

Regulations

SCHOOL FURNISHED ELECTRONIC DEVICE: DISTRIBUTION AND USE

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COMPUTER DISTRIBUTION AND USE (regulation continued)

RECEIVING YOUR DEVICE AND CHECK-IN

Receiving Your School Furnished Electronic Device

School furnished electronic devices will be distributed each September for students that are new to the district. Parents and students must sign and return copies of the *New Jersey Anti-Big Brother Act Notice, Protection Plan, Student Pledge, and Acceptable Use Policy* documents before the school owned device can be issued. The Protection Plan outlines the requirements for obtaining the electronic device.

Check-In

If a student transfers out of the school district during the school year, their school furnished electronic device will be returned at that time.

Check-In Fines

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at school for any other reason must return their school furnished electronic device on the date of termination. If a student fails to return the device upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the device, or, if applicable, any insurance deductible. Failure to return the school furnished electronic device will result in a theft report being filed with the police department.

Any student issued a school furnished electronic device will be responsible for any damage to it, consistent with the district's Protection Plan and must return the electronic device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost.

New Jersey's Anti-Big Brother Act Notice

The electronic devices provided by Princeton Public Schools may record or collect information on the account activity or the use of the device if the 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. The district will not use any of these electronic capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

I acknowledge the receipt of information on the Anti-Big Brother Act (<https://www.njleg.state.nj.us/2012/Bills/PL13/44 .HTM>) I understand that these devices may record or collect information on the account activity or the use of the device if the 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. The school district 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.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

COMPUTER DISTRIBUTION AND USE (regulation continued)**TAKING CARE OF YOUR ELECTRONIC EQUIPMENT**

Students are responsible for the general care of the school furnished electronic device they have been issued by the school. School furnished electronic device that are broken or fail to work properly must be taken to the building technology assistant for an evaluation of the equipment. Parents, guardians, or students are not allowed to attempt repairs themselves or contract with any other individual or business to repair school owned equipment. All repairs will be performed by the Princeton Public School's Technology Department. Self-repair will void any manufacturer warranties and the district protection plan.

General Precautions

- A. The device is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- B. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- C. Cords and cables must be inserted carefully into the device to prevent damage.
- D. The school furnished electronic device must remain free of any writing, drawing, stickers, or labels that are not the property of Princeton Public Schools District.
- E. School furnished electronic device must never be left in an unlocked locker, unlocked car or any unsupervised area.
- F. Students are responsible for keeping the battery charged for school each day.

Carrying Devices

- A. School furnished iPads must always be within the protective case.
- B. Some carrying cases (i.e. backpacks) 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 device screen.

Screen Care

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

- A. Do not lean on the top of the electronic device when it is closed.
- B. Do not place anything near the electronic device that could put pressure on the screen.
- C. Do not place anything in the carrying case that will press against the cover.
- D. Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- E. Do not "bump" the electronic devices against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

USING YOUR DEVICE AT SCHOOL

School furnished electronic devices are intended for use at school each day. In addition to teacher expectations for the use of school furnished electronic devices, school messages, announcements, calendars

COMPUTER DISTRIBUTION AND USE (regulation continued)

and schedules may be accessed using the device. Students must be responsible to bring their school furnished electronic device to all classes, unless specifically instructed not to do so by their teacher.

Devices Left at Home

If students leave their school furnished electronic device at home, they are responsible for getting the course work completed. If a student repeatedly (three or more times as determined by any staff member) leaves their school furnished electronic device at home, they may be subjected to lose of credit for being unprepared and may result in temporary or permanent loss of their electronic device privilege.

Device Undergoing Repair

When equipment is available, students may be issued a replacement electronic device when theirs requires repair.

Charging the Battery

School furnished electronic devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. Repeat violations (minimum of three days – not consecutively) of this policy may result in a loss of credit for being unprepared and/or temporary or permanent loss of their device privilege.

In cases where use of the school furnished electronic device has caused batteries to become discharged, students **may** be able to connect to a power outlet in class.

Screensavers

- A. Inappropriate media may not be used as a screensaver or background photo.
- B. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

Sound, Music, Games or Programs

- A. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- B. Music is allowed on the school furnished electronic device and can be used at the discretion of the teacher.
- C. Internet games are not allowed on the school furnished electronic device. If game apps are installed, it will be with Technology Department approval.
- D. All software/apps must be district provided. Data storage will be through apps on the school furnished electronic device and email to a server location.

Printing

Printing will be available with the device on a very limited basis.

Home Internet Access

Students are allowed to set up wireless networks on school furnished electronic devices. This will assist them with use of the device while at home. Printing at home will require a wireless printer, paper, and the correct application.

