



2026 – 2027

TECHNOLOGY HANDBOOK: **ADULT EDUCATION STUDENTS**

Dr. Mari Engelhart, Director of Technology

The Medina County Career Center Board of Education has deemed information technology appropriate to further its educational mission. Information technology may consist of numerous components, including computer hardware, multimedia hardware, video equipment, computer software, documentation, communications support, online account administration, support services, internet access, and instructional materials.

Technological devices/equipment, classroom/lab equipment, textbooks, and other instructional resources are the property of the Board of Education and are available to students for educational purposes. Use of these instructional resources becomes the student's personal responsibility. Students will be charged for any loss or damage to instructional resources.

ACCEPTABLE USE POLICY

District technology resources, including networks, devices, and cloud services, are provided to support teaching, learning, and administrative functions. Users are prohibited from installing unauthorized software, attempting to bypass security controls, or using district systems for unlawful or inappropriate activities. Technology resources must be used responsibly, respecting intellectual property rights, data privacy, and the security of the school community.

Technology supports instruction, learning, and efficient District operations. The Board is committed to the careful, equitable, and cost-effective use of technology resources. District technology includes all District-owned computers, tablets, mobile devices, networks, and online services. All users must use District technology in a responsible, ethical, legal, and efficient manner. Failure to follow this policy may result in loss of access and disciplinary action.

Unacceptable use includes, but is not limited to:

- Violating state or federal privacy laws or disclosing personal information without authorization.
- Using language or content that is profane, obscene, harassing, intimidating, or bullying
- Accessing social networking sites for non-educational purposes
- Forwarding personal communications without consent
- Violating copyright or licensing agreements
- Using technology for commercial, financial, or illegal purposes
- Attempting to gain unauthorized access to systems or data
- Accessing or viewing inappropriate material
- Downloading/Installing unauthorized software or applications

Because online access connects users to information beyond District control, some content may be inappropriate or offensive. The District does not condone such content. Technology filtering and monitoring tools are used, as permitted by law, to protect users and ensure compliance with federal requirements, including protections for minors. "Harmful to minors" includes visual material that appeals to prurient interests, depicts sexual conduct in a patently offensive manner for minors, and lacks serious educational or artistic value.

The District will provide instruction on appropriate online behavior, including digital citizenship, social media use, and cyberbullying awareness.

Students and staff must review this policy annually and submit a signed acceptable use agreement. The District may update this policy as needed. Continued use of District technology indicates agreement with all current requirements. This policy applies to District-owned devices, District networks, and District platforms, whether accessed on or off District property, and regardless of whether a personal or District device is used.

Technology use is a privilege, not a right. The District makes no warranties regarding technology services and is not responsible for data loss, service interruptions, or the accuracy of online information. Users are responsible for evaluating the reliability of information obtained.

Violations of this policy may result in immediate suspension of access to technology and additional disciplinary action, including referral to appropriate authorities when required. Questions or concerns regarding this policy should be directed to the administration.

ARTIFICIAL INTELLIGENCE POLICY

I. PURPOSE STATEMENT

To support students and educators in the use of artificial intelligence (AI) for educational and operational purposes, the Board of Education of the **Medina County Career Center** has adopted this policy. The purpose of this policy is to prepare students for success, encourage innovation for classroom instruction, and embrace opportunities for operational efficiency, while providing for consistent expectations, standards, and approval processes for safe and responsible implementation and integration of AI. This applies to multiple use cases, applications, and integration of AI, including generative AI.

II. DEFINITIONS

- **Artificial intelligence (AI):** A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract these perceptions into models through automated analysis; and use model inference to formulate options for information or action.¹
- **Generative AI:** Any internet-based generative artificial intelligence program that makes use of large language model algorithms to make something new. AI used for auto-complete, minor text predictions, and/or grammar/spelling/punctuation suggestions, commonly found in most word-processing applications, is not considered generative AI.²
- **AI tool:** AI applications, algorithms, or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.³

III. AI LITERACY

The Board recognizes the importance of preparing students and educators for the successful integration of innovative technologies. Accordingly, it is the policy of the Board that **Medina County Career Center** responsibly integrate AI by building AI literacy for all students and educators, including integrating AI into relevant curriculum, professional learning opportunities, and safe and responsible use.

