

General Charles G. Harker School  
**Chromebook Handbook**



*Swedesboro-Woolwich School District*

## **1. RECEIVING A CHROMEBOOK**

- a. Chromebooks will be distributed to all CHS students within the first month of school. In order for a student to receive their Chromebook, a parent/guardian **MUST** sign and return the Swedesboro-Woolwich Chromebook Agreement document (Appendix A). **CHROMEBOOKS WILL NOT BE DISTRIBUTED TO ANY STUDENT WHO FAILS TO RETURN AN AGREEMENT SIGNED BY A PARENT/GUARDIAN.**
- b. All students will receive:
  - i. (1) DELL Chromebook managed by the District Google Chrome Management License that allows SWSD to support applications and provide oversight.

## **2. RETURNING CHROMEBOOKS**

- a. All district-owned Chromebooks will be collected at the end of the school year. Students are responsible for the condition of their assigned Chromebook. They and their parent/guardian will be held financially responsible for a lost Chromebook.
- b. Any Chromebook not returned will be considered stolen property. Law enforcement agencies will be notified.

## **3. CARE OF CHROMEBOOKS**

- a. Each student is responsible for the general care and condition of the Chromebook that they have been assigned. **CHROMEBOOKS ARE FOR IN SCHOOL USE ONLY AND, MAY NOT BE TAKEN OUT OF THE SCHOOL BUILDING UNDER ANY CIRCUMSTANCES.** Removal of a Chromebook from the school building constitutes theft. Law enforcement agencies will be notified.

### **b. BASIC CARE**

- i. No food or drink is allowed next to your Chromebook while it is in use.
  - ii. Cords, cables and removable storage devices must be inserted and removed carefully into the Chromebook.
  - iii. Never transport your Chromebook with any cords, cables or removable storage devices plugged in.
  - iv. Students should never carry their Chromebook by the screen.
  - v. Chromebooks should be closed or shut down when not in use to conserve battery life.
  - vi. Chromebooks should never be forced into tight spaces or wedged into a book bag as this may cause damage to the screen.
  - vii. Chromebooks should never be left in any unsupervised areas.
  - viii. Do not expose your Chromebook to extreme temperatures or direct sunlight for prolonged periods of time as this may damage the device.
  - ix. Chromebooks must remain free of any writing, drawing, or stickers.
  - x. Vents should never be covered.
  - xi. All Chromebooks must have a Swedesboro-Woolwich School District Asset Tag (barcode) on them at all times. This tag must not be removed or altered in any way. Removed or damaged tags will result in disciplinary action.
- c. **SCREEN CARE** – Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
    - i. Do not lean or put pressure on the top of the Chromebook when it is closed.
    - ii. Do not store the Chromebook with the screen in the open position.
    - iii. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, flash drive, etc.).

- iv. Screens should be cleaned with a soft, dry, anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

