



# Hawthorne Public Schools

## 1:1 INITIATIVE

The Hawthorne Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their potential to become lifelong learners and productive, responsible citizens.

A searchable digital copy of this policy is available online at [www.hawthorne.k12.nj.us](http://www.hawthorne.k12.nj.us).

### ABOUT THE HAWTHORNE PUBLIC SCHOOLS CHROMEBOOK PROGRAM

The focus of the Chromebook Program in the Hawthorne Public School District is to prepare students for their future in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology, including access to the Internet, be readily available and seamlessly integrated throughout the educational program. The primary learning tool of these 21st-century students in Hawthorne Public Schools is the Chromebook, a web-oriented device that provides the opportunity to connect student learning to all of the resources and information available online, anywhere, at any time. The individual use of Chromebooks is a way to empower students to learn at their full potential, to communicate and collaborate on analytical thinking and problem solving, and to prepare them for high school, college and the workplace. Technology immersion does not diminish the vital role of the teacher. On the contrary, teachers are critical to the effective use of technology in the learning process. To facilitate that, we have put in place the support structure to enable our teachers to learn about, implement, and enhance the integration of technology in instruction. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Together, we will reach our goal of using technology and

applications to further enhance our instruction; provide project and problem-based learning; infuse critical thinking skills; ask “non-Google-able” questions; and capture those teachable moments in real time.

The policies, procedures, and information contained in this document apply to Chromebooks and all other technology devices used by students within Hawthorne Public Schools. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms. The Chromebook and other district-issued devices, email/Google accounts, are the property of the Hawthorne Public School District and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive or Gmail account. Supplied devices are an educational tool and not intended for personal use such as gaming, social networking, or high-end computing.

# Chromebook Policy, Procedures, and Information Handbook 2020-21 Hawthorne Public Schools TABLE OF CONTENTS

## 1. General information/overview of Hawthorne Public Schools Chromebook use

1.1 Originally Installed Software - G SUITE FOR EDUCATION (GSFE)

1.2 Additional Software Apps and Extensions

1.3 Home Use

## 2. General information/Getting started

2.1 Receiving Your Chromebook

2.2 Insurance Plan

2.3 Returning Your Chromebook

## 3. Chromebook Care: Protecting & Storing your Chromebook

3.1 General Care and Precautions

3.2 Chromebook Screen Care

3.3 Carrying Chromebooks

3.4 Storing Your Chromebook

3.5 Asset Tags and Logos

## 4. Using your Chromebook

4.1 Student Responsibilities and Legal Propriety

4.2 Managing Your Files and Saving Your Work

4.3 Chromebooks Left at Home

4.4 Chromebook Battery

4.5 Photos, Screensavers, and Background photos

4.6 Sound, Music, Games, or Programs

4.7 Printing

5. Security

5.1 Chromebook Security & Inspection 5.2 Network Security

5.3 Privacy

6.0 Repairs & Fees

6.1 Chromebook Repairs

6.2 Fees/Fines APPENDIX A: ACTIONS REQUIRING DISCIPLINARY ACTIONS APPENDIX B:  
PARENT/GUARDIAN RESPONSIBILITIES CHROMEBOOK POLICY & PROCEDURES  
AGREEMENT

## 1. GENERAL INFORMATION/OVERVIEW OF HAWTHORNE PUBLIC SCHOOLS CHROMEBOOK USE

To help students get started in effectively using their Chromebooks, in addition to this Handbook, there is a Google Apps for Education online [Chromebook Training Orientation](#).

Chromebooks are intended for use each school day. Therefore, students are responsible for charging the Chromebook battery before the start of each school day, and bringing their Chromebooks to all of their classes, unless specifically instructed not to do so by their teacher. As a web-oriented device, Chromebooks can also access sites on the Internet to connect to all the resources and information available for student learning, online, anywhere, at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

