



Student Device Policies, Rules, and Regulations

- 1. Ownership.** I/we understand that the equipment and related software licenses are and remain the property of Mercer County Area Vocational Technical School District Board of Education, and the equipment/software is being loaned to me for use during the school year. I/we understand at no time should be in the possession of more than one device at any time.
- 2. Return of Equipment.** I/we understand to return the equipment to the Board in good working order, with reasonable wear and tear excepted when requested by the Board or upon a student leaving the district whichever occurs first.
- 3. Summer Use of Equipment.** Please note we are no longer collecting equipment annually, with the exception of our STEM Program. Returning students will keep their devices over the summer. Graduating students will be required to return equipment prior to the last day of school. The MCTS technology office is available to address any tech issues via studenthelpdesk@mcts.edu for any issues that arise. If a student leaves the district over the summer the device must be returned to the Board.
- 4. Care of Equipment.** I/ we understand that it is my responsibility to use reasonable care in using this and any other school District property. I/we understand the device will be issued with an Asset Tag that must not be removed, I/we further understand no additional adornments (stickers, marker, paints etc.) may be added to the device.
- 5. Accidental Damage.** I/we understand accidental damage is covered by MCTS, such as spills, drops, falls or other collisions. I/we understand that MCTS covers one (1) accidental damage event per school year. I/we understand that accidental damage beyond one event in the school year is my/our responsibility.

6. **Non-Accidental Damage.** If a student damages a technology device, intentionally or as a result of gross negligence as determined by administration, I/we will be responsible for paying repair or replacement costs. Examples of gross negligence include, but are not limited to: leaving equipment unattended or unlocked, lending equipment to others, using equipment in an unsafe environment or manner.

7. **Loaner Devices.** Loaner devices will be given to students whose device is being repaired or serviced by the Technology Office. Loaners will not be distributed to students who forgot or fail to bring their device to school, except during state mandated testing. I/we understand we are responsible for lost, stolen or damaged loaners.

8. **Risk of Loss.** Although MCTS will do everything in its power to recover missing devices, I/we understand we will be required to work with MCTS during the recovery process, including filing a police report and providing a copy of the report to MCTS. I/we understand we may be financially responsible if the lost or stolen device is unable to be recovered. Students will not be provided a loaner device until the obligations of this section are met.

9. **District Policies and Regulations.** I/we understand we must comply with administrative regulations and school rules regarding security, storage and use of the equipment. All use of district issued equipment must be in accordance with the following Board Policies and Regulations; 2360 Use of Technology; 2361 Acceptable Use of Computer Network/Computer Resources; 2364 Social Media; 2531 Use of Copyrighted Materials; 5512 Harassment/Intimidation and Bullying; 5513 Care of School Property; 7523 School District Provided Technology Devices to Pupils. I/we understand I/we are responsible for content on the device and will not loan it to anyone else to use it.

10. **Open Public Records Act.** I/we understand any electronic data entering the district's network is a public record, including our G-Suite for Education Domain, which is owned by MCTS and thereby may be subject to public disclosure pursuant to the Open Public Records Act (OPRA) and may also be retrieved for any purpose deemed necessary by the School District's Administration.

11. **Attachments.** I/we understand my/our signature below also acknowledges receipt and compliance with, the GSuite for Education Notice to Parents and Guardians, and the New Jersey Anti-Big Brother Act Notification attached to this agreement.

MCTS N.J. ANTI-BIG BROTHER ACT NOTIFICATION

The Anti-Big Brother Act, New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c.44), requires that parents/guardians of students who have been assigned a district or school owned device for use outside of school in connection with the district's academic program, be notified and informed of the following:

"If a school district furnishes a student with a laptop computer, cellular telephone, or other electronic device, the district shall provide the student with written or electronic notification that the electronic device 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."

Privacy: As per the guidelines of the NJ Anti-Big Brother Act (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44) the Board of Education reserves the right to examine, restrict, or remove electronic data from devices assigned to students. Students and their parent/guardians understand the assigned device may record or collect information on the student's activity or the student's use of the device. Students and parents/guardians further understand that all communication sent or received while connected to MCTS network infrastructure and services can potentially be recorded and archived. The District reserves the right to share any of such archived records with law enforcement authorities if deemed appropriate by the District. In addition, the District reserves the right to use the geolocation features of the device to track its location in case it is lost or stolen. The District shall not use any of the recording or geo-location capabilities of the device in a manner that would violate the privacy rights of the student or any individual residing with the students.

This document serves as notice that Mercer County Area Vocational Technical 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 while they are using the device outside of school. Before your child is permitted to use any district owned device outside of school, parents/guardians must sign the "Consent to Anti-Big Brother Act" stating that you understand and accept the Anti-Big Brother Act and agree to discuss it with your child.

G SUITE FOR EDUCATION

Notice to Parents and Guardians

At Mercer County Area Vocational Technical School District , we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Mercer County Area Vocational Technical School District , students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at [G Suite Services - Services Summary](#))

- Gmail (including Inbox by Gmail)
- Calendar
- Classroom
- Contacts
- Drive
- Docs
- Forms
- Groups
- Keep
- Sheets
- Sites
- Slides
- Talk/Hangouts
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services":

- Chrome Management
- Google Bookmarks
- Google Books
- Google Chrome Sync
- Google Developers Console
- Google Earth
- Google Finance
- Google in Your Language

- Google Map Maker
- Google Maps
- Google My Maps
- Google News
- Google Photos
- Google Play Console
- Google Public Data
- Google Search Console
- Google Takeout
- Mobile Test Tools
- Youtube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [G Suite for Education Privacy Notice](#). You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Mercer County Area Vocational Technical School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

Device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number; log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address; location information, as determined by various technologies including IP address, GPS, and other sensors; unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools. With Mercer County Area Vocational Technical School District . G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures. For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request. enforce applicable Terms of Service, including investigation of potential violations. detect, prevent, or otherwise address fraud, security or technical issues. protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Mercer County Area Vocational Technical School District Administration or you child's School Administrator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Mercer County Area Vocational Technical School District Administration. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <http://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at http://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <http://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement at https://gsuite.google.com/intl/en/terms/education_terms.html and <https://support.google.com/a/answer/2888485?hl=en> and the Data Processing Amendment at https://gsuite.google.com/terms/dpa_terms.html