

REGULATIONS

PEQUANNOCK TOWNSHIP BOARD OF EDUCATION

STUDENTS
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7523R – SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STUDENTS 1:1 HANDBOOK

The mission of the Chromebook program at Pequannock Township School District is to present students with the opportunity to use the latest available technology in order to expand critical thinking skills, enhance collaboration, facilitate interpersonal classroom interactions, and share their content knowledge with others. Through daily practice, students will become fluent in the use of technology for the purpose of discovery and innovation thereby improving educational outcomes.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used at Pequannock Township School District considered by the Administration to come under this policy.

*Teachers may set additional requirements for use in their classroom.

I. GENERAL INFORMATION

A. Receiving Your Chromebook

1. Chromebooks may be distributed each fall after the student/parent/teacher informational meetings, or at a time during the year prescribed by the Administration.
2. Parents and students must sign and return the Pequannock 1:1 Chromebook Consent Form before the Chromebook can be issued to their child.

B. Chromebook Check-in

1. Chromebooks will be returned upon request of Administration, on a date to be provided, so they can be checked for serviceability and to be stored as necessary. If a student transfers out of Pequannock Township School District during the school year, the Chromebook, Chromebook charger, and any other peripheral devices/tools provided will be returned at that time.
2. Students who graduate early, withdraw, are expelled, or terminate enrollment at Pequannock Township School District for any other reason must return their individual school Chromebook, Chromebook charger, and any other peripheral devices/tools provided on the date of termination.
3. If a student fails to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided upon request of Administration or upon termination of enrollment at Pequannock Township School District, that student will be subject to criminal prosecution or civil liability and district records may be

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withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided will result in a theft report being filed with the Pequannock Township Police Department.

4. Furthermore, the student will be responsible for any damage to the Chromebook and must return the computer and accessories to Pequannock Township School District in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

C. Technology Use Fee and Deductible

1. Families are required to pay the Technology Use Fee of \$25 prior to the student being issued a device and annually thereafter.
2. **A \$25 deductible will be charged for damage per incident**, as outlined in section VIII Repairing or Replacing Your Chromebook. A list of known issues which are exempt from this fee is available on the 1:1 website.
3. Families may apply for discounts or waivers if they qualify for other financial aid, including the federal free and reduced lunch program.
4. Lost chargers will be replaced at the cost of the charger or \$25, whichever is lower.
5. Current information regarding the technology use fee and deductible, including coverage and fees, can be found on the district 1:1 website.

II. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Pequannock Township School District Chromebook Department in the Media Center or designated location, or to the building Main Office for an evaluation of the equipment.

A. General Precautions

1. The Chromebook is school property and all users will follow this policy and the Pequannock Township School District Student Acceptable Use of Computer and Internet Social Media Networks/Computers and Resources Policy 2361.
2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
3. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
4. Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
5. Students are responsible for keeping their Chromebook's battery charged for school each day.

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6. Chromebooks are very sensitive to extreme heat and extreme cold; therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
7. Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

B. Carrying Chromebooks

Students should purchase a protective case for their Chromebook. The guidelines below should be followed:

1. Chromebooks should always be within the protective case when carried.
2. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
3. Chromebooks must remain in a protective case when not in use to prevent unintended damage.

C. Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Clean the screen with a soft, dry cloth or anti-static cloth.
5. Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

III. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each 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 instructed not to do so by their teacher.

A. Chromebooks Left at Home

1. If students leave their Chromebook at home, they are responsible for obtaining a loaner Chromebook from the Pequannock Township School District Chromebook Department in the Media Center or designated location.
2. If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize

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the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.

3. After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the Principal.
4. If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

B. Chromebook Undergoing Repair

1. Damaged Chromebooks can be submitted for replacement at the Pequannock Township School District Chromebook Department in the Media Center or designated location before or after school or at specified times posted on the 1:1 website.
2. **Replacing a damaged Chromebook will incur a \$25 fee per incident.** A list of known issues, which are exempt from this fee, is available on the 1:1 website.
3. Replacement Chromebooks will be issued to students immediately upon submitting their damaged Chromebook.
4. Outstanding fees may result in grades or transcripts being withheld, and could subject a student to being required to “check out” their device.

C. Charging Your Chromebook’s Battery

1. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
2. If students come to school with a dead Chromebook, they are responsible for obtaining a loaner Chromebook from the Pequannock Township School District Chromebook Department in the Media Center or designated location.
3. Repeat violations (minimum of three days-not consecutively) of this policy will result in consequences as indicated in the student handbook.
4. In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in classrooms using their own chargers or the classroom charger, as permitted by the classroom teacher.

D. Photo Library/Screensavers/Background Photos

1. Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
3. Photos/videos require a large amount of storage space on the device. Only photos that are taken for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

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E. Sound, Music, Games, or Programs

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
3. Internet Games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of Pequannock Township School District.
4. All software/Apps must be district provided or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instances of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

F. Printing

1. Printing will be not be directly available with the Chromebook. Students should share finalized documents with their teacher using their school provided Google account. Printing can be performed at the discretion of the teacher.