COMPUTER DISTRIBUTION AND USE (regulation continued)**MANAGING YOUR FILES AND SAVING YOUR WORK**Saving to the Electronic Device/Home Directory

Students may save work to the home directory on the school furnished electronic device on a limited basis. It is recommended that students save files in the cloud using either Google Drive or Microsoft OneDrive. Storage space will be available on the school furnished electronic device – but it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. School furnished electronic device malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

The 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.

SOFTWARE ON DEVICESOriginally Installed Software

The software/applications originally installed by the school district must remain on the school furnished electronic device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the school furnished electronic device at the completion of the course. Periodic checks of the school furnished electronic device will be made to ensure that students have not removed required apps.

Additional Software

Students are not allowed to load extra software/applications on their school furnished electronic device. The school district will synchronize the school electronic device so that they contain the necessary applications and programs for schoolwork. Students will not synchronize school furnished electronic devices or add applications to include home syncing accounts.

Procedure for Re-loading Software

If technical difficulties occur or illegal software or unauthorized applications are discovered, the school furnished electronic device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their school furnished electronic device for periodic updates and syncing.

PROTECTING AND STORING YOUR DEVICEDevice Identification

Student devices will be labeled in the manner specified by the school. School furnished electronic devices can be identified in the following ways:

- A. Record of serial number and correlated asset tag.

Storing your Device

COMPUTER DISTRIBUTION AND USE (regulation continued)

When students are not using their school furnished electronic device while at school, they should be stored in their school-issued lockers or in their backpacks. Princeton Public Schools recommends the students use the lock provided on their school-issued lockers to secure and store their school furnished electronic device. Nothing should be placed on top of the school furnished electronic device when stored in their locker. Students are encouraged to take their school furnished electronic device home every day after school, regardless of whether or not they are needed. School furnished electronic devices should not be stored in a vehicle at school or at home.

Do NOT leave your school furnished electronic device in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

School Furnished Electronic Device Left in Unsupervised Areas

Under no circumstances should school furnished electronic devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any school furnished electronic device left in these areas is in danger of being stolen. If a school furnished electronic device is found in an unsupervised area, it will be taken the main office or technology office. Violations may result in loss of the school furnished electronic device privileges and/or other privileges.

REPAIRING OR REPLACING YOUR DEVICE**School District Protection**

Princeton Public Schools Protection Plan is recommended to cover device repairs or replacement in the event of theft, accidental damage, or maintenance. The protection cost will be \$75 annually for each school furnished MacBook Air, and \$25 annually for each school furnished iPad or Chromebook, with a maximum annual cost of \$150 per family. Yearly Princeton Public Schools Protection Plan fees will be placed into an account to self-fund electronic device repairs and replacement. This plan will include one replacement per student. Additional replacements will cost the student/parent the full value of a device. Parents will be asked to purchase this protection plan through MySchoolBucks. Parents who are unable to purchase the insurance, please send an email to: TechDirector@princetonk12.org. Parents who choose to opt out of the district insurance will be responsible to for the full cost of any repairs to the district device.

Please Note: The district will cover the cost for families:

- who qualify for free/reduced lunch.
- who qualify for the district's Mobile Access Program.
- who qualify for the district's Internet for All program.
- whose child has an IEP requiring a district device.

If students or parents wish to carry their own additional personal insurance to protect the school furnished electronic device in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the device. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

Claims

All protection plan claims for accidental damage and maintenance must be reported and filed with the school office. In cases of theft, students or parents must file a police or fire report and bring a copy of the report to the principal's office before a device can be replaced with the Princeton Public Schools Protection Plan.

COST OF REPAIRS

COMPUTER DISTRIBUTION AND USE (regulation continued)

Students/parents will be responsible for damages to their school furnished electronic devices including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the Princeton Public Schools Protection Plan would be used to cover the cost of repairs. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student/parent will pay for full replacement value. The Princeton Public Schools Protection Plan does not cover lost items. This includes the device, cables, and protective iPads cases. Lost items will be charged the actual replacement cost.

Parent Name (please print): _____

- I choose to enroll in the Princeton Public Schools Protection Plan program.
- I choose to opt-out of the Princeton Public Schools Protection Plan program.

Parent Signature: _____

Date: _____

ACCEPTABLE USEPurpose

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

Limitation of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

District Rights and Responsibilities

The device is the property of the district, and all device software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The board designates the chief school administrator as the coordinator of the district system. He/she shall recommend to the board of education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each principal shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

Access to the System

COMPUTER DISTRIBUTION AND USE (regulation continued)

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/Discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

World Wide Web

All students and employees of the board shall have access to the Web through the district's networked or stand-alone devices.

District Web Site

The board authorizes the chief school administrator to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

Classes may also establish web sites that include information on the activities of that school or class. The building principal shall oversee these web sites.

The chief school administrator shall publish and disseminate guidelines on acceptable material for these web sites. The chief school administrator shall also ensure that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the state department of education. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

Parental Notification and Responsibility

The chief school administrator shall ensure that parents/guardians are notified about the district network and the rules governing its use.