IV. STAKEHOLDER ENGAGEMENT

The **AI Literacy Committee** is tasked with informing AI policy and implementation. The committee includes educators representing all district learners and departments, including special education and related services professionals, as well as other relevant staff. The committee may also include Board members, students, and external representatives, such as local businesses and postsecondary institutions. Educators and staff are given the opportunity to explore and gain experience with applications and integrated approaches to achieving **Medina County Career Center** priorities. The **AI Literacy Committee** regularly reviews new research and guidance and provides ongoing feedback to the **Medina County Career Center**.

Parents and community members are kept informed through ongoing engagement about the skills students need for the future workforce and how AI is being used in the classroom. Educational resources may be

¹ [15 U.S. Code § 9401, Sec. 3](#)

² [O.A.C. 3342-3-01.8\(B\)\(15\)](#)

provided to empower families to understand the potential risks associated with the unsupervised use of AI tools. Regular AI updates, including the use of tools and opportunities for feedback, are integrated into the existing family and community engagement strategy.

V. DATA PRIVACY AND SECURITY

The **Medina County Career Center** is committed to protecting the privacy and security of all student and staff data. The adoption and implementation of any AI tool must adhere to existing data privacy and security policies, including, but not limited to, personally identifiable information (PII), Family Educational Rights and Privacy Act (FERPA), and any other relevant state and federal laws of Ohio. AI tools should access, store, or process only necessary data and do so in a secure, transparent, and ethical manner. AI systems must be vetted to ensure they meet rigorous standards for data encryption, access control, and responsible data use. Users must also comply with the terms of service, including any applicable age limits.

VI. PROCUREMENT AND EVALUATION OF AI TOOLS

The adoption of AI-enabled tools is conducted in accordance with existing procurement policies and in alignment with the **Medina County Career Center's** core values, goals, and priorities. Selection procedures must ensure that any AI tool adheres to data privacy and security policies.

Evaluation of tools must also address alignment to instructional and operational goals, accessibility, and cost. All third-party vendors providing AI tools must comply with **Medina County Career Center** standards and state and federal laws regarding data protection, ethical use, and accessibility.

VII. ETHICAL USE OF AI

It is the policy of the **Medina County Career Center** that the design and implementation of AI be safe, responsible, and keep people at the core of every AI-related decision. AI implementation must be human-centered and should empower students, educators, and communities. **AI is a tool to support learning and teaching, not a substitute for student effort or the educator's role.** Accordingly, users should critically analyze AI output, respect safeguards and rules, and be transparent about its use.

VIII. ACADEMIC INTEGRITY

The Board recognizes that the responsible use of AI requires the highest standards of academic integrity with clear expectations for students, educators, and staff regarding the ethical use of AI tools.

AI-enabled tools may be used to support student work (such as brainstorming or feedback), but AI-generated work must not replace student work. **Students are expected to complete assignments and assessments in a manner that reflects their own understanding and effort;** critically analyze AI-generated content and not misrepresent it as original work; and use proper citations and references for AI-assisted work, according to existing policies and expectations relevant to assignments (such as APA or MLA style formats).

The **Medina County Career Center** will follow specific procedures to investigate and address suspected misuse, in alignment with existing academic integrity policies.

IX. ACCEPTABLE USE OF AI

The **Medina County Career Center** recognizes that responsible and appropriate uses of AI by students and educators will vary depending on context, including, but not limited to, grade level.

Permitted Uses. Unless explicitly prohibited by an instructor for a specific assignment, students may use district-approved AI tools for:

- Brainstorming ideas and exploring topics.
- Assisting with research by generating search queries or summarizing complex information (with a requirement for students to verify the information).
- Checking grammar, spelling, and writing style.
- Practicing concepts or receiving explanatory feedback (e.g., as a study aid).

Prohibited Uses. Students must not use AI tools to:

- Engage in academic dishonesty or plagiarism. This includes representing AI-generated work, in whole or in part, as their own original thought or creation.
- Generate entire assignments, essays, reports, or projects that are submitted for a grade.
- Complete tests, quizzes, or other assessments, unless an instructor has given explicit permission.
- Bypass or circumvent learning objectives set by the instructor.

