



A State Chartered Special School

"Providing students an opportunity to earn a high school diploma"

Instructional Technology Handbook

2023 - 2024

Mr. Richard Rentz, Superintendent

Central Office: 912-267-9700

www.coastalplainshighschool.org

Established by the Georgia Board of Education 2017

Established as a State Chartered Special School 2017

Accredited by the Georgia Accrediting Commission-Fall 2017

Coastal Plains High School High School is an equal opportunity employer.

(Revised December 2023)



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Contact Information

Amy Bradley, Instructional Technology Coordinator
912-223-9691 or amy.bradley@cpehs.org

Lila Joiner, Webmaster
912-222-5054 or lila.joiner@cpehs.org

Shawn Morelan, Regional Technician
912-230-5508 or shawn.morelan@cpehs.org

Each site is also assigned a local technology support. For an updated list of names, please visit:
<http://www.coastalplainshighschool.org/departments/technology>

Coastal Plains Technology Hardware

Part of the Intergovernmental Agreement between Coastal Plains High School and each system's Board of Education is that technology hardware (computers) and network access (Internet) will be provided for students and staff. Site Technicians will be tasked with creating a generic username and password so Coastal Plains staff and students can log onto local systems' computers and the Internet.

Laptops:

Coastal Plains High School will provide 38 laptops to each site. Coastal Plains laptops are for student use with the exception of the laptops that are permanently assigned to the following faculty.

1. One laptop will be assigned to each Site Director.
2. One laptop will be assigned as the Student Check-In computer for nightly attendance.
3. One laptop will be assigned to the lead SpEd teacher.
4. One laptop will be assigned to the ELL teacher.
5. One laptop will be assigned to the Site Registrar.
6. One laptop will be assigned to the Site Office Manager.
7. One laptop will be assigned to the Student Services Department.

Laptops must remain at the site at all times with the exception of the two Site Director laptops and those checked out to Hospital Homebound students. Laptops can also be assigned to students who do not have home computer access but must be approved by the Instructional Technology Director. Signed Laptop Loan Agreements must be on file and copies must be sent to the Instructional Technology Director along with a copy of the photo ID of the student if over 18 or parent if the student is under 18. Laptop Loan Agreements can be found on page 11 or in the Coastal Team Drive or on the Coastal Plains High School website under the Staff/Forms menu. Never, at any time, should a Coastal Plains High School laptop be checked out to a staff member and taken off campus with the exception of the lead SpEd teacher, ELL teacher and Site Registrar. Students will be assessed a fine if a laptop and/or charger is returned damaged or it is lost or stolen. Fines will be assessed through Infinite Campus.

When laptops are not in use, they must be stored in the Joey30 Laptop Cart provided by Coastal Plains High School. The Joey30 is a charging and locking cart. Keys should be kept in a secure place to prevent theft.

Docking Stations:

Each Site Registrar, Site Office Manager and Student Services Department will be provided with a Dell docking station with laptop computer and dual monitors. These must remain in the Joey cart when not docked.

Printers:

Each site will be provided with Brother or Cannon printers based on enrollment.

Full sites = 3 printers

Satellite sites = 2 printers

Hotspots:

Coastal Plains High School owns 30 Kajeet Mobile Hotspots for Hospital Homebound students who do not have home Internet access. Kajeets can also be assigned to students who do not have home Internet access but must be approved by the Instructional Technology Director. Kajeets will be activated once a Kajeet Loan Agreement has been signed and a copy has been sent to the Instructional Technology Director along with a copy of the photo ID of the student if over 18 or parent if the student is under 18. Kajeet Loan Agreements can be found on page 12 or in the Coastal Team Drive or on the Coastal Plains High School website under the Staff/Forms menu. Never, at any time, should a Coastal Plains High School Kajeet Mobile Hotspot be checked out to a staff member.

Students will be assessed a fine if a Kajeet and/or charger is returned damaged or it is lost or stolen. Fines will be assessed through Infinite Campus.

Repair:

In the event that Coastal Plains High School owned hardware malfunctions local site technicians can be asked to troubleshoot or the device can be sent to the Regional Technician for repair.

Inventory:

Site Directors are required to maintain an accurate inventory of Coastal Plains High School owned technology. Inventories will be submitted annually to the Instructional Technology Coordinator when requested.