## 1.1 Originally Installed Software - G SUITE FOR EDUCATION (GSFE)

- All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.
- Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Forms and Classrooms. The District will provide GSFE accounts for all teachers, students, and support staff. Grade level software apps are installed remotely onto Chromebooks and managed by the District. These accounts, which have been used for school-related projects, offer students access to a wealth of collaborative tools available through Google Apps. This has already allowed your students the ability to collaborate with teachers and other students as well as share information with other internet users.
- Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook but from any computer that has Internet access. Students will understand that Google Drive can be monitored by the district administration and should not contain personal files.
- Students in grades 6-12 are assigned a district email through GSFE that is managed by Hawthorne Public Schools. Students will be able to communicate with other students and staff within Hawthorne Public Schools with the district issued email address. This account will be considered the student's official Hawthorne Public Schools email address until the student is no longer enrolled in Hawthorne Public Schools.
- Email is monitored by the district and is subject to filtering inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in the signed **District Acceptable Use of Networks/Computers Policy (AUP)**. Violations of the District Policy may result in loss of access as well as other disciplinary or legal action, including if warranted, reports to legal authorities and entities. **#2361, Acceptable Use of Computer Networks/Computers and Resources: and # 5600, Student Discipline/Code of Conduct.**
- The primary purpose of the student electronic mail system is for students to communicate with school staff and fellow students to collaborate on school-related matters. Students should use their district assigned email, not a personal email, for school

communication.

- Students are expected to adhere to the rules and regulations for email use as outlined in **Board policy 2361 Acceptable Use of Networks/Computers and Resources as well as the signed District Technology Acceptable Use Agreement.**
- Students are responsible for good behavior/character while using school email at all times, both on and off-campus. Do not use email to send chain letters, viruses, hoaxes or forward a social or non-school related email to other students or staff. Do not use email to bully, harass, or threaten other students or individuals. Do not send harmful, anonymous or misleading communications for any purpose.
- Students are responsible for messages sent from their accounts. Students are responsible for protecting their account information; they should not share their login credentials or allow others to use their account.
- Students should immediately notify a teacher, school official, or parent in the instance of receiving an email containing inappropriate or abusive language, or if the subject matter is questionable.
- Accounts and Access deletion- Upon graduation or other termination of official status as an HPS student, students will no longer have access to district assigned email and other accounts. We recommend saving all personal data stored on school technology to a removable hard drive and set up an alternative email account.
- Students are responsible for saving their information to their Google account.
- Students are responsible for monitoring all posted assignments on their Google account, teacher's Google Classroom or other sites as designated by the teacher.
- Privacy- The Hawthorne Board of Education reserves the right to access and review content in the Google Apps for Education system at any time. The Board of Education complies with all state and federal privacy laws.
- Security- Hawthorne Public Schools cannot and does not guarantee the security of electronic files located on the Google platform. Although Google does have a powerful content filter in place, the Hawthorne Board of Education cannot assure that users will not be exposed to non-educational material.
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## 1.2 Additional Software Apps and Extensions

- Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the

Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet.

- Extensions and Add-Ons are custom features that you can add to Google Chrome to enhance the functionality of apps. The district will install additional apps, extensions, and add-ons as they are recommended and approved by the Director of Education and building administration.
- Students will be unable to install additional apps on their Chromebooks for educational purposes through the Chrome Web Store. Any software app that does not conform to the Acceptable Use of Networks/Computers Policy (AUP) or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks and will be blocked.

**ACCESS ANYWHERE:**

- Students are encouraged to use their Chromebooks at home and other wifi networks outside of school to work on assignments, and to communicate and collaborate with teachers and classmates.
- While the District provides content filtering both on and off-site, parents are encouraged to provide a safe environment for students to use their Chromebooks at home. The District's Internet Filter is Children's Internet Protection Act (CIPA) compliant allowing for the protective measures that block or filter Internet access to content and pictures that are : (a) obscene; (b) child pornography; or 9c) harmful to minors (for computers that are accessed by minors).

1.3. Student Activities Strictly Prohibited

Any action that violates existing Board policy and regulations, District Acceptable Use, student code of conduct, or state and federal law.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, intimidate or bully recipients.
- Vandalism with any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of the school's internet/email accounts for financial or commercial gain or any illegal activity.
- Spamming or sending mass inappropriate emails.



- Attempting to bypass the HPS web filter, attempt to gain access, or use/change other students accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline . Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.

### 1.3 Home Use

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to successfully complete, retrieve, access, etc., educational content used in classes with the Chromebook.
- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the policies and procedures in this Handbook, the [District Acceptable Use of Networks/Computers Policy \(AUP\)](#), the [School District Provided Technology Devices to Pupils Policy](#), and wherever they use their Chromebooks.
- The District provides content filtering both on and off-campus, however, parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. *For more tips, please see the Parent/Guardian Responsibilities (Appendix B).*

### IMPORTANT REMINDER:

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the Chromebook and district- issued email account, whether conducted at school or off-site, is subject to search as District property.

