



Waterford Township Public Schools
1:1 Mobile Learning Student Guidelines

PAGE 8 of this document must be completed and returned by Thursday, December 7, 2023.

Vision Statement: *Integrating instructional technologies throughout the curriculum will provide all our students with the tools to enhance learning, develop skills, and promote responsible citizenship to succeed in our global society.*

Goals:

- a. The student's device becomes their primary mobile learning tool.**
- b. Teaching and learning become increasingly more differentiated and student-centered.**
- c. Engaging all students in authentic, real-world activities and projects.**
- d. Extending learning beyond the classroom and the school day.**
- e. Promoting a culture of life-long learning and responsible digital citizenship.**

Terms of Mobile Device Loan:

A mobile device, or device as referenced in subsequent paragraphs, is defined as a Chromebook. All students enrolled in Waterford Township Public Schools, grades 3-6, will be issued a mobile device for the school year. The device will be assigned to individual students, and serial numbers will be recorded. The student will retain possession of the device for the remainder of the school year in which it was issued until they are promoted from 6th-grade school, or the student withdraws from school. The District retains the right to collect issued devices at any time and inspect them for appropriate usage and care. Sixth-grade students are responsible for bringing the devices to school daily, taking them home each day regardless of need, and ensuring they are fully charged for use the following day. **Loaners will not be provided should a student forget their device.** Failure to bring one's device does not excuse the student from completing classwork or assessments during their assigned period. The devices are not to be left unsupervised at home or school in unsecured locations; this includes being left in a classroom or office for charging or storage purposes. Students are responsible for appropriately using and taking care of their device to prevent it from being damaged, lost, or stolen per District Policy. The District has extended warranty coverage on all the devices that will protect against manufacturer defects during the time the device is assigned to a student.

Hardware and Software Issued:

- a. Mobile Device: Chromebook
- b. AC adaptor and power cord/charging cable
- c. Protective cover/carrying case
- e. Pre-loaded software for coursework, devices come installed with the latest versions of Chrome and are able to connect to the Internet wirelessly. Devices also use the Go Guardian system for web filtering. The District **does not** have remote access to the web camera installed on each device nor the capability to connect to the device remotely.

f. Mobile devices are programmed to receive important software updates automatically to ensure they are up-to-date and secure. Students should periodically leave their devices on while connected to the internet for several hours so that updates may be received and installed.

General Device Care Guidelines:

- a. Overloading your backpack or case **will** damage the device.
- b. When using the device, keep it on a flat, solid surface for air to circulate—for example, using your device while on a carpet or bed for extended periods can cause damage due to overheating.
- c. Students should avoid using their device while walking to prevent damage.
- d. Liquid, food, and other debris can damage the device. Students should avoid eating or drinking while using the device. **Do Not** keep food or food wrappers with the device.
- e. Take extreme care when inserting the charging cord, cables, and other removable storage devices to avoid damaging the device's ports and cables.
- f. Do not expose your device to extreme temperatures or direct sunlight for extended periods. Extreme heat or cold may cause damage to the device.
- g. Labels have been applied to your device for ID purposes. If these labels are intentionally removed or other ones added, the student will be issued a replacement/removal obligation. Adding stickers to the device is considered defacing district property.
- h. Keep your device away from magnets, which can erase or corrupt your data.
- i. Students must report all damage to their teacher immediately so they may submit a Helpdesk request to have the device repaired. Students may be randomly selected to provide their device for inspection. Students with damaged devices who fail to report the damage will be subject to repair or replacement fees and disciplinary actions.
- j. Misplaced devices must be reported to their teacher immediately, improving the chances of locating the lost device.

Cleaning Your Device:

- a. Always disconnect the device from the power outlet before cleaning.
- b. Clean the screen with a soft, lint-free cloth, or if necessary, use LCD-approved anti-static screen cleaners or wipes.

Never use glass cleaner or any other liquid not approved for touch displays, as they can damage or ruin the display.