Academic Integrity, Citation, and Responsibility:

- **Original Thought.** Students are always responsible for the final work they submit. The core ideas, analysis, and conclusions must be the student's own.
- **Verification.** Students are responsible for verifying the accuracy, relevance, and appropriateness of all AI-generated content. AI tools can make mistakes or provide biased information.
- **Disclosure and Citation.** Students must clearly acknowledge and cite any AI tool used in their assignments, following the specific citation guidelines provided by their instructor.

Educators must consider the impact on learning objectives and assessment of student learning when designing related instruction and classroom activities. No assignment shall require the use of a tool that cannot be provided by the **Medina County Career Center**. AI tools approved for use are clearly communicated.

Expectations for educators, staff, and third-party use must align with **Medina County Career Center's** priorities. Educators' use must align with the [Licensure Code of Conduct for Ohio's Educators](#). Educators and staff must model appropriate acceptable-use practices when using AI tools for instructional and operational purposes.

Use of Unapproved Tools is Not Permitted.

All users are expected to employ AI tools solely for educational and related operational purposes, upholding values of respect and academic integrity, and in alignment with other related **Medina County Career Center** policies. Using AI tools for bullying, harassment, and any form of intimidation is strictly prohibited and is addressed in alignment with existing behavior and discipline policies.

Students and staff with concerns regarding inappropriate use that violates **Medina County Career Center** policies and/or applicable state or federal laws should contact the superintendent or the appropriate designated staff member.

X. IMPLEMENTATION AND REVIEW

The **Medina County Career Center's AI Literacy Committee** monitors developments in AI technology and updates policies to address emerging risks. This policy is reviewed regularly for effectiveness, alignment with district, school, educator, and student needs, consideration of ongoing innovation, related data privacy and management policies, and impact on students, including learning outcomes.

INTERNET FILTERING AND MONITORING

Medina County Career Center (MCCC) must, by law, provide internet content filtering to all connections made from the school district network and from district-owned devices. To comply with federal law, MCCC employs internet content filtering and monitoring. However, no internet content filtering system can be fully effective in preventing access to harmful and inappropriate material. Vigilance, care, and guidance should always be exercised when using internet resources.

To ensure student protection, the Google Chrome browser has a Lightspeed extension installed. When users log in to Chrome with their MCCC account, the Lightspeed agent is automatically installed, regardless of the device or its location. To maintain privacy when off-campus and using a non-district device, please refrain from signing into your MCCC account in Google Chrome. Students using the MCCC Guest wireless connection have content filtered to the highest level.

However, users with smartphones on a third-party internet connection (e.g., Verizon) have their own connection and thus bypass MCCC protection. **MCCC is not responsible for inappropriate content or material accessed via a student's own personal technology or device or via an unfiltered internet connection received through a student's own personal technology or electronic device.**

MANAGING ACCOUNTS & PROTECTING DATA

Student Email

District email and communication systems are to be used for **official educational purposes only**. Students must not open email attachments, click on links, or respond to messages from unknown or suspicious sources. Phishing attempts and suspicious communications must be reported immediately to the instructor. The username/email address for Adult Education students is **mc_, AE, first initial, last name**, followed by **@mcjvs2.org**. Example: mc_AEFLast@mcjvs2.org

Password and Authentication Policy

Students must use strong, unique passwords for all district systems. Passwords must be a minimum of twelve characters in length and include a combination of letters, numbers, and special characters. Sharing passwords is strictly prohibited.

Data Protection Policy

Sensitive information, including student records, financial data, and personally identifiable information (PII), must be stored only in district-approved systems. Transferring sensitive data to personal devices, removable storage, or unapproved cloud services is prohibited. Data in transit must be encrypted, and regular backups will be performed to ensure data integrity and availability.

Social Engineering and Physical Security Policy

Students must remain alert to attempts at social engineering, including phishing, phone scams, or impersonation. Requests for sensitive information must be verified through official district channels. Access to server rooms, networking equipment, and secure areas is restricted to authorized personnel only. Devices and documents containing sensitive data must not be left unattended in public areas and must be properly disposed of or shredded when applicable.