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

- A. Users shall not attempt to gain unauthorized access (hacking) to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.
- B. Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.
- C. Users shall not use the district system to engage in illegal activities.
- D. Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

COMPUTER DISTRIBUTION AND USE (regulation continued)

- E. Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.
- F. Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.
- G. Users shall not engage in any action that violates existing board policy or public law;
- H. Users shall not access chat rooms, sites selling term papers, book reports and other forms of student work;
- I. Users shall not access messaging services (i.e. MSN Messenger, ICQ, etc.);
- J. Users shall not access internet/computer games;
- K. Users shall not download outside data disks or external attachments without prior approval from the administration;
- L. Users shall not change the device setting (exceptions include personal settings such as font size, brightness, etc.);
- M. Users shall not download unauthorized applications;
- N. Users shall not send spam – sending mass or inappropriate emails;
- O. Users shall not access the school's Internet/email accounts for financial or commercial gain or for any illegal activity;
- P. Users shall not send of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger;
- Q. Users shall not give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- R. Users shall not participate in credit card fraud, electronic forgery or other forms of illegal behavior;
- S. Users shall not bypass the school web filter through a web proxy.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages:

- A. Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.
- B. Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

COMPUTER DISTRIBUTION AND USE (regulation continued)

Users shall not install or download software or other applications without permission of the supervising staff person.

System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check e-mail frequently and delete messages promptly.

Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

Parent/Guardian Responsibilities

Parents/guardians agree to discuss the 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.

School Responsibilities

- A. School will provide Internet and email access to its students.
- B. School will provide Internet blocking and/or filters as necessary for the prevention of access to inappropriate materials.
- C. School will provide network data storage areas. These will be treated similar to school lockers. The school district reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment and to investigate inappropriate use of resources.
- D. School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Student Responsibilities

- A. Students will use computer/devices in a responsible and ethical manner.
- B. Students will obey general school rules concerning behavior and communication that apply to device use.
- C. Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions cause by the student's own negligence, errors or omissions. Use of any information obtained via the school district's designated Internet system is at your own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- D. Students will help the school district protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- E. Students will monitor all activity on their account(s).

COMPUTER DISTRIBUTION AND USE (regulation continued)

- F. Students should always turn off and secure their device after they are done working to protect their work and information.
- G. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to report it to their teacher, counselor, or building administrator.
- H. Students who graduate early, withdraw, are expelled, or terminate enrollment at school for any other reason must return their school furnished electronic device on the date of termination.

Care

Students will be held responsible for maintaining their individual devices and keeping them in good working order. Students will be responsible for damages to their devices:

- A. The device batteries must be charged and ready for school each day.
- B. No labels or stickers may be applied to the device.
- C. The iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- D. School issued devices that malfunction or are damaged must be reported to the building Technology Assistant. The school district will be responsible for repairing devices that malfunction. Devices that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to devices that are damaged intentionally or be responsible for full replacement cost.
- E. School issued devices that are lost must be reported immediately to the Main Office or Technology Department.
- F. School issued devices that are stolen must be reported immediately to the Main Office and the Police Department.

Legal Propriety

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.

Plagiarism is a violation of the student handbook. 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.

Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.

Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Student Handbook.

I have read, or have had read to me, and have discussed the Acceptable Use Agreement and agree to use the network in an appropriate and responsible manner.

Student Name (please print): _____

Student Signature: _____ Date: _____

COMPUTER DISTRIBUTION AND USE (regulation continued)

I have read and discussed the Acceptable Use Agreement with my student and give the district permission to provide Internet access to my student.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

SCHOOL DISTRICT STUDENT PLEDGE FOR DEVICE USE

1. I will take good care of my device.
2. I will never leave my device unattended.
3. I will never loan out my device to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery daily.
6. I will keep food and beverages away from my device since they may cause damage to the device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device by carrying it in the case provided or in my backpack.
9. I will use my device in ways that are appropriate, meet school district expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on my device; I will not deface the serial number device sticker on any device.
11. I understand that my device is subject to inspection at any time without notice and remains the property of the Princeton Public School District.
12. I will follow the policies outlined in the *device Handbook* and the *Acceptable Use Policy* 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 as well as report to the Princeton Public School District.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the device, case (iPad only) and power cords in good working condition.
16. **I agree to the stipulations set forth in the above documents including the *Technology Policies, Procedures, and Information*, the *Acceptable Use Policy*, the *Protection Plan*, and the *Student Pledge for Technology Use*.**

Student Name (please print): _____

Student Signature: _____ Date: _____

COMPUTER DISTRIBUTION AND USE (regulation continued)

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Students who graduate early, withdraw, are expelled, or terminate enrollment at school for any other reason must return their device on the date of termination.