a soft, dry cloth or anti-static cloth. Never use chemicals to clean the screen.

3.3 Password Protection

Students are required to use a Butler Tech user id and password to protect their computer and are required to keep that password confidential. It is good practice to use complex passwords and periodically change passwords to ensure they have not been compromised.

3.4 Computers Left in Unsupervised Areas

Under no circumstances should computers be left in unsupervised areas. Unsupervised areas include, but are not limited to school grounds, classrooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised computers will be confiscated by staff. Disciplinary action may be taken for leaving your computer in an unsupervised location.

4. REPAIRING / REPLACING YOUR COMPUTER

4.1 Damage and Vendor Warranty

A limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair or replace the computer. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or viruses. Please report all computer problems to the Main Office.

Students are responsible for the cost of *all* repairs or replacements not covered by the Vendor Warranty.

4.2 Insurance

Students may carry their own personal insurance to protect the computer in cases of theft, loss, or accidental damage by fire. This may include existing auto, homeowner's, or renter's insurance. Please consult with your insurance agent for details about your personal coverage of the computer.

4.3 Loss or Theft

In case of theft, vandalism, and other criminal acts off campus, a police report **MUST** be filed within 48 hours of the occurrence and a copy brought to the Main Office. (Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.) Instances happening on campus may be reported to the Main Office to determine appropriate action.

If the student has followed these procedures for a stolen computer and insurance does not cover the replacement, the computer will be replaced free of charge. Otherwise, the student will be charged for the replacement of the laptop.

If computer is lost, the student is responsible to pay for the replacement of the computer.

5. USING YOUR COMPUTER AT SCHOOL

Computers are intended for use at school each day including instructor expectations, school messages, announcements, calendars, and schedules. Students must bring their computer to all classes unless specifically advised not to do so by their instructor.

5.1 Acceptable Use

Use of a Butler Tech computer is a privilege which may be revoked at any time. If you do not fully comply with all terms of this handbook and the terms of the Acceptable Use Policy, Butler Tech may require you to return the computer.

Students will not make changes that bypass Butler Tech security or lock the device from Butler Tech access. Students who do so may be responsible for the cost of replacement hardware and/or disciplinary action.

5.2 Sound

Sound must be muted at all times unless permission is obtained from the instructor for instructional purposes. Headphones may be used at the discretion of the instructor.

5.3 Managing Files & Saving Work

All students are provided online storage with their computer and are expected to use this for saving their work. Students are responsible for any files that are lost because they are stored elsewhere.

5.4 Apps and Online Materials

Students are provided access to appropriate apps, Web sites and plugins for coursework and testing. Students must follow instructor direction in accessing needed materials and always use their Butler Tech login information unless specifically directed otherwise.

6. BEHAVIOR GUIDELINES FOR USING YOUR COMPUTER

6.1 Privacy and Safety

- Do not go into chat rooms or social media sites without permission. If applicable, instructors may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that any use of the computer is not guaranteed to be private or confidential as all computer equipment is the property of Butler Tech.

- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify an instructor or the Main Office immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

6.2 Legal Propriety

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your instructor.
- Plagiarism is a violation of Butler Tech policy. Give credit to all sources whether quoted or summarized including all forms of media on the Internet such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited; violators will be subject to discipline.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Violation of applicable state or federal laws, including the Ohio Revised Code, Computer Crimes, will result in criminal prosecution and / or disciplinary action.

6.3 Email/Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs. All e-mail & communications may be subject to inspection by the school.

6.4 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the computer Handbook or Acceptable Use Policy will result in disciplinary action as outlined in the student handbook.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

7. FAQ

1. **Where do I find an authorized service technician for my computer?**

- All repairs and service must be done through Butler Tech. If you have a question or a service need, take your computer to the Main Office. Do not attempt to contact the manufacturer or complete the repair on your own.

2. **What about insurance against theft or breakage through carelessness?**

- Your computer is both portable and valuable, making it an attractive target for thieves. Therefore, insurance protection is recommended. The best insurance is to take care of your computer. Do not leave your computer in a building, classroom, or car unattended. Always know where your computer is located.

3. **What will I do if my computer is being repaired or while I am replacing it if it is lost or stolen?**

- Butler Tech stocks a limited number of computers that can be loaned out on a first-come, first-served basis. You will be able to apply for a loaner unit at the Main Office, the same area where you will go for service on your computer. If you are in possession of a “loaner,” treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

4. **Do I need a printer?**

- You need not own a printer since printers are available in the school.

5. **How do I connect to the Internet at home?**

- You may connect to the Internet using the built-in wireless. If you maintain a wireless home network, you must set the computer to connect to your wireless connection. Butler Tech does not and will not provide a user account or pay for these home services.

6. **Will I be given a new battery if mine goes bad?**

- The battery will be replaced by the manufacturer for defects covered under warranty. You are responsible for charging your battery and proper battery maintenance.

7. **Are student computers subject to school “snooping”; what if a student brings their computer in for repairs and “objectionable data” is detected?**

- Butler Tech does monitor computers and networks for inappropriate material. Inappropriate material on computers will be reported immediately upon identification. Students who have “objectionable data” on their computer, but have failed or chosen not to report it, will be referred to the Campus Administrator.

8. **If the accessories to my computer are lost, stolen or damaged, how much will it cost to replace them?**

- You should report the lost items to the Campus Office. The typical cost to replace common equipment is listed below. Students will be responsible for the ACTUAL replacement cost.

AC adapter cord ~\$30	Bag ~\$25
Screen replacement ~\$100	Computer replacement ~\$500

STUDENT PLEDGE FOR computer USE

1. I will take good care of my computer.
2. I will never leave the computer unattended.
3. I will never loan out my computer to other individuals.
4. I will know where my computer is at all times.
5. I will charge my computer's battery every day.
6. I will restart my computer at least once a week.
7. I will keep food and beverages away from my computer.
8. I will not disassemble any part of my computer or attempt any repairs.
9. I will protect my computer by only carrying it in the bag provided by Butler Tech. Other items will not be placed in the case as they may cause damage to the computer.
10. I will use my computer in ways that are appropriate and educational.
11. I will not place decorations (such as stickers, markers, etc.) on the computer.
12. I understand that my computer is subject to inspection at any time without notice and remains the property of Butler Tech.
13. I will follow the policies outlined in the Computer Handbook, and Acceptable Use Policy.
14. I will file a police report in case of theft or vandalism.
15. I agree to pay for the replacement of my computer, power cord, battery, case, or other computer components in the event any of these items are lost, stolen or damaged.

By enrolling in the Butler Tech program, accepting a computer, and signing the Butler Tech Acceptable Use and Safety Policy, I agree to the rules and expectations of this handbook. This signature acknowledges receipt of the Butler Tech Computer Handbook.

Student Name: (Please Print) _____

Student Signature: _____ Date: _____