- c. The only documented manufacturer-approved disinfectants are Clorox and Lysol brand bleach-free disinfecting wipes to disinfect your device.
- d. If you spill a liquid on the keyboard, turn off the device, flip it upside down to drain, and bring it to the Tech Department ASAP. Please do not attempt to remove keys/keyboard to clean it yourself.
- e. Wash hands frequently when using the device to avoid the buildup of dirt on the keyboard and touchpad.

Screen Care:

- a. Do not pick up the laptop by the screen.
- b. Avoid excessive force when touching the screen with fingers or stylus. Never use pens, pencils, or any sharp instrument not designed for a touch-sensitive screen.
- c. Do not lean on top of the device and avoid placing excessive pressure or weight on the device
- d. Do not leave pencils, pens, or papers on the keyboard when closing the screen.

Carrying the Device:

- a. All devices must be carried in the school-provided carrying case or with the protective cover installed at all times, including when moving between classes. The case/protective cover helps prevent overall damage and excessive wear, including to the ports. Failure to take reasonable care by neglecting to use the district-provided carrying case or cover may result in repair and excessive wear and tear costs regardless of Chromebook Insurance Plan coverage.
- b. Devices, including when in the case, are never to be thrown, dragged, or dropped.
- c. Devices should always be shut down or placed in standby mode before being placed in the carrying case to prevent hard drive damage.

Security and File Management:

- a. **Never** leave devices in unsupervised areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, and hallways.
- b. Avoid using the device in areas where damage or theft is likely.
- c. When students are not using their devices, they should be stored carefully in their secured charging carts. **Nothing** should be placed on top of the device. Students in sixth grade are required to take their devices home every night, regardless of whether or not they are needed.
- d. Devices should not be stored in a vehicle. If a device is placed in a vehicle temporarily, it **must not** be visible from the outside. Students are still expected to maintain the device's security during after-school events. Unsupervised devices will be confiscated by staff.
- e. Passwords may never be shared with anyone except parents/guardians and authorized Waterford Township personnel.
- f. Resetting the device, jailbreaking, rooting, and removing the device from the domain to circumvent security policies is strictly forbidden.
- g. Changing the name of the device is not permitted.
- h. Do not remove or add any software/apps or change computer settings unless directed.
- i. The District does not accept responsibility for losing any data deleted due to re-imaging devices or mechanical failure; the student must regularly back up important files.
- j. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the device.
- k. Students should save their files in the cloud using their district-provided Google Drive
- l. Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with the expressed permission from the teacher.

Loaning Equipment to Others:

- a. Students may not lend devices or accessories to others for any reason. This includes other family members.
- b. Parents/legal guardians may use the devices to assist their child who is assigned the device with homework and school assignments.

Power Management:

- a. The student must recharge the device so it is fully charged at the beginning of each school day.
Power outlets may not be accessible in classrooms for recharging.
- b. Students should shut down the device for prolonged periods of inactivity. This will help conserve the battery.

c. Uncharged batteries or failure to bring the device to class will not be an acceptable excuse for late or incomplete work, inability to participate in class activities or complete assessments.

Loaner chargers are not available.

Internet Safety:

As part of our curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals through social networking, websites, and chat rooms. We require students to:

- a. Immediately report any unauthorized activity on the Internet or network.
- b. Notify a teacher immediately if you accidentally access an inappropriate site.
- c. Never read someone else's email or open their folders or files without permission.
- d. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- e. Never arrange to meet an unknown person utilizing social networks from the Internet.
- f. Observe all copyright laws; do not claim authorship of work copied from a website or any other source; accurately cite sources of information.
- g. Protect your user account by keeping your password secure and logging off or locking the screen when not using your device. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. **If your account is logged on, you are responsible.**
- h. Protect personal information. Never give yourself and others full names, addresses, phone numbers, passwords, and social security numbers.
- i. Students are required to notify a building Assistant Principal or Principal if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Off-Site Internet Use:

Waterford Township Public Schools will not serve as a home Internet service provider. Under limited circumstances, that District may provide a family with a mobile hotspot for filtered internet service.

While filtering capabilities extend off campus, it is the responsibility of the parent or guardian to monitor student device use, especially Internet access, in the home.