Self-Service Password Reset

Login to the Self-Service Password Reset page to set up security questions and to reset your password if needed via the MCJVS2 Dashboard (www.mcjvs2.org) or directly at <https://adselfservice.neonet.org>

1. Login with MCCC email address and password
2. Select [Click here](#) (changing password is optional)
3. Set up three security questions (answers must have at least five characters).
4. Once completed, a message will confirm enrollment.

STUDENT DATA PRIVACY & PROTECTION

The Medina County Career Center is committed to technology accessibility and equity. Data Privacy Agreements (DPAs) serve as a crucial bridge between schools and educational technology vendors, outlining the terms and conditions governing the responsible handling of student data. Technology tools, curricula, and applications are extensively reviewed and approved before providing students access.

Online Resources Database



The **Medina County Career Center** is proud to provide students with a unique educational experience that integrates traditional academic skills and knowledge with technical and career-specific skills. MCCC students not only engage in rigorous academic learning but also earn industry-recognized credentials to prepare them for success in their chosen career paths. **As part of this approach, students utilize applications and online learning tools tailored to their specific career-technical programs, which differ from traditional educational tools. Only resources requiring students to login with their MCCC account are included in the list.** *Campus applications and services are not included in this list (e.g., Microsoft Office/Services/Resources, Google Workspace for Education, Google Additional Services/Resources, ProgressBook, MCCC LMS (Moodle - on-premise server), JobReady, Clever, Ohio Department of Education & Workforce WebXams).*

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[Student Data Privacy Consortium \(SDPC\) database](#)

- To ensure a secure and effective learning environment, all login access to websites, digital curricula, and educational applications must be vetted and pre-approved by the administration.
- Students must use their MCCC-issued account when accessing instructor-directed curriculum, educational technology tools, and applications. This ensures compliance with institutional safeguards, data protection policies, and appropriate access levels for educational resources.
- Teachers should refrain from directing students to use personal devices to bypass internet filtering, security protocols, or other digital safeguards. Doing so may compromise student privacy, district security, and adherence to district policies.

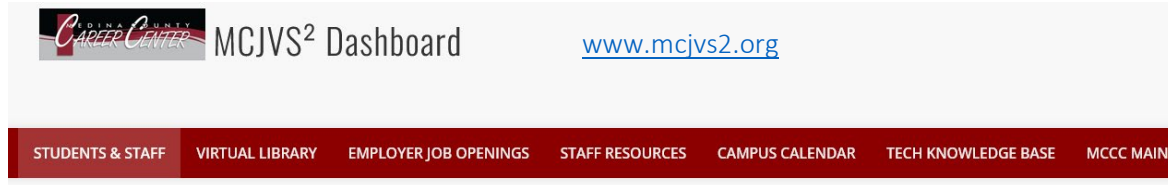
STUDENT DEVICES

Students are welcome to bring their devices on campus and connect to the MCCC WiFi network, but they must follow the individual instructors' use policies. **Personal devices are not permitted to access the MCCC network to print documents or access network resources.** MCCC is not responsible for lost, stolen, or damaged personal property.