## 2. GENERAL INFORMATION/GETTING STARTED

### 2.1 Receiving Your Chromebook

Chromebooks with a case and charger will be distributed during selected dates at the beginning of the school year. Each student will receive an AC charger with their Chromebook. Before a Chromebook will be issued to the student, parents, and students must log in

to Realtime/Student Access to:

- verify that you have read, understand and accept the following online forms:
  - Review of Hawthorne Public School Board Policies
  - Acceptable Use of Networks/Computers Policy (AUP)
  - School District Provided Technology Devices to Pupils Policy
  - Chromebook Policy & Procedures Agreement
  - Anti Big Brother Act Compliance Notice
  
- Damages that result from abuse or neglect are the responsibility of the student and subject to fees. In the event of theft, vandalism, or other criminal acts, the student/parent/guardian MUST file a report with the local police department, submit a copy to the school administration. The fee for a lost Chromebook will be the full replacement cost of the device. A replacement device will not be issued until all documentation is complete and fees are paid in full. [See Section 6: Repairs & Fees](#)

### 2.3 Returning Your Chromebook

- Students withdrawing from Hawthorne Public Schools, by either promotion, graduation, or relocation, must return their Chromebook and all district-purchased accessories to their Guidance Counselor or building administrator on their last day of attendance, or a date, place and me determined by the school administration.
- If upon inspection of the device, there is evidence of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- Failure to turn in the Chromebook and accessories will result in the student/parent/guardian being charged the full replacement cost. If payment is not received, the matter will be turned over to a collection agency. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be no filed.
- Students who do not return all equipment or owe money for unreturned or damaged equipment will not be allowed to view final grades, walk-in graduation, or have final transcripts sent out, and will remain responsible for the full replacement cost of all unreturned or damaged items.

## **Acceptable Use of Technology Policy**

Any student seeking to use the technological resources of the district must sign an Acceptable Use of Technology form (distributed at the start of each school year) to ensure that he/she will not attempt to acquire data for purposes not related to the educational goals of the school. This form must be signed by the student using the resources and their parent/guardian. These terms and conditions supersede all prior oral or written agreements and understandings. Any student who does not submit a signed Acceptable Use of Technology form will not have access to the computers, Chromebooks, or related technologies available in the schools. All users are prohibited from the following actions:

- Using technology for illegal activities such as downloading or installing personal, inappropriate, or illegal software as outlined in federal or state law.
- Disrupting, vandalizing, or gaining unauthorized access to equipment, software, files, or the operation of any system and/or violating copyrights or otherwise using the intellectual property of another individual or organization without permission or citation.
- Obtaining or creating pornographic text, graphics, or photographs.
- Using abusive or obscene language to send hate mail or harass another individual violates the law and school policy.
- Using technology for personal, financial, or business gain.
- Logging on to the network or emailing using another's identity.
- Developing bulletin boards, chat groups, or email broadcasting. Students are given storage space to save their school-related work. This storage space belongs to Hawthorne Public Schools and is not guaranteed to be private. Using the space to store non-school-related files is a violation of the Acceptable Use of Technology agreement. Messages related to or in support of illegal activities may be reported to the authorities. In the event that there is a violation, the consequences will

follow the existing Hawthorne Public School Student Code of Conduct. If students use the Internet, computer, email, or any other means to copy another user's material, both or all members will receive the same discipline. It is important that each user safeguard his/her work.

### 3. CHROMEBOOK CARE: PROTECTING & STORING YOUR CHROMEBOOK

Students are responsible for the general care of the district-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported to the Technology Office, in accordance with school procedures, as soon as possible. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired (subject to availability). **DO NOT TAKE DISTRICT-OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS.** Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

#### 3.1 General Care and Precautions

- Chromebook batteries must be fully charged before the start of each school day.
- Do not remove the Hawthorne Public Schools asset tag from the Chromebook.
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks must remain free of any wiring, drawing, stickers, or labels that are not the property of the Hawthorne Public School District.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the school grounds, lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a

Chromebook is found in an unsupervised area, it should be immediately reported to the Technology Office in your school.