Monitoring Device Usage:

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

"The Anti-Big Brother Act" - A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device 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. The notification shall also include a statement that the school district or charter school 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. The parent or guardian of the student shall acknowledge receipt of the notification. The school district shall retain the acknowledgment if the student uses the electronic device.

- a. As required by the Children's Internet Protection Act (CIPA), the district maintains an Internet filter for school use on the device. Waterford Township Public Schools cannot guarantee that access to all inappropriate sites will be blocked. **NO FILTER IS AS RELIABLE AS ADULT SUPERVISION!** Log files are maintained centrally with a detailed history of all sites accessed and sites whose

attempted access has been blocked. The user is responsible for appropriately using the laptop device, network, and Internet per our **Acceptable Use Policy and Regulation** agreements students and parents/guardians sign. Waterford Township Public Schools will not be responsible for any harm suffered while on the Internet or network while at school or outside the district.

b. While at school, monitoring/supervision is the responsibility of the school district personnel. While at home, this is the responsibility of the parent and guardian. Students will provide access to the device and any accessories assigned to them upon request by the school or district. A search of the device and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

c. The District provides email accounts. Students must follow the requirements for email usage.

Privacy:

- a. There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer, device, software, or network. Waterford Township Public Schools reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via Waterford Township Schools' equipment. Parents, guardians, and students do not have the right or expectation of privacy for using school-owned computers, devices, software, networks, or other equipment.
- b. **CAPTURING VIDEO, AUDIO, OR IMAGES WITHOUT THE CONSENT OF A CLASSROOM TEACHER IS STRICTLY FORBIDDEN.**

Warranties, Damages, and Theft:

Hardware Warranty and Accidental Damage Coverage:

Waterford Township Public Schools purchased a warranty with each device that covers repairs/replacement of the device caused by mechanical/electronic failure or factory defect. Students shall report all device issues to their homeroom teacher or parent to report to the Technology Department.

Under no circumstances are students/families to attempt to open or tamper with the device's internal components. Doing so will render our warranty void. Any repairs may only be performed by the WTSD IT Department.

Non-original replacement parts are not permitted independently and may only be purchased directly from the IT Department as "compatible" parts are not always created equally.

Damage Not Covered by the Manufacturer's Warranty:

- a. The manufacturer's warranty does not cover accidental damage. Therefore, the student and their parents/guardians are responsible for paying for repairs and replacement for the damage caused by an accident, negligence, loss, or theft unless covered by an accidental damage insurance policy.
- b. Any user-replaceable chargers or batteries used by peripherals.

Chromebook Insurance Plan:

- a. Waterford Township Public Schools provides an annual, optional Chromebook Insurance Plan that students and their parents/guardians may purchase that covers accidental damage and theft of their device for one school year.
- b. If, in the determination of the Chromebook Insurance Plan provider, a student is guilty of negligence regarding damage to the device or loss of the device, the Insurance Plan coverage will not apply. At that time, the parent/guardian/student will be the responsible party to compensate the District for repairs or replacement.

- c. To maintain Insurance Plan coverage, students are required to use the district-issued protective cover/carrying case at all times.
- d. Repeated incidents of repairs/replacement of a device caused by accidental damage, negligence, loss, or theft will result in disciplinary measures assigned to the student and additional fees to cover the cost of excess damages and loss of Insurance Plan coverage.
- e. Students/families should purchase the annual Insurance Plan before the third week of the beginning of the school year.

Theft and Loss:

- a. If at any point a device is lost/stolen during the school day, the student is to immediately report it to the District Technology Department or school administration. At that time, the student and parents/guardians will fill out the District-Provided Technology Device Damage/Loss/Loss/Theft Pupil Report Form; Policy # 7523 will be filled out by the student and parents/guardians.
- b. If at any point a device is stolen off school property, it must be reported to the local police where the theft occurred by the parents/guardians or student, and a copy of the police report must be brought to the school within 24 hours (barring weekend) to be given to the administration. Failure to complete and submit the report within the specified time limits will void any Chromebook Insurance Plan benefits and protections.
Filing a false police report and insurance claim is punishable by law.