G. Home Internet Access

1. Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
2. Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
3. If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

H. Privacy

1. In accordance with the Pequannock Township School District Student Acceptable Use of Computer and Internet Social Media Networks/Computers and Resources Policy 2361, there is no reasonable expectation of privacy while using school owned computers or networks.
2. The student issued Chromebook can be and is monitored and activity recorded for security and safety purposes.
3. In accordance with the Anti-Big Brother Act (N.J.S.A. 18A:36-39 P.L. 2013, c. 44), Chromebooks may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. Pequannock Township School District

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shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

IV. MANAGING YOUR FILES & SAVING YOUR WORK

A. Saving to the Chromebook

1. Students may save work to their Google Docs (Drive) accounts (or other cloud based storage medium) via the Chromebook.
2. Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging.
3. It is the student's responsibility to ensure that their work is backed up and, therefore, not lost due to mechanical failure or accidental deletion.
4. Chromebook malfunctions are not an acceptable excuse for not submitting work.

B. Network Connectivity

1. The Pequannock Township School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
2. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

V. SOFTWARE ON CHROMEBOOKS

A. Originally Installed Software

1. The Extensions/Apps originally installed by Pequannock Township School District must remain on the Chromebook in usable condition and be easily accessible at all times.
2. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

B. Additional Software

1. Students are allowed to load extra extensions/Apps on their Chromebooks. However, any apps that are not provided by the school will need approval in writing as mentioned in section III. E. above. Pequannock Township School District will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.

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2. Any attempt to “jailbreak” or “root” the Chromebook or change the configuration will result in an immediate disciplinary action.
3. Any software that breaks the Student Acceptable Use of Computer and Internet Social Media Networks/Computers and Resources Policy 2361 or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section III. E. above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

C. Inspection

1. Students may be selected at random to provide their Chromebook for inspection.
2. Reasons for Chromebook inspection may include, but are not limited to, the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

D. Procedure for Re-loading Software

1. If technical difficulties occur or illegal software is discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.
2. Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section IV. above.
3. Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

E. Software Upgrades

1. Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
2. Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

VI. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

A. Parent/Guardian Responsibilities

1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

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2. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
 - The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - CommonSense Media: <http://www.commonsensemedia.org/blug/digital-citizenship>
3. Ensure that siblings and other family members are not using the device for personal use.

B. School Responsibilities are to:

1. Provide Internet and Online Course Materials access to its students.
2. Provide Internet filtering and blocking of inappropriate materials as able.
3. Chromebooks will be treated similar to the policy surrounding school lockers. Pequannock Township School District reserves the right to review, monitor, and restrict information stored on or transmitted via Pequannock Township School District owned equipment and to investigate inappropriate use of resources.
4. Provide staff guidance to aid students in doing research and help ensure student compliance of the Student Acceptable Use of Computer and Internet Social Media Networks/Computers and Resources Policy 2361.

C. Students are responsible for:

1. Using computers/devices in a responsible and ethical manner.
2. Obeying general school rules concerning behavior and communication that apply to technology use.
3. Using all technology resources in an appropriate manner so as not to damage school equipment. Taking a proactive role to aid Pequannock Township School District in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
4. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
5. Plagiarism is a violation of the Pequannock Township School District Pupil Discipline/Code of Conduct Policy 5600R. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
6. Use or possession of hacking software is strictly prohibited and violators will be subject to Pequannock Township School District consequences outlined in the Student Handbook and Student Acceptable Use of Computer and Internet Social Media Networks/Computers and Resources Policy 2361. Violation of applicable

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- state or federal law may result in criminal prosecution or disciplinary action by the District.
7. If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
 8. Returning their Chromebook to the IT Department or Main Office when leaving the district or when requested by Administration or the Technology Department. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Pequannock Township School District for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
 9. Monitoring all activity on their account(s).

D. Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (Pequannock Township School District reserves the right to modify this list at any time.):

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates an applicable Board policy and any applicable laws.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
4. Use of sites selling term papers, book reports, and other forms of student work.
5. Use of outside data disks or external attachments without prior approval from the administration.
6. Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
7. Spamming-Sending mass or inappropriate emails.
8. Using the internet to access personal (non-school related) accounts – i.e. non-school provided e-mail accounts (Yahoo, Hotmail), Facebook, other social media sites, etc.
9. Gaining access to other student's accounts, files, and/or data.
10. Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
11. Sending anonymous or misleading communications for any inappropriate purpose via any means.
12. Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
13. Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
14. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or

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computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

15. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
16. Bypassing the Pequannock Township School District web filter by any means.

E. Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

1. Chromebook batteries must be charged and ready for school each day.
2. Chromebooks that malfunction or are damaged must be reported following the procedures outlined in section VIII Repairing or Replacing Your Chromebook.
3. Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
4. Chromebooks that are stolen must be reported immediately to the Pequannock Township Police Department (the police report must be submitted) and to school administration.