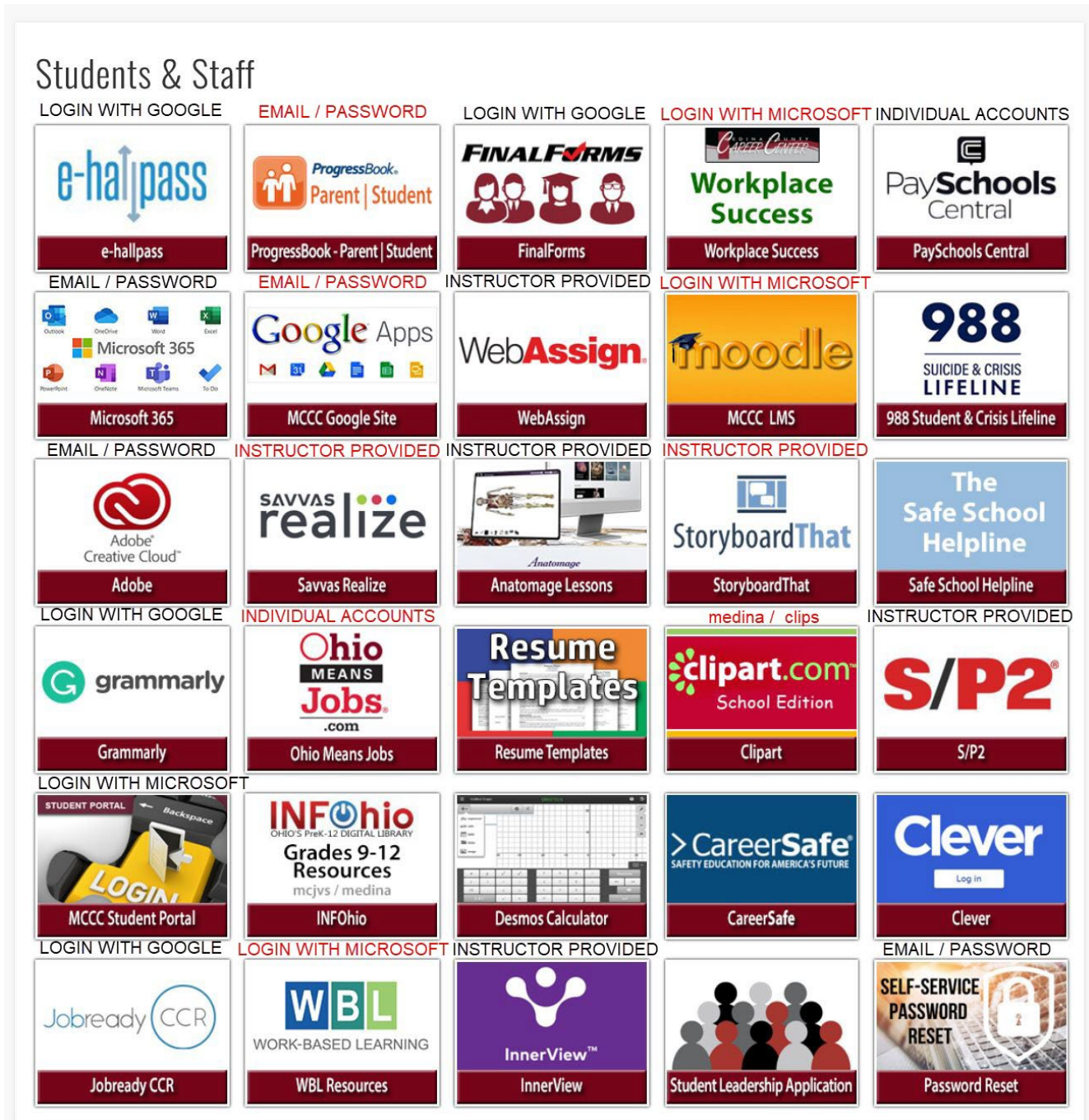
Because of MCCC's diverse technologies, devices are not provided for students to take home. Should ADA accommodations require specific technology to be provided, please contact the Adult Education office.

MCJVS2 DASHBOARD

The MCJVS² Dashboard is maintained to support easy access to MCCC resources and applications.



The **Students & Staff** page includes links to popular resources and applications.



MCCC LMS

The **MCCC LMS** (learning management system) is home to many courses and information.

1. Login to **MCCC LMS**: moodle.mcjvs.edu
2. Enter your **MCCC Email Address and Password**

MCCC GOOGLE WORKSPACE

The **MCCC Google Workspace** provides students with a host of Google applications, extensions, and other Google-integrated applications.

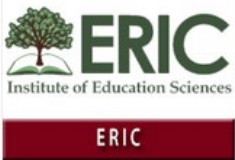
1. Begin by logging into **Google Drive**: drive.google.com
2. Enter your **MCCC Email Address and Password**

*Please ensure you sign in to your **MCCC Google** account and not your personal or home school Google account.*

MCCC VIRTUAL LIBRARY

The **Virtual Library** page includes research resources and direct links to the Medina County District Library (MCDL). MCDL resources are free and require either a library card or eCard to access.