Coastal Plains Platforms

All Coastal online platforms should be accessed from the Coastal Plains High School website. Staff links are under the Staff tab, student links are under the Student tab.

Website

Send all information, announcements, newsletters, events, pictures, etc. for website to Lila Joiner, lila.joiner@cpehs.org

Email

Coastal Plains High School uses G Suite for Education and associated apps. All faculty and students will be assigned a Coastal Plains Gmail account. The majority of all communication for Coastal Plains High School faculty will be through email. All staff are expected to check their email at least once per day.

Faculty email accounts will be generated when the Instructional Technology Director is notified of the new hire. Student email accounts will be generated upon enrollment in Infinite Campus.

Faculty username: first.last@cpehs.org

Faculty password: sent upon request

Student username: 5digitID@cpehs.org

Student password: sent upon request

Password reset requests for staff and students should be sent to the Site Registrar or the Instructional Technology Director.

All CPHS employees must have an email signature. Signatures must include first and last name, position, and site name.

Example: Anita Reidmore

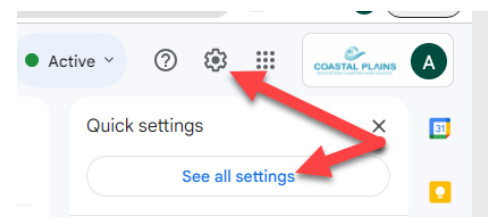
Science Teacher - Glynn

Coastal Plains High School

anita.reidmore@cpehs.org

How to add a signature to your email:

1. Log into your email
2. Click on the settings wheel at the top right.
3. Select **See all settings** from the drop down menu
4. Scroll until you see **Signature**. Add your signature information.
5. Click **Save Changes** at the bottom.



Email Distribution Groups:

Predefined Email Distribution Groups have been created for each site and each department. All faculty have access to email these groups to share information that pertains to the group as a whole. Below is a list of the groups with the email address.

Group name	Email address	Members
All Staff	staff@cpehs.org	All staff employed by CPCHS
Bulloch Site	bulloch@cpehs.org	All staff employed at the Bulloch site
Camden Site	camden@cpehs.org	All staff employed at the Camden site
Candler Site	candler@cpehs.org	All staff employed at the Candler site
Career Specialists	career@cpehs.org	All Career Specialists at all sites
Central Office	central.office@cpehs.org	Central & Business Office personnel
Coffee Site	coffee@cpehs.org	All staff employed at the Coffee site
Colquitt Site	colquitt@cpehs.org	All staff employed at the Colquitt site
Counselors	counselors@cpehs.org	All Counselors at all sites
CTAE Teachers	ctae@cpehs.org	All CTAE teachers at all sites
EL Teachers	el@cpehs.org	All ELL/ESOL teachers at all sites
English Teachers	ela@cpehs.org	All English teachers at all sites
Evans Site	evans@cpehs.org	All staff employed at the Evans site
Foreign Language Teachers	foreign.language@cpehs.org	All Foreign Language teachers at all sites
Glynn Site	glynn@cpehs.org	All staff employed at the Glynn site
Graduation Coaches	gradcoaches@cpehs.org	All Graduation Coaches at all sites
Grady Staff	grady@cpehs.org	All staff employed at the Grady site
Intervention Specialist	intervention@cpehs.org	All Intervention Specialist at all sites
Jeff Davis Site	jeff-davis@cpehs.org	All staff employed at the Jeff Davis site
Liberty Site	liberty@cpehs.org	All staff employed at the Liberty site
Long Site	long@cpehs.org	All staff employed at the Long site
Lowndes Site	lowndes@cpehs.org	All staff employed at the Lowndes site
Math Teachers	math@cpehs.org	All Math teachers at all sites
McKinney-Vento	mckinney-vento@cpehs.org	All staff who work with McKinney Vento
McIntosh Site	mcintosh@cpehs.org	All staff employed at the McIntosh site
Mentors	mentors@cpehs.org	All Mentors at all sites