#### 4. **USING YOUR CHROMEBOOK AT SCHOOL**

- a. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages and announcements, calendars and schedules may be accessed using the Chromebook.
- b. **ACCOUNT ACCESS** – Students will only be able to log in to their designated Chromebook using their **@swwdk6.com account**.
  - i. When away from school, students are able to log into their Google Apps for Education account (using their @swwdk6.com account), and access their account from any computer that has internet access.
  - ii. **STUDENTS WILL NOT BE ABLE TO USE THE EMAIL FUNCTION OF THEIR @SWWDK6.COM ACCOUNT.**
- c. **INTERNET USAGE AND FILTERING**
  - i. Electronic communication coming from or going into school-issued student accounts can and will be monitored to ensure that all terms of usage are being followed.
  - ii. As required by the Children’s Internet Protection Act (CIPA), an Internet filter is maintained by the district. Filtering restricts access to inappropriate online materials as defined by the SWSD Acceptable Use Policy including, but not limited to, pornography, obscenities, or other material deemed harmful to minors. SWSD cannot guarantee that access to all inappropriate online materials will be blocked.
  - iii. Students are required to immediately notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening or that make them feel uncomfortable. Timely reporting of this type of information is very important so such sites can be blocked from further access.
  - iv. SWSD utilizes software to facilitate the monitoring of student Chromebook and internet usage. While SWSD is committed to protecting students, no technical or human supervision is failsafe. SWSD reserves the right to investigate, review, monitor, and restrict information stored and transmitted on district-owned devices. Attempts by students to bypass the monitoring and filtering systems in place by resetting the device, or attempting to install or use proxy servers or any other measures will be dealt with via the disciplinary process. Actions such as these may result in the loss of student use of the device or other measures deemed appropriate by SWSD administration up to and including expulsion.
- d. **STUDENT RESPONSIBILITIES**
  - i. Students are responsible for bringing their Chromebook to specials area, special education, G&T and enrichment when advised to do so by their teacher.
  - ii. **SOUND** – Speakers are to be muted at all times unless permission is obtained from the teacher for instructional purposes.
  - iii. **PERSONALIZED MEDIA** - Material posted on either the screensaver or the background must be appropriate and must meet the criteria of the SWSD Acceptable Use Policy. All personalized media is subject to inspection by school personnel. The presence, on a student Chromebook, of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols/pictures or any other material the administration deems as inappropriate or educationally disruptive will result in disciplinary action.

- iv. **PASSWORD** – All student passwords are assigned by the school district. It is a disciplinary infraction to change or alter a student password. Take care to protect your password. It may not be shared with another student(s).
  - v. **DATA STORAGE** – The SWSD will employ the use of Google Apps for Education. This is a suite of products that allows students to create different kinds of online documents (presentations, spreadsheets, documents, etc.). It also provides the opportunity for students to collaborate with other students and teachers. Documents and files created in Google Apps for Education are stored in the cloud. Data storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect files on District property at any time and will take the necessary steps if any files are in violation of the District’s Acceptable Use Policy.
  - vi. **LEGAL PROPRIETY** – All students and staff must comply with trademark and Copyright Laws and all license agreements. Plagiarism is a violation of the Student Code of Conduct. Ignorance of the law is not immunity. If you are unsure as to whether or not you are in compliance, ask a staff member. Remember to give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, including graphics, movies, music and texts.
  - vii. **MANAGEMENT SOFTWARE** – SWSD has installed Google Chrome Management Software on all devices. Any attempts to bypass this software through any measures including resetting the device will result in disciplinary action by SWSD.
- e. UNACCEPTABLE BEHAVIOR** – Access to the SWSD technology resources is a privilege and not a right. Individuals who do not follow the requirements of the District Acceptable Use Policy is subject to disciplinary action. This includes, but is not limited to, the following:
- i. Using the network for illegal activities including plagiarism and copyright violations
  - ii. Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes.
  - iii. Downloading inappropriate materials, viruses or software.
  - iv. Using or possessing hacking or file-sharing software, including Keystroke loggers, batch files, or application(s) used to bypass laptop or network security.
  - v. Gaining unauthorized access anywhere on the network, including attempting to log onto the internet, network, servers, routers, switches, printers, or firewall as a system administrator.
  - vi. Vandalizing or tampering with equipment, files, software, system performance or other network equipment.
  - vii. Using the Chromebook for advertising or financial gain.
  - viii. Attempting to repair, remove or install computer hardware or software.
  - ix. Opening the Chromebook to access internal parts.
    - x. Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages.
  - xi. Subscribing to mail lists, mass emails, games or other services that cause network congestion.
  - xii. Intentionally wasting finite internet or network resources including downloading files, streaming music, videos or games or installing activating or creating programs that interfere with the performance of the network, internet, or Chromebook hardware.
  - xiii. Revealing, sharing, or posting personal information including full name, address, phone numbers, social security numbers, driver’s license numbers, or passwords for yourself or others.
  - xiv. Invading the privacy of others.