Virtual Library

 ERIC	 DOAJ	 Purdue OWL	 Google Scholar
 Chilton Library	 Research 4 Success	 Resource Library	 FREE E-Books

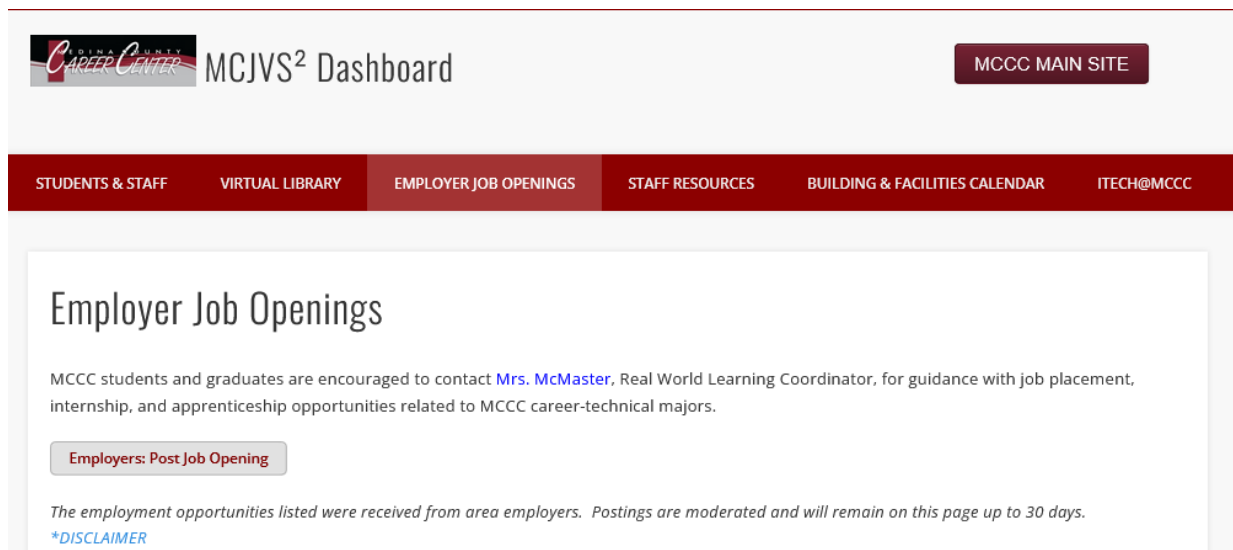
The following FREE resources are provided by the Medina County District Library and require a library card or an eCard to access.

[More Information](#) | [eCard Registration](#) | [More Online Resources](#)

			
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MCJVS²: EMPLOYER JOB OPENINGS

The **Employer Job Openings** page lists employment opportunities received from area employers. Postings are moderated and will remain on the page up to 30 days.



FREQUENTLY ASKED QUESTIONS (FAQS)

What is the MCCC Guest Wi-Fi password?

The MCCC Guest WiFi does not require a password.

Should I connect my personal device to the guest or BYOD WiFi?

The MCCC Guest WiFi requires acceptance of the acceptable use statement, has limited speed, will disconnect after two hours, and, in some cases, will not allow users to connect to MCCC web-based services and applications. The MCCC BYOD WiFi is a fast and uninterrupted connection and requires users to login with their MCCC username and password.

Are students permitted to use copy machines?

No. Please contact your instructor if copies are needed.

Am I permitted to install programs on MCCC computers or devices?

No. MCCC Board policy indicates users are not permitted to install hardware or software on computers or devices owned by MCCC. If you have specific needs or requests, please contact your instructor.

Are technology personnel able to help me with my personal device (e.g., cellphone, laptop)?

No, technicians are not permitted to support or service personally owned devices.

I am unable to access MCCC Google Workspace, or a message states I need permission. What do I do?

Oftentimes, students access their personal Gmail accounts at MCCC. When accessing the MCCC Google Workspace, users **MUST** change user accounts. To verify/switch account, please refer to the account name in the upper right of the browser window. If you are trying to access a specific folder and are denied access, please contact the folder owner to request access.

Who do I contact if I need technical support?

Please notify your instructor or the Adult Education office.