Office Managers	officemgrs@cpehs.org	All Office Managers at all sites
Paraprofessionals	paraprofessionals@cpehs.org	All Paraprofessionals at all sites
PE Teachers	pe@cpehs.org	All PE teachers at all sites
Regional Coordinators	regional.coordinators@cpehs.org	All Coordinators for each region
Regional Directors	regional.directors@cpehs.org	All Directors for each region
Regional Federal Programs Coordinators	regional.federal.programs@cpehs.org	All Federal Program Coordinators for each region
Regional Instructional Coordinators	regional.instruction@cpehs.org	All Instructional Coordinators for each region
Regional Sp. Ed. Coordinators	regional.sped@cpehs.org	All Sp. Ed Coordinators for each region
Regional Student Services Coordinators	regional.student.services@cpehs.org	All Student Services Coordinators for each region
Registrars	registrars@cpehs.org	All Registrars at all sites
Remote Learning Teachers	remote@cpehs.org	All Remote Learning Teachers in all content areas
Science Teachers	science@cpehs.org	All Science teachers at all sites
Screven Site	screven@cpehs.org	All staff employed at the Screven site
Site Directors	sitedirectors@cpehs.org	All Site Directors at all sites
Site Technicians	sitetech@cpehs.org	All Site Technicians at all sites
Social Studies Teachers	socialstudies@cpehs.org	All Social Studies teachers at all sites
Social Workers	socialwork@cpehs.org	All Social Workers at all sites
Special Ed Teachers	swd@cpehs.org	All Sp. Ed teachers at all sites
Team Coordinators	team@cpehs.org	All Team Coordinators at all sites
Testing Coordinators	test@cpehs.org	All Testing Coordinators at all sites
Vidalia Site	vidalia@cpehs.org	All staff employed at the Vidalia site
Wayne Site	wayne@cpehs.org	All staff employed at the Wayne site
Work Based Learning	wbl@cpehs.org	All Work Based Learning teachers at all sites

Remind101

Coastal Plains High School subscribes to Remind101 mobile messaging platform for each site. Students, Parents and Staff can join a site by texting the site's code to 81010. Text messaging rates do apply.

Codes by site:

Bulloch = @bullochcp
Camden = @camdencp
Candler = @candlerh
Coffee = @coffeecp
Colquitt = @colquittcp
Evans = @evanscp
Glynn = @glynnhi
Grady = @gradycp
Jeff Davis = @rickyren
Liberty = @libertycp
Long = @longhig
Lowndes = @lowndeshig
Screven = @screvencp
Vidalia = @79ha4f
Wayne = @waynecp

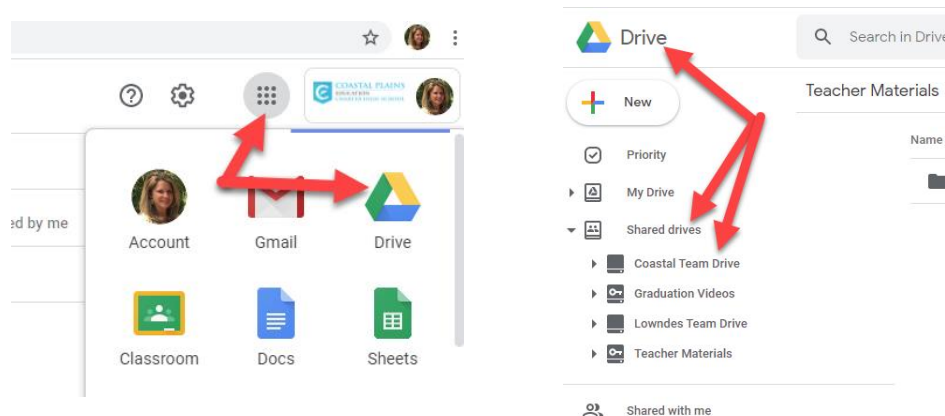
Students, Parents and Staff can also join by email. Visit remind.com/join and enter the site code and your email address.

Site Directors and Staff are encouraged to use Remind101 as a means to disseminate information about events or news updates that pertains to their site.

Google Drive

All faculty have access to the Shared Coastal Team Drive where “How To” materials are stored. To access the Shared Coastal Team Drive, click on the Google application *waffle* at the top right, select *Drive* > then *Shared Drives* > then *Coastal Team Drive*.

Always make a copy of a shared file before making edits.



Infinite Campus

Infinite Campus is the Student Information System used by Coastal Plains High School to document grades, attendance, behavior, etc. All faculty and students will be assigned an Infinite Campus account. Faculty accounts will be generated when the Instructional Technology Director receives the data sheet on the new hire from Human Resources. Data sheets will not be generated until all paperwork is completed including all Compliance Director modules and the criminal background check. Student accounts will be created daily upon enrollment.

