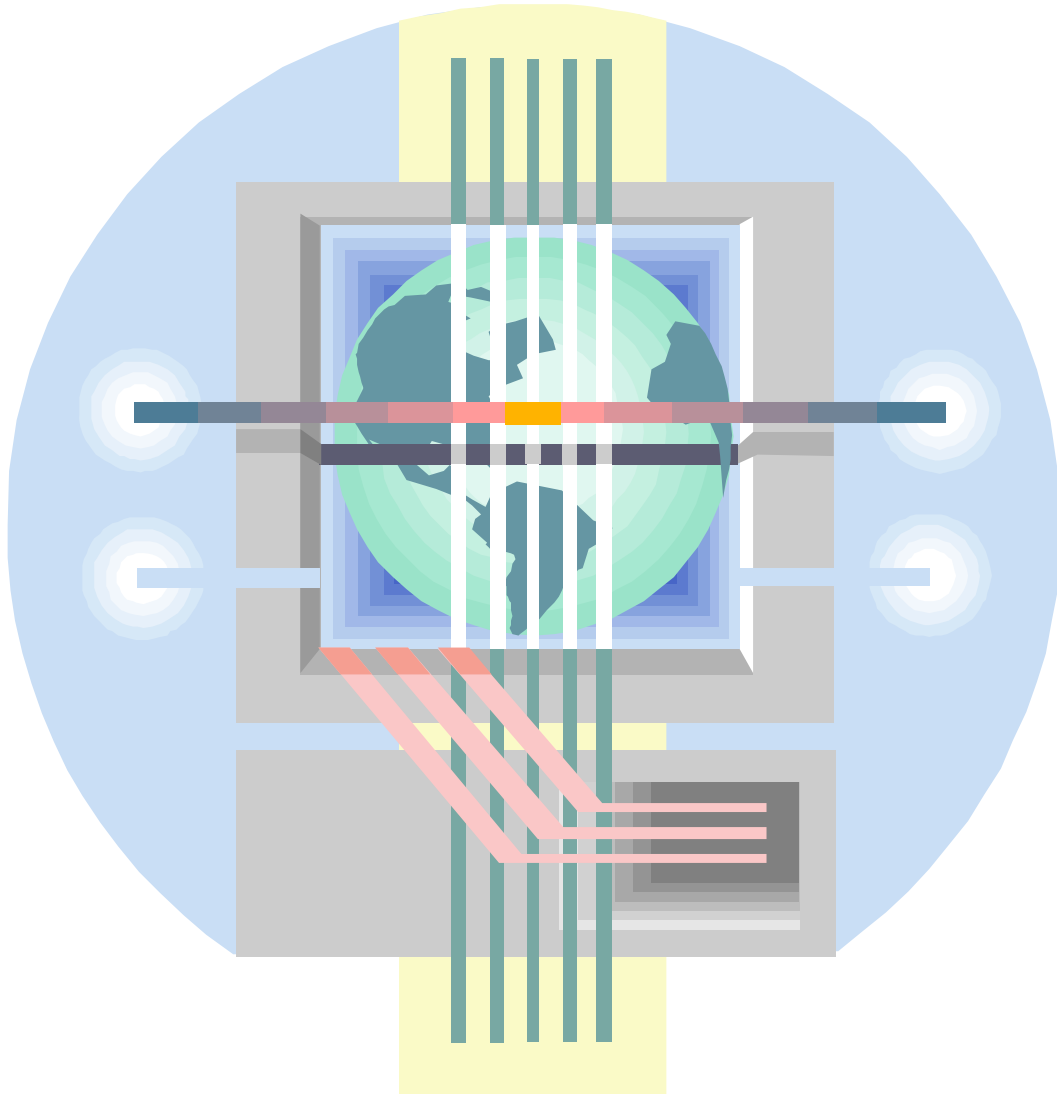


Franklin County Career and Technology Center

Information Systems Technologies

Student Handbook



2015 - 2016

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Introduction:

You Are An Information Systems Technologies Student.