Financial Responsibility:

- a. The District offers an optional Chromebook Insurance Plan for student-issued devices. The annual fee for Chromebooks is \$38 and may only be purchased during the annual specified open enrollment/renewal period.
- b. Students on a free or reduced lunch program are entitled to free Insurance Plan coverage.
- c. The Insurance Plan protects against accidental damage and theft or loss.
- d. **Devices found to be damaged due to misuse, deliberate damage, or neglect will not be covered under the Chromebook Insurance Plan, and the parent/guardian will be responsible for the cost of repair or replacement.**
- e. Each student is issued a device charger and cable, protective cover/carrying case that they are responsible for until they turn it in for repair, leave school, or graduate. Failure to return each item in good working order and reasonable physical condition before leaving school or graduating may also result in fees for repairs or replacement.

Table of Estimated Costs for Intentional Damage and Lost or Stolen Equipment and Accidental Damage without Optional Insurance

Parts/Repairs	Estimated Cost
Cracked and /or broken screen	\$260.00
Cracked and/or broken laptop external assembly	\$40.00
Cracked and/or broken palm rest	\$75.00
Cracked and/or broken trackpad	\$75.00
Damaged and/or lost keyboard replacement	\$40.00
Damaged and/or lost power brick	\$40.00

Damaged power adapter port	\$75.00
Damaged and/lost laptop protective cover/case	\$25.00
Replacement battery	\$40.00
Replacement of Chromebook damaged beyond repair and/or lost	\$300.00
Replacement of laptop identification labels from damage or removal	\$5.00
*Estimated costs are subject to change based on current parts and replacement unit prices.	

Waterford Township Public Schools 1:1 Mobile Learning Student Guidelines Agreement

All students with their parent(s) must submit this completed form.

*** (Families with multiple WTSD students must complete one form per student.)**

By signing below, I acknowledge and agree with the following statements:

- I have carefully read and will comply with the WTSD 1:1 Mobile Learning Student Guidelines, Student Acceptable Use of Computer Network/Computers and Resources Policy and Regulations #2361 and School District-Provided Technology Device(s) To Pupils Policy # 7523 as published on the WTSD website.
- I understand that mobile devices found to be damaged due to misuse, deliberate damage, and neglect, regardless of an optional Chromebook Insurance Plan, will result in the students/parents/guardians of the responsible party being charged a fee up to the full replacement cost of the devices.
- Each student is issued a mobile device and a charger with a cable that must be returned in working order before graduating, transferring, or leaving school. Failure to return each item will result in a charge up to the full replacement cost of the device issued to the student and their parents/guardians.
- An optional, annual Chromebook Insurance Plan for student-issued mobile devices is available to parents.
- This Chromebook Insurance Plan is optional, annually renewed, and meant to protect against accidental damage and theft of the mobile device issued to your student.

By signing below, I acknowledge that I have read and understand the Waterford Township Public Schools 1:1 Agreement, and Mobile Learning Student Guidelines and acknowledge and agree with the guidelines stated above.

Student Printed Name: _____ Grade: _____

Please ...
SIGN HERE

Parent/Legal Guardian Printed Name: _____ Date: _____

Please ...
SIGN HERE

Parent/Legal Guardian Signature: _____

Please ...
SIGN HERE

Optional Insurance Plan Payment Information

Cost: \$38.00/year ____ **Yes**, I want the optional Insurance Plan. ____ **No**, I decline the optional Insurance Plan.

Check or money order # : _____

(No cash will be accepted. Checks or money orders will be made payable to: "School Device Coverage."

Checks or money orders must be mailed to "School Device Coverage - 3390 Auto Mall Drive - West Lake CA 91362" with the signed agreement.)

For Administrative Purposes Only: Device Details

Device Model: _____ Device Serial #: _____ Asset Tag #: _____

Date issued: _____ Condition: _____ Insurance Plan : Yes ____ No ____

Online payments are highly encouraged via <https://schooldevicecoverage.com/signup>.

____ Student Initials Acknowledging items received

Device, Charger, Cover

Waterford Township Public Schools

Please ...
SIGN HERE