- xv. Using another person's username or password, or allowing another to access your account using your name or password.
- xvi. Pretending to be someone else when sending or receiving messages.
- xvii. Forwarding or distributing inappropriate messages.
- xxviii. Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content.
- xix. Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism.
- xx. Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students.
- xxi. Assisting, observing, or joining any unauthorized activity using the Chromebook, network, or internet.
- xxii. Accessing or attempting to access Internet sites not approved by district/teacher, including non-educational use of chat rooms, instant messaging, or social networking, social media sites and other sites that could expose students to harm or distraction from engagement in academic and school-related pursuits.
- xxiii. Attempting to disable or bypass SWSD Internet content filter or firewall, or attempting to use proxies to access sites that would otherwise be restricted, including by means of resetting the machine to its factory settings.
- xxiv. Falsifying permission or identification information.
- xxv. Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses.
- xxvi. Knowingly placing a computer virus on a computer or network (additionally, legal charges may be filed).
- xxvii. Writing, drawing, painting, defacing, or placing stickers or labels on school-owned laptops or laptop accessories, or causing other intentional damage.
- xxviii. Attempting to alter data or the configuration of a computer or the files of another user will be considered vandalism and subject to disciplinary action.
- xxix. Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs or gang related symbols are subject to disciplinary action.
- xxx. **CYBER-BULLYING** – In accordance with the NJDOE regulations for Harassment, Intimidation and Bullying (P.L. 2010, C.122), it is illegal to use electronic communication in any form to convey messages/information that harasses, threatens, torments, embarrasses, or intimidates students or school staff. **STUDENTS WILL NOT ENGAGE IN ANY CYBER-BULLYING ACTIVITIES THROUGH THE USE OF A CHROMEBOOK OR COMPUTER.** Individuals who engage in cyber-bullying activities are subject to penalties prescribed through the District's HIB policies, as well as discipline administered through the CHS Student Code of Conduct (Please refer to the district HIB website and the General Charles G. Harker School website for more information). Please be aware that the HIB Policy even applies to situations in which cyber-bullying originates from off-campus sources, but is brought to the attention of school officials, and is determined to be materially and substantially disruptive to the school environment or have a direct and immediate effect on school safety or the order and conduct within the school.

#### **f. CONSEQUENCES**

- i. THE STUDENT IN WHOSE NAME A SYSTEM ACCOUNT AND/OR CHROMEBOOK HARDWARE IS ISSUED WILL BE RESPONSIBLE AT ALL TIMES FOR ITS APPROPRIATE

USE. Students are responsible to comply with Board policies and this handbook at all times. Consequences for non-compliance with Board policies and this handbook may include disciplinary actions and/or financial responsibilities. Failure to comply may reduce or revoke student privileges in the 1:1 Chromebook program. The student may also be subject to disciplinary action as set forth in the CHS Student Code of Conduct.

- ii. The SWSD also cooperates fully with local, state, and federal law enforcement in the investigation of all computer crimes.

Chromebooks are to be returned annually no later than the last day of the school year. Chromebooks will also be returned upon removal from the school through withdrawal, suspension, expulsion, or transfer.

- iii. The Chromebook remains the property of the SWSD and cannot be loaned, sold, bartered, traded, leased, rented, or given to any other person(s). Failure to return the Chromebook will result in a certified letter being sent to the parent/guardian listing replacement cost. The parent/guardian will have five (5) days to return the Chromebook or pay replacement costs. Failure to comply will result in a referral to local law enforcement. The parent/guardian may be charged with theft. The SWSD reserves the right at any time to require the return of the Chromebook.

## 5. **TECHNICAL SUPPORT**

- a. Damaged or inoperable Chromebooks are to be reported to the student's homeroom teacher and returned to the CHS Main Office to be entered into the repair tracking system. A loaner will be provided to the student to use until the device is repaired and returned.
- b. Students are responsible to demonstrate the same degree of care and responsibility for their loaned Chromebook as they would for their originally assigned Chromebook.

