

CHROMEBOOK HANDBOOK

Leading Our Students, Using Future Ready Skills!



Freehold Borough School District

Information and Procedures

The vision of the Chromebook 1:1 Initiative in the Freehold Borough School District is to empower teachers and students to use technology to collaborate, create, communicate and critically think to learn. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The information and procedures within this document apply to all Chromebooks and other technology-able devices used at Freehold Borough School District considered by the Administration to come under this policy.

**Teachers may set additional requirements for use in their classroom.*



Receiving and Returning Chromebook

Receiving Chromebook

Parents must first sign the Freehold Borough School district's Parent/Student Chromebook 1:1 Device Agreement.

- Chromebooks will then be distributed to students at the next Chromebook distribution date.

Returning Chromebook

- If a student transfers out of the Freehold Borough School District during the school year, the Chromebook, charger, carrying case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Freehold Borough School District for any other reason must return their Chromebook, charger, carrying case, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, charger, carrying case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Freehold Borough Schools, district records may be withheld and/or the device will be reported stolen.

Chromebook Fines

- Furthermore, the student will be responsible for any damage to the Chromebook. The Chromebook and accessories must be returned to Freehold Borough School District in good working condition.

Taking Care of Chromebook and Accessories

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to their teacher or staff member who will complete/submit the Student Helpdesk Ticket.

General Care and Precautions



- The Chromebook is school property and all users will follow this policy and the Freehold Borough School District acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain **free of any writing, drawing, stickers, or labels** that are not the property of the Freehold Borough School District.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping the battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, liquids, etc. on top of the Chromebook as it could cause the device to break or malfunction.

Carrying Chromebooks

The protective cases provided with Chromebooks provide sufficient protection to the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- Chromebooks must remain in a protective case to prevent unintended damage.
- Students must use the District provided case to prevent unintended damage.

Screen Care

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

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not place papers, pencils, or other items on the keyboard and then close the lid, as that will crack the screen.

Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

Chromebooks Left at Home

- If a student leaves their Chromebook at home for two or more consecutive days, they will be required to bring in the device for a mandatory inspection of said device.



Chromebook Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the IT Department. Please note there may be a delay in getting a Chromebook should the school not have enough to distribute.

Charging Your Chromebook Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class. Teachers will provide chargers when necessary.
- Chargers should be kept at home.
- Labels on chargers