Faculty username: first.last

Faculty password: sent upon request

Student username: 5-digit Student Number

Student password: sent upon request

Password reset requests for staff and students should be sent to the Site Registrar or the Instructional Technology Director.

* Faculty and Students will access SLDS, Counselor Companion, YouScience and GoIEP through their Infinite Campus accounts.

Edgenuity

Edgenuity is the online learning solution used by Coastal Plains High School. All faculty and students will be assigned an Edgenuity account. Faculty accounts will be generated when the Instructional Technology Director receives the data sheet on the new hire from Human Resources. Data sheets will not be generated until all paperwork is completed including all Compliance Director modules and the criminal background check. Student accounts will be created daily upon enrollment.

Faculty username: first.last@cpehs.org

Faculty password: sent upon request

Student username: email address (5digitID@cpehs.org)

Student password: sent upon request

Password reset requests for staff and students should be sent to the Site Registrar or the Instructional Technology Director.

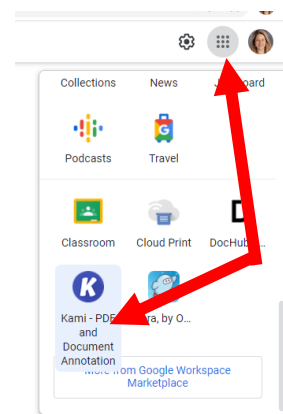
Kami

Kami is an approved application located in the Google apps *waffle* available for both staff and students that provides the ability to annotate stagnant files such as eBooks, PDFs, worksheets, images, etc.

Students are encouraged to use Kami when completing their Edgenuity Guided Notes.

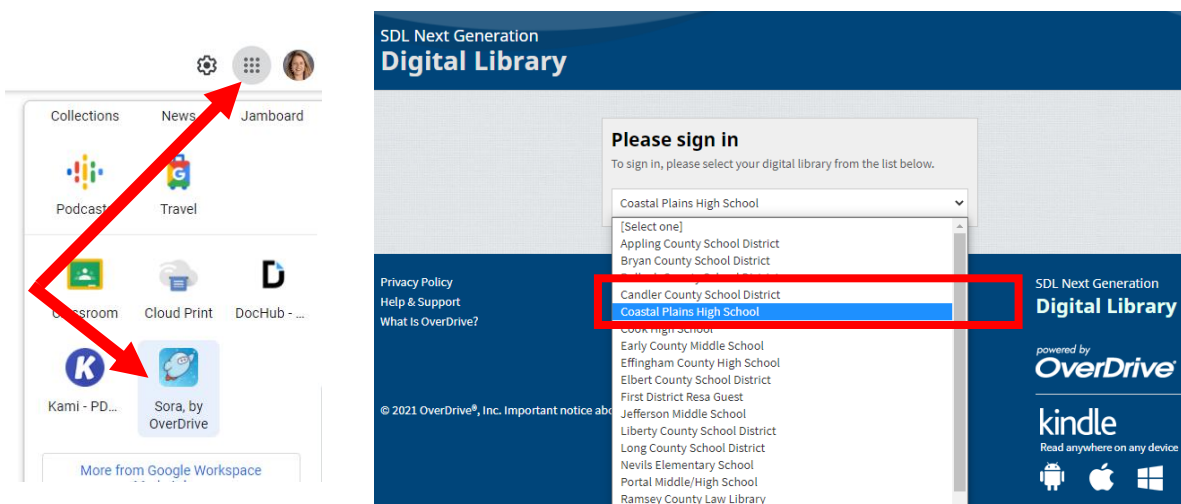
Staff are required to use Kami to complete Course Completion Forms.

Users will sign into Kami using their Coastal Plains email account.



SORA by OverDrive

SORA by Overdrive is an approved application located in the Google apps *waffle* available to both staff and students that provides access to audiobooks and eBooks. Users will log into the SORA app using their Coastal email account.



Progress Learning

Progress Learning is the online practice assessment platform used to prepare students for End of Course exams. All students enrolled in a course that requires an End of Course exam will be required to take a Progress Learning EOC Review test. Testing Coordinators at each site will enroll students in Progress Learning and assign the correct Progress Learning EOC Review test. Progress Learning EOC Review test scores will be included in the student's Edgenuity course grade book.