- Do not eat or drink near the chromebook. There should not be food or drink around the Chromebook. The Chromebook is not allowed to be brought to the cafeteria during lunch periods. It should remain locked in the student's locker during lunch.
- Make sure student's hands are clean before using the Chromebook.
- Only use a clean, soft cloth to clean the screen. Please do NOT use commercial liquid or ANY cleaners on the Chromebook screen.

### 3.2 Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook please support it from the bottom with the lid closed.
- Clean the screen 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.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a bookbag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment do not grab the screen by wrapping your hand around the screen; your thumbs can shatter the screen.

### 3.3 Carrying Chromebooks

- Carry your Chromebook in a secured carrying case for extra protection, i.e., padded sleeve sec on your backpack.
- Never carry the Chromebook while the screen is open.
- Do not transport the Chromebook with the power cord inserted.

### 3.4 Storing Your Chromebook

- Chromebooks should never be left in vehicles or at a local that is not temperature controlled.
- Chromebooks should be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a book bag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.

### 3.5 Asset Tags

- All Chromebooks will be labeled with a school asset tag and Chromebook asset tags are recorded and associated with student accounts. Chromebooks must have a Hawthorne Public School asset tag on them at all times.
- Asset tags may not be modified or tampered with in any way. Students may be charged or disciplined for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.

## 4. USING YOUR CHROMEBOOK

### 4.1 Student Responsibilities and Legal Propriety

- Take good care of my Chromebook
- Know where the Chromebook is at all times.
- Keep food and beverages away from my Chromebook so I do not damage it
- Use my Chromebook in appropriate ways, as a learning tool that will help me to meet educational goals and objectives set forth in each of my courses of study.
- File a police report in case of theft or vandalism

- Be responsible for all damages or losses caused by neglect or abuse.
- Return the Chromebook, protective case and power chords to the District in good working condition.
- **Bring fully charged Chromebooks to school every day. It is a requirement that students will bring the Chromebook to school each day fully charged. A dead battery is not an excuse, and students will be marked unprepared.**
- Bring your Chromebook to all of your classes, unless specifically instructed not to do so by your teacher.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change District settings, remove District identification on tags or barcodes from District issued devices.
- Follow Internet safety guidelines in accordance with the AUP. Do not use chat rooms other than those set up by teachers or mandated in other distance education courses.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.
- Obey general school rules concerning behavior and communication that apply to technology use. Do not send harmful, anonymous or misleading communications for any purpose.
- 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 policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.
- Use Hawthorne Public Schools network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems. Do not attempt to bypass the Hawthorne Public School web filter, attempt to gain access, or use/change other students' accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.
- Students must not use the school's Internet/email accounts for financial or commercial gain, or for any illegal activity including, bullying, harassing, credit card fraud, electronic forgery or other forms of illegal behavior.
- **If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly leaves his/her Chromebook at home, the student may lose "take-home" privileges at the administrator's discretion.**

- **Chromebooks are not allowed in bathrooms and/or locker rooms.**

**I UNDERSTAND:**

- My Chromebook is equipped with a camera and other features that are capable of recording and collecting information on my use and activity.
- The district will not use any of the features of the Chromebook in a manner that would violate the privacy rights of the student or any individual residing with the student.
- The Chromebook is subject to inspection at any time without notice and remains the property of the Hawthorne Board of Education.
- Individual Chromebooks and accessories must be returned to Hawthorne Public Schools upon student graduation, withdraw, are expelled or terminate enrollment at Hawthorne Public Schools. Devices not returned on the date of student withdrawal from the district will be reported as stolen to the police department, transfer papers will be withheld, and will become a parent or guardian obligation.
- The Chromebooks are provided for educational purposes, and I will not hold Hawthorne Public Schools responsible for materials acquired on the Internet using this device.

#### 4.2 Managing Your Files and Saving Your Work

- Students will be logging into Hawthorne Public School's G Suite for Education domain and saving documents to Google Drive via the Chromebook or any device that has Internet access.
- 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 only.
- Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging. 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.
- If technical difficulties occur and cannot be repaired, the Chromebook may need to be restored to factory defaults. All students created files stored on an external miniSD card, USB flash drive, or Google Drive will remain intact after the operating system is restored. However, *all other data (documents, photos, music) stored on the local internal memory of the Chromebook will not be restored.*



### 4.3 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for completing their coursework as if they had their Chromebook present.
- If you fail to bring your Chromebook to school or class, or the Chromebook is not adequately charged, you are still responsible for completing classwork.
- You will lose participation points in all classes where you were required to have a Chromebook but failed to bring in or if your battery was drained.
- Teachers have the discretion to set penalties on computer-based tests if you test on a later day because you did not have your Chromebook
- If you forget to bring your Chromebook times in a Marking Period, you will be required to leave it in the school office overnight, and to provide your fully functional phone as collateral every day for the rest of the Marking Period.