## 6. **DAMAGED/LOST/STOLEN DEVICES**

- a. Chromebooks are assigned to students in a similar fashion as assigning textbooks. It is understood that as materials are used, normal wear is expected. What is not expected is wear and tear that is above what is considered normal. As with textbooks, students may be issued a fine at the end of the school year if excessive wear is evident.
- b. It is also understood that when using electronic devices, damage may occur. Two types of damage to school property are accidental damage and malicious or negligent damage. If a device is damaged, the student will need to return the device to the CHS Main Office so that a repair order may be generated to Tech Support.
  - i. Tech Support (the District Technology Department) will determine the nature of the damage as accidental or malicious.
  - ii. If device damage is determined to be accidental, the student will be able to check out a loaner while the device is being repaired. The student will not be charged for the repair.
  - iii. If a device is damaged through malice or negligence, students may face monetary or legal consequences depending on the nature of the damage. Administration reserves the right to determine the appropriateness of assigning a loaner Chromebook.
- c. If the Chromebook is lost or stolen, school administration must be immediately notified. Efforts will be made to find and return the device, but if unable to locate the device, the student may be responsible for the replacement cost of the Chromebook. Administration reserves the right to contact the local Police Department.
- d. The parent/guardian will be responsible for compensating the district for any losses, costs, or damages which are not accidental in nature up to, and including, possibly the Chromebook's full replacement cost. Students with damaged, lost, or stolen devices who fail to notify school officials may be subject to disciplinary action.

7. **PARENT/GUARDIAN EXPECTATIONS**

- a. Ensure that your child understands and adheres to the Chromebook and network policies set forth in this handbook.
- b. The parent/guardian will reimburse the school district for any costs incurred or fines assessed due to misuse, neglect, damage, or loss, including theft, up to the full replacement cost of the Chromebook.
- c. Review the Swedesboro-Woolwich School District's policies named herein and this Chromebook Handbook with your child.
- d. Ensure the return of the Chromebook and all accessories at the end of the school year or before the student withdraws from school.
- e. Support your child in the use of Google Apps for Education, particularly as it applies to homework, projects and other assignments.



## Gen. Charles G. Harker School

### 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 loan out my Chromebook to other individuals
4. I will know where my Chromebook is at all times.
5. I will return my Chromebook to the charging care in my homeroom at the end of each day.
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 provided.
9. I will use my Chromebook in ways that are appropriate and are education.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
11. I will not deface the asset tag sticker on any Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Swedesboro-Woolwich School District.
13. I will follow the policies outlined in the *Gen. Charles G. Harker School Chromebook Handbook* and the district *Internet Safety and Technology Policy 6142.10*.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District Chromebook, case and power cords in good working condition.
16. I will be a responsible and respectful 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 Swedesboro-Woolwich School District 1:1 Chromebook Policy 3514.1, as well as any applicable provisions of the District Student Handbook and any individual building policies and procedures.
18. I will never bring my Chromebook into the cafeteria during lunch time or the school lavatories.

### Student Pledge for Chromebook Use

1. 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 SWSD administration.
2. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
3. I/we understand that I/we are responsible for the terms and conditions of the repair and/or total replacement cost for the Chromebook that was purchased by the Swedesboro-Woolwich School District.
4. I/we understand that students will return their Chromebooks at the end of the school year in the good working condition as determined by the SWSD Department of Technology.
5. I/we understand that I must report any problems or damage to the Chromebook to my homeroom teacher.
6. I/we understand that the SWSD reserves the right to conduct unannounced inspections of student Chromebooks.
7. I/we understand that the use of Chromebooks will be governed by all terms and conditions of the Swedesboro-Woolwich School District policies and regulations
8. Students who withdraw, are expelled, or terminate enrollment with Gen. Charles G. Harker School for any other reason must return their individual school Chromebook computer on the date of termination. Failure to hand in the Chromebook under any of these circumstances will result in the withholding of student transcripts.

**APPENDIX A**

**Chromebook Permission Slip**

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**I/we agree to the stipulations set forth in the above documents including the Chromebook Handbook, Procedures, and Information; District Policies and the Student/Parent Pledge for Chromebook Use.**

**Please Print Clearly:**

Student Name (please print): \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_