CPHS Student Laptop Loan Agreement

Loan Details

Laptop Name & Number: _____

Service Tag Number: _____

Site: _____

Print Student Name: _____

Student 5-digit ID: _____

The Site Director has agreed that a laptop computer will be loaned to you while you remain enrolled at this site. This loan is subject to review on a regular basis and can be withdrawn at any time.

By signing this Agreement, you confirm that you have read and that you agree to the following terms and conditions that apply while the laptop is in your possession:

- 1 The laptop, and any accessories provided with it, remains the property of Coastal Plains High School (CPHS) and is strictly for the sole use in assisting in the delivery of the Curriculum. I agree to indemnify CPHS against any claim occurring during or resulting from use of laptop computer, including, but not limited to any claim for infringement or violation of applicable trademark and copyright laws.
- 2 I agree to treat the laptop with due care and keep the laptop in good condition, ensure that it is strapped in to the carry case when transported and/or not in use, not leave the laptop unattended without being secured and avoid food and drink near the keyboard.
- 3 I understand CPHS will not accept responsibility for the loss of work in the event of the laptop malfunctioning.
- 4 I agree to only use software licensed by CPHS, authorized by the Curriculum Director and installed by the CPHS Instructional Technology department. I will not install any software or make any modifications to the computer.
- 5 Should any faults occur, I agree to notify the school as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than school staff, attempt to fix suspected faults (hardware or software).
- 6 I agree that home internet access is permitted and the school will not accept responsibility for offering technical support relating to home internet connectivity.
- 7 I agree that I will only use the computer to access the Internet for educational purposes only.
- 8 I agree that if the laptop is damaged, lost, or stolen while in my or my child's possession, I will be charged for the cost of repair or replacement. Laptop \$960.00 : charger \$55.00
- 9 If student is no longer enrolled with CPHS, the computer will be immediately returned to the school. Failure to return the computer and related equipment when requested may result in criminal prosecution or civil liability. confirm that my child and/or I have read and agree to adhere to current Acceptable Use policies.

Personal Details

Computer Loan Authorized by Coastal Plains High School

Site Director _____

Date _____

I have read and agree to be bound by the terms and conditions set out above.

Parent _____

Date _____

Student _____

Date _____



Kajeet Mobile Hotspot Loan Agreement

Loan Details

Kajeet IMEI Number: _____

Site: _____

Print Student Name: _____

Student 5-digit ID: _____

The Site Director has agreed that a Kajeet mobile hotspot device will be loaned to you while you remain enrolled at this site. This loan is subject to review on a regular basis and can be withdrawn at any time.

By signing this Agreement, you confirm that you have read and that you agree to the following terms and conditions that apply while the Kajeet mobile hotspot device is in your possession:

- 1 The Kajeet mobile hotspot device, and any accessories provided with it, remains the property of Coastal Plains High School (CPHS) and is strictly for the sole use in assisting in the delivery of the curriculum. I agree to indemnify CPHS against any claim occurring during or resulting from use of Kajeet mobile hotspot device, including, but not limited to any claim for infringement or violation of applicable trademark and copyright laws.
- 2 I agree to treat the Kajeet mobile hotspot device with due care and keep the Kajeet mobile hotspot device in good condition, not leave the Kajeet mobile hotspot device unattended without being secured and avoid food and drink near the device.
- 3 I understand CPHS will not accept responsibility for the loss of work in the event of the Kajeet mobile hotspot device malfunctions.
- 4 Should any faults occur, I agree to notify the school as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than school staff, attempt to fix suspected faults (hardware or software).
- 5 I agree that I will only use the Kajeet mobile hotspot device to access the Internet for educational purposes only.
- 6 I agree that if the Kajeet mobile hotspot device is damaged, lost, or stolen while in my or my child's possession, I will be charged for the cost of repair or replacement. Kajeet \$99.00 : Charger \$10.00
- 7 If student is no longer enrolled in CPHS, the Kajeet mobile hotspot device will immediately be returned to the school. Failure to return the Kajeet mobile hotspot device and related equipment when requested may result in criminal prosecution or civil liability.
- 8 I confirm that my child and/or I have read and agree to adhere to current Acceptable Use policies.

PERSONAL DETAILS

Kajeet mobile hotspot device Loan Authorized by Coastal Plains High School

Site Director: _____ Date: _____

I have read and agree to be bound by the terms and conditions set above.

Parent: _____ Date: _____

Student: _____ Date: _____