### 4.4 Chromebook Battery

- Chromebooks must be charged each evening and brought to school each day in a fully charged condition. In cases where the use of the Chromebook has caused batteries to drain, students may be able to connect their device to a power outlet in class or at designated charging stations within the school, such as the Library Media Center.

### 4.5 Photos, Screensavers, and Background photos

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

### 4.6 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.
- Earphones/headphones are not provided by the District except when required for testing.
- 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 instance of downloading apps that have not been approved by the district is carefully monitored. Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.

#### 4.7 Printing

- *At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers will encourage and facilitate digital copies of homework.
- *At Home:* The Chromebook does not support a physical printer connection. Instead, students may print to their wireless home printers. A wireless home network is required for this. In addition, the school district is not responsible for support or connections to home printing.

#### WEBCAMS:

- Devices are equipped with a webcam that offers students an extraordinary opportunity to develop 21st-century communication skills. Webcams are disabled unless there is an authorized request by a teacher to use it for educational purposes only, under their direction and/or that of a parent/guardian. Examples include:
  - Recording videos or taking pictures to include in a school project
  - Recording a student giving a speech and playing it back for rehearsal and improvement.
- Please Note: The NJ Anti-Big Brother Act (N.J.S.A. 18A: 36-39 (P.L. 2013, c. 44) for school-issued electronic devices requires that parents and students must be informed that this device has the ability to record or collect information on user's activity, both online and offline. The Hawthorne Public Schools will not use any of these capabilities in a manner

that would violate the privacy rights of a student or any individual residing with the student.

## 5. SECURITY

### 5.1 Chromebook Security & Inspection

The district uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks will be made to ensure that students have not removed the required apps/extensions.
- Any attempt to change the configuration settings of the Chromebook will result in immediate disciplinary action.
- All activity on the Chromebook and district-issued email account, whether conducted at school or off-site, is subject to search as District property.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, behavior, and various violations of student [AUP](#) when using the Chromebook.
- Home web filtering: For example, online games, youtube, social media.

### 5.2 Network Security

The Hawthorne Public Schools will be responsible for providing network access and content filtering at school.

- The Hawthorne District makes no guarantee that their network will be up and running 100% of the time. In the rare instances that the network is down, the District will not be responsible for lost or missing data.
- 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.
- The school utilizes an Internet content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the District. If an educationally valuable site is blocked,

students should contact their teachers to request the site be unblocked.

- While the District provides Internet content filtering both on and off campus, parents/guardians are responsible for monitoring student internet use when off-campus and at home (see [Appendix B](#)).
- Attempting to disable or bypass district Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the Internet is monitored on school-issued devices.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the District [AUP](#) and appropriate disciplinary action will be taken.

### 5.3 Privacy

- As per the [Anti-Big Brother Act](#) (N.J.S.A. 18A:36-39 (P.L. 2013, c. 44)), school-issued electronic devices have the ability to record or collect information on user's activity, both online and offline. The Hawthorne Public Schools *will not* use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.
- All files stored on the Hawthorne Public Schools GSFE accounts or network are the property of the district and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of the District Administration. *Students have no expectation of confidentiality or privacy concerning the usage or content of a district-issued Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law.*

**IMPORTANT REMINDER:** All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

## 6.0 REPAIRS & FEES

### 6.1 Chromebook Repairs

- Chromebooks that are broken or fail to work properly must be reported immediately to the Technology Office or School Main Office. This includes, but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- If deemed necessary, a replacement will be issued if there is one available.
- The Technology Office will document the issue and collect the device for repair.
- A student borrowing a Chromebook must sign a loaner agreement. Students will be responsible for caring for the loaner as if it were their own, and are subject to charges for damages, theft, or loss.
- The Technology Office will email students and parents when repairs are complete and the device is ready for pick-up. Students must return loaner devices promptly after receiving notification. The loaner device will be disabled if not returned within three days.
- If repair is needed due to abuse or neglect, there will be a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages, and may incur additional charges (see 6.2 Fees/Fines).

### 6.2 Fees/Fines

- Any hardware/software repairs not due to misuse or intentional damage will be covered by the Insurance Plan; however, any intentional damage to the device may incur a cost, as outlined below.
- Fines will be imposed as the circumstances may warrant at the discretion of the District.
- After two incidents of accidental damage, the student may lose the privilege of taking the device home, and may also result in disciplinary action and a fine for the specific damage.
- Estimated costs/fees are listed below and subject to change.

❑ Insurance Plan Fee- Not applicable at this time

- Charger/Adapter \$40.00
- Battery \$60.00
- LCD/Screen \$80.00
- Keyboard/Touchpad \$80.00
- Plastic body parts (top/bottom cover, bezel etc.) \$30.00 each
- Replacement Chromebook \$300.00
- Missing Asset Tag-\$ 5.00
- Missing Keys-\$40.00
- Chromebook Case \$20.00
- Chromebook Sleeve \$10.00

Payment for fines can be made through the schools by check made out to Hawthorne Board of Education or cash.

Unpaid fines may result in loss of access to the parent/student portal, report card, and potential of not walking for graduation.

## APPENDIX A: ACTIONS REQUIRING POSSIBLE 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, In School Suspensions, and Out of School Suspensions. Examples of conduct warnings disciplinary actions include, *but are not limited to* the following;

- Leaving Chromebook unattended or at an unsupervised area
- Failure to utilize protective case
- Inadequate care for Chromebook, case, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode
- Removal of District Asset Tags
- Downloading inappropriate apps and media
- Using the device to engage in inappropriate behaviors
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Leaving Chromebook at home; lack of preparation for classes
- Repeatedly bringing uncharged Chromebooks to school
- Loaning of student device to other students inside and outside of school
- Using a personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass Hawthorne Network Security, including web and content filtering
- Attempting to gain access to other students accounts
- Illegal installation or transmission of copyrighted materials
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Place decorations (such as stickers, markers, etc.) on my Chromebook or its case.

- Non-compliance of District AUP and School District Provided Technology Devices to Pupils Policies

Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in further disciplinary action, fees, and the loss of home use privileges.

### **Possible Consequences of Inappropriate Behavior**

The student operating the chromebook shall accept personal responsibility for any information obtained via the Internet or other electronic sources. The student operating the chromebook shall accept personal responsibility for his/her actions on the Internet. Any student who does not comply with this policy may have their chromebook confiscated for a period of time and may be subject to one or more of the consequences stated in the “Violations” section of this Policy. Individuals violating this policy may be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

- Use of the network only under direct supervision;
  - Suspension or Revocation of network privileges;
  - Suspension or Revocation of computer/chromebook privileges;
  - Suspension or Expulsion from school; and/or
  - Legal action and prosecution by the authorities.
- Students who violate the acceptable the Acceptable Use Policy may be subject to the following discipline.

Violations:

1st - Warning and parent contact

2nd - Loss of all access on device except the g-suite for a week with parent contact

3rd - Loss of all access on device except the g-suite for a week and parents must come in for a meeting.

\*All incidents are of administrative discretion.

## **APPENDIX B: PARENT/GUARDIAN RESPONSIBILITIES**



Before a device can be issued to students for school and home use, parents must:

- login to Realtime to verify that you have read, understand and accept the following online forms:
  - Review of Hawthorne Public School Board Policies
  - Acceptable Use of Networks/Computers Policy ([AUP](#))
  - School District Provided Technology Devices to Pupils Policy
  - Chromebook Policy & Procedures Agreement
  - Anti-Big Brother Act Compliance Notice
- pay all other Activities and Food Service Fees and monies owed

*Note: The district will purchase a protective carrying case or sleeve that is highly recommended as it will protect the Chromebook from accidental damage. Specially designed sleeves or bags may be available through your child's school if they are lost.*

The parent/guardian is responsible for the cost of repair or replacement of the Chromebook if it is intentionally damaged, lost because of negligence, or stolen but not reported to the school and the police.

Parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Parents/Guardians are also encouraged to:

- set rules for student use at home.
- allow use in common areas of the home where student use can easily be monitored.
- demonstrate a genuine interest in a student's use of the device.
- reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
- become familiar with internet safety resources such as
  - [Common Sense Media](#)

- [NetSmartz](#)
- [Connect Safely](#)
- [Wired Safety](#)
- [FBI Resources](#)