You Represent The Highest Level Of Achievement Ever Known At This School.

Everyone Will Expect This of You And You Must Accept Nothing Less From Yourself.

This sign hangs inside our shop and expresses what is expected of each student. It is our desire that every student experience success in this program. By expecting the best from students, we believe that we can better help them achieve their goals and fulfill their expectations.

This handbook has been put together to help students and parents become familiar with the Information Systems Technologies shop procedures and policies. The final page of this handbook contains a signature page and questionnaire. After parents and students finish reviewing the contents of this handbook they should complete this form and return them to the career center. The completed form is an acknowledgement that you have read, understood, and agree to abide by the contents of this book. This book is an enhancement of the FCCTC student handbook and covers rules and policies explicitly for Information Systems Technologies students. Students are still required to follow the rules in the FCCTC student handbook while in the program and the school.

If you have any questions about the contents of this handbook or about your son's or daughter's progress you can contact me at the following numbers.

Tim Byers

Work Phone: 263-9033 Ext. 275

Home Phone: 267-2399

e-mail: tbyers@franklinctc.com

Student Progress

The grade received is derived from three sources. Forty percent of the grade is based upon the student's participation in class and is called the Work Ethic grade. Forty percent of the grade is the student's completed quizzes, tests, homework, and other assignments and is called the Knowledge Grade. Twenty percent of the grade is derived from how well the student performs selected tasks/jobs and is called the competency grade. Progress reports are sent home at midterm (three weeks for Greencastle and 4.5 weeks for everyone else.)

Students are required to complete a certain number of assignments for each module/chapter of work. These required assignments are to ensure the students attain a minimum competency level within the course. If these required assignments are successfully completed by the due date the student's module/chapter grade will be based on the percentage of assignments completed.

If a student receives a D, F, or W or if there are other problems with your child in class, the Instructor may request a parent teacher conference to address the situation.

Student Absences

This is considered one of the most difficult programs at the school due to the technical nature and the amount of material presented during the year. Our program also conforms to Pennsylvania's Competency Based Vocational Education requirements for graduation.

It is imperative that your child makes every effort to have the best possible attendance during their enrollment in this program. Absenteeism will result in your child quickly falling behind in their assignments and could even result in failing grades, or in extreme cases denial of credit for this course.

Students returning from unexcused absences are not permitted to make-up any of the work that was missed and will receive a "0" for each day unexcused and for any assignments that needed to be returned that day.

Cell Phone Policy

In accordance with the schools cell phone policy, all students, upon arrival in the program, will be required to place their cell phones in a storage cabinet located on the teacher's desk. Students may take their phone to the cafeteria at lunch time but they must be returned to the cabinet upon return to the program.

Classroom Conduct

You are an Information Systems Technologies student. You represent the highest level of achievement and professionalism. At all times, you must demonstrate the characteristics of a professional computer technician as you interact with your classmates and other school personnel.

Always be polite- remember PLEASE and THANK YOU

Crude, profane or inappropriate language cannot be tolerated.

Treat all others with dignity and respect.

Sitting on tables and desks does not promote professionalism and is not acceptable.

Students are only permitted to leave the program area with a signed pass from the instructor.

The only place in the shop students are permitted to consume any food or drinks (including candy) is the table in the locker area.

Students are permitted to use the refrigerator and microwave in the shop with the instructor's permission.

No music CD's or MP3's (or equivalent)

No games

Volume/Station setting on shop radio is to be set by the instructor only.

No students are permitted to log onto or mess with the workstations of any other students.

Everyone does their own work.

No one is permitted to remove anything from a teacher's desk

Nothing is permitted to remain on the top of the lockers at the end of the day

Book bags, coats, and purses are to be stored in your lockers.

Cheating on tests and assignments will not be tolerated and could result in dismissal from the program.

No chairs are permitted in the A+ or Network+ areas

Only Level 3 students are permitted in the Cisco area.

Public displays of affection will not be tolerated.

No students are permitted to enter the server/storage room next to the guidance office for any reason.

First time violators will receive a verbal warning, second time offenders will receive shop punishment (including a written assignment), third time offenders will receive Saturday School, and any further violations will result with a discipline referral.

Computer/Network Conduct

This section contains specific regulations regarding computer/network conduct within the Information Systems Technologies shop. These are in addition to or a clarification of the Network User's Agreement contained in the Career Center handbook. Additionally, we require Information Systems Technologies Students to sign the Acceptable Use Policy in this handbook.

1. No games
2. No instant messaging, ICQ, etc.
3. No non-school related e-mails
4. No chat rooms
5. No non-school related web-surfing
6. No software may be installed on any research computer without permission.
7. No unplugging of the network cable or any other attempt to bypass the internet proxy or filtering software.
8. No student may bring in or use any USB/Flash/Thumb drives, removable hard drives, or any other device that can be plugged into a computer.
9. Any attempt to gain unauthorized access to a computer or the schools network may be grounds for removal from Information Systems Technologies.

We consider Internet access as a privilege that is earned. You earn that access by completing your work in a timely manner. Internet access is not required to complete this program. If the instructor believes that you are wasting your time it can be restricted or taken away completely. Also, please note that **all** network traffic and computer usage at the Career Center is monitored and students found in violation of the Network User's Agreement will have their network rights suspended and punished in accordance with the FCCTC student handbook.

Assignments and Homework

All assignments and homework must be handed in at the designated time. Late assignments will have 10 points deducted for each day the assignment is late and a deduction from their daily grade.

Completed assignments are to be uploaded to the Moodle server or placed in the area called the "In Box". This will ensure they do not get lost or mixed with other papers. Your assignments will be corrected and graded for accuracy and completeness and are available for review either on the Moodle Server or placed in the "Out Box".

Please review and pick up the corrected assignments each day. If you have assignments that need re-doing, make the corrections on your original paper and turn them back in for additional corrections.

A list of completed assignments is posted on the Moodle server. This list is updated at least every Monday morning. It is the student's responsibility to compare his corrected and graded assignments with that list to ensure that there have been no mistakes made and that the student is receiving credit for his assignments.

Copying or submitting someone else's work will not be tolerated.

HANDS ON ASSIGNMENT REQUIREMENTS

You have chosen the Information Systems Technologies course to learn about computers and how they work; how they interact with each other and how they interact with the world around us. In order for you to learn as much as possible, we will provide you with hands on work that will guide you through your learning experiences.

We feel these hands on experiences are extremely valuable. It will be necessary for you to complete them in a timely manner so that you can get the maximum benefit from them. All hands-on assignments need to be checked off by the instructor. Failure to have them checked off or being unable to demonstrate what was done will result in you receiving a 0.

SHOP SAFETY RULES

1. Hand items to another person, do not throw anything.
2. Walk, do not run anywhere in the school.
3. Be respectful of others, no horseplay.
4. Safety glasses are required to be worn when soldering. Safety glasses must be taken on service calls so that you will be able to enter any other shop area.
5. Keep all four feet of your chair on the floor at all times
6. Observe electrical safety rules when working inside of a computer or any powered equipment.
7. Long pants (without holes), socks and closed toe shoes are required dress in this course. You will be required to go on service calls in other shops in this school. You must conform to their safety standards when you enter their shops.

Electrical Safety Rules

1. Remove power from circuits before working on them
2. Never work on equipment when you are:
 - Tired
 - Wet
 - Under the influence of drugs or alcohol
 - Less than 100% alert
3. Always mark/label switches for circuits you are working on
4. Never turn on a marked switch
5. Never work on a well grounded surface
6. Remove ESD devices when working inside computer monitors
7. Never work alone
8. Never run/horseplay/throw around circuits
9. Always remove all jewelry from your hands and wrists when working inside a computer
10. Always remove long necklaces

An Electrical Safety Lecture will be given and you must pass an Electrical Safety Test before being allowed to perform any tasks within the shop.

Safety Glasses

Students in the Information Systems Technologies program are only required to wear safety glasses in the following hazardous situations.

1. When working above the suspended ceiling
2. Cutting, drilling, or grinding
3. Soldering
4. Installing RJ45 connectors
5. Service calls
6. When in a shop that requires them
7. If you are within 10 feet of someone engaged in a hazardous activity
8. Any other hazardous situation

Ladder Safety

Ladders present unique opportunities for unsafe acts and unsafe conditions. Students who use ladders must be trained in their proper selection, use, and storage.

1. Select the right ladder for the job
2. Inspect the ladder before you use it
3. Set up the ladder with care on a clean, slip free, level surface
4. Climb and descend ladders cautiously
 - *Face ladder and hold on with both hands*
 - *Carry tools on belt or raise and lower with hand line*
 - *Check shoes and rungs for slippery surfaces*
5. Never allow more than one person on a ladder
6. Always hold on with one hand and never reach too far to either side or rear to maintain balance
7. Do not allow others to work under a ladder in use
8. Never climb higher than the second step from the top on a stepladder or third from the top on a straight ladder
9. Never attempt to move, shift, or extend ladder while in use
10. Someone will always be employed to steady the ladder while in use.
11. If you have a fear of heights – don't climb a ladder

A Ladder Safety lecture will be given and you must pass a Ladder Safety Test before being allowed to perform any tasks involving ladders.

Tool Cabinet Responsibilities

A guild will be assigned the responsibility of being tool cabinet attendants. Their job is to assist other students in checking out and returning tools, software and equipment.

The Guild Master is the supervisor of the tool cupboard. Their responsibility is to do a daily inventory and to fill in for the attendants as necessary.

If a student needs a tool, software or piece of equipment, it will be the responsibility of the attendant to open the cupboard, sign out the item on a sign out slip and then relock the cupboard.

When a student is finished with an item, it is the attendant's responsibility to return the item to the cupboard, cross out the item on the student's sign out slip and secure the cupboard.

Specific Rules to Follow:

1. No one but the attendants and the instructor are permitted in the tool cupboard.
2. Scan the students name and the items barcode to check the item out.
3. When a tool is returned, ensure that all items checked out with the tool are returned as well. Then scan the tool and record that it has been returned.
4. All items should be returned by the end of the day. At the end of the day, attendants will check on the status of items that have been checked out and if there any missing items. If someone still has an item, ask them to return it to you. If any item is still missing, tell your instructor immediately.
5. At the end of the day, the tool cupboard will be inventoried by the supervisor (or one of the attendants in his absence) and all items will be accounted for. An inventory list will be provided. Report any missing items immediately to your instructor.

Clean-Up

We are very proud of our shop and we want every student to take pride in this shop. To foster that pride, it is each Guild's responsibility that all Guild areas are clean at the end of each day. Additionally, we will have a clean-up day twice a week on Wednesday's and Friday's. Guild's are responsible for ensuring that all Guild members' tools and equipment are put away as well as sweeping and dust mopping the floor and that all surfaces are free from dust. Everyone participates in this, and we expect everyone's cooperation. Additionally, we will have a clean-up day twice a week on Wednesday's and Friday's.

In addition, on a rotating basis, Guild's will be assigned to wipe off, straighten out, and place chairs on top of the tables in the theory room and the locker area on a daily basis. They may also be asked to clean the white boards.

Responsibility for Assigned Materials

Students will be assigned uniquely identified software, hardware, computers, tools and textbooks. They have free use of their materials while at the Career Center. They may take these materials home for school or personal use. However, it is their responsibility to return the assigned materials at the end of the semester in the same condition in which it was received. **Students who lose, damage or return materials with unauthorized modifications will be assessed the current fair market replacement value. Students failing to make restitution, to the school, will have their grades withheld until all debts have been paid.**

Required Student Purchases

Computer Maintenance and Repair students will be required to have or buy the following items for this class.

Qty	Item	≈ Cost
1	Computer Maintenance Toolkit	\$10
1	Antistatic Wrist strap	\$5
Total		\$15.00

Lockers

The school provides lockers for the students use within the program area. These lockers are the property of the school and students are only permitted to use them. Locks are also provided and students are encouraged to use them. These locks must be returned at the end of the semester or the students will be required to pay for them.

SHOP EMERGENCY PROCEDURES

In case of fire, explosion or any emergency that would require us to evacuate the classroom, leave the shop area immediately by the safest exit. We have two doors.

Do not attempt to put out fires or assist in any rescue or recovery. Your safety is of the utmost importance. Once out of the immediate danger area, leave the building and everyone meet at the Information Systems Technologies Plaque located near the school orchard.

If you are in another shop area, when the emergency occurs, leave the building with those students and meet your classmates at the IST assigned area.

Outside Work

Students may bring computers and equipment in to the shop to be worked on only on Fridays. **Please note** that permission will not be given for any work involving copyright or patent infringement or any other illegal activity. Any work must have **prior approval** of the instructor. Any student who is not current with their assignments **will not** be given approval. Any computer, floppy disk, CD, DVD, thumb drive, or any other storage device brought into school is subject to the same rules as the schools network use policy. **Any inappropriate material found by instructors or viewed by students will result in discipline for the owner and any other student involved.** Any inappropriate material found while working on a computer should be reported to an instructor immediately.

Uniform Policy

Students in the Information Systems Technologies program will be traveling throughout the school to participate in the Help Desk program. To maintain a professional appearance and to help with the identification of our students we require the use of our Academy Uniform. This consists of a burgundy polo shirt/sweat shirt with our academy identification and either khaki pants or blue jeans. Students are required to wear their uniform on the outside of any other clothes that they are wearing. Students are required to be in uniform as soon as they enter the shop and remain in uniform until they are dismissed for the day.

Failure to wear the uniform will result in a deduction of four points from your daily grade. Having to remind a student to wear their uniform will result in a deduction of one point from their daily grade. Refusal to wear your uniform or put on one of the spare shirts will result in disciplinary action.

Gaggle

Information Systems Technologies program participate in an online community called Gaggle. Gaggle provides students with email, blog, and file storage that they can access both from school and from home. It also provides students with access to an online application that allows them to create and edit word, excel, and power point documents if they don't have access to that software at home.

Gaggle is compliant with both the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA) and all activities on Gaggle are monitored and the administrator notified at any violation of the acceptable use policy.

You can find the Gaggle site at www.gaggle.net. If you have any questions about the site or how we will be using it, feel free to contact me. If you have an objection to your student using this site please notify me.

Signature Page

My son/daughter and I have reviewed the contents of the Information Systems Technologies Handbook and agree to abide by these rules and policies including their use of Gaggle.

Students Signature: _____ **Date:** _____.

Parents Signature: _____ **Date:** _____.

Parents Email: _____

Franklin County Career and Technology Center Safety Policy

As a student enrolled in the Franklin County Career and Technology Center **Information Systems Technologies** Program, I understand the following safety precautions and guidelines.

1. I understand that I will receive proper instruction and a demonstration concerning the correct safety procedures *before* beginning any new task.
2. I have permission to use all equipment related to the **IST** profession.
3. I will take full responsibility for my actions in regard to the safety of others and myself.
4. I promise to follow all safety rules and regulations set for by the instructor and school
5. I will not use any new tools, equipment or product until I have received proper instructions on its use and safety.
6. I will report any hazard, accident or injury to an instructor **immediately**.

Student Signature _____ Date _____

I hereby give consent to allow my daughter/son to use all tools, equipment and products to complete the **Information Systems Technologies** curriculum.

Parent/Guardian Signature _____ Date _____