F. Legal Propriety

1. Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
2. Plagiarism is a violation of the Pequannock Township School District Pupil Discipline/Code of Conduct Policy 5600R. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to Pequannock Township School District consequences outlined in the Student Handbook and Student Acceptable Use of Computer and Internet Social Media Networks/Computers and Resources Policy 2361. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

G. Student Discipline

If a student violates any part of the policies, procedures, or expectations outlined in this document, the Student Handbook, or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the Student Handbook). See Section IX. below for more details.

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VII. PROTECTING & STORING YOUR CHROMEBOOK

A. Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

1. Record of serial number
2. Pequannock Township School District Asset Label
3. Student Identification credentials

B. Storing Your Chromebook

1. When students are not using their Chromebooks, they should be stored in their protective cases.
2. To prevent damage, nothing should be placed on top of the Chromebook.
3. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.

C. Chromebooks Left in Unsupervised Areas

1. Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, and hallways.
2. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Main Office and may result in disciplinary action.

VIII. REPAIRING OR REPLACING YOUR CHROMEBOOK

A. Technology Use Fee and Deductible

1. Families are required to pay the Technology Use Fee of \$25 prior to the student being issued a device and annually thereafter.
2. **A \$25 deductible will be charged for damage per incident.** A list of known issues, which are exempt from this fee, is available on the 1:1 website.
3. Families may apply for discounts or waivers if they qualify for other financial aid, including the federal free and reduced lunch program.
4. Lost chargers will be replaced at the cost of the charger or \$25, whichever is lower.
5. Current information regarding the technology use fee and deductible, including coverage and fees, can be found on the district 1:1 website.

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IX. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, Saturday Detentions, and Out-of-School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

1. Downloading unapproved apps that are not in Self-Service without receiving permission.
2. Leaving Chromebook unattended.
3. Deleting school installed settings from a Chromebook.
4. Bringing Chromebook to Gym – unless directed by gym teacher.
5. Lack of adequate care for Chromebook, charger, etc.
6. Resetting Chromebook to factory defaults.
7. Placing the Chromebook in developer mode.
8. Adjusting settings on someone else's Chromebook.
9. Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
10. Logging in under personal Google Account to download purchased apps for yourself or another student(s).
11. Leaving Chromebook at home. Lack of preparation for classes.
12. Allowing anyone other than the assigned student to use the device inside and/or outside of school.
13. Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
14. Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

Adopted: 14 December 2015

Revised and Adopted: 10 September 2018

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FOR YOUR RECORDS

Student Pledge for Chromebook Use

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never allow other individuals to use my Chromebook.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case.
9. I will use my Chromebook in ways that are appropriate, meet Pequannock Township School District expectations and are educational.
10. I will not deface the serial number sticker on any Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Pequannock Township School District.
12. I will follow the policies outlined in the Use of Student Acceptable Use of Computer and Internet Social Media Networks/Computers and Resources Policy 2361 and the School District Provided Technology Devices to Students Regulation 7523R / 1:1 Handbook while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District Chromebook and power cords in good working condition.
16. I will be a proactive digital citizen when using my Chromebook.
17. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, including but not limited to the Pequannock Township School District Acceptable Use of Computer Networks / Computers and Resources Policy 2361, as well as any applicable provisions of the Student Handbook and any individual building policies and procedures.

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Student/Parent Pledge for Chromebook Use

18. I/we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by administration.
19. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
20. I/we understand that students may take Chromebooks home in the evenings for school related use; however, I/we understand that students must have Chromebooks in school every day.
21. I/we understand that students must return Chromebooks when leaving the district or upon request of Administration in the condition it was received.
22. I/we understand that I must report any problems or damage to the Chromebook to Pequannock Township School District Chromebook Repair department and am responsible for a **\$25 deductible per incident**.
23. I/we understand that Pequannock Township School District reserves the right to conduct unannounced inspections of student Chromebooks.
24. I/we understand that the use of Chromebooks will be governed by all terms and conditions of Pequannock Township School District policies and regulations, including but not limited to the Pequannock Township School District Acceptable Use of Computer Networks / Computers and Resources for Students and Parents.

Individual school Chromebook computers and accessories must be returned to Pequannock Township School District when leaving the district or upon request of Administration. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Pequannock Township School District for any other reason must return their individual school Chromebook computer on the date of termination. Failure to hand in Chromebook under any of these circumstances will result in the withholding of student transcripts.

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Acceptance of Chromebook Policy, Procedures, and Information Document

PLEASE RETURN THIS FORM

I / We agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use of Computer Networks / Computers and Resources for Students and Parents; and the Student Pledge for Chromebook Use.

Please Print Clearly:

Student Last, First Name:

Homerroom:

Grade: _____

Student Signature: _____ Date: _____

Parent Name (Please Print):

Parent Signature: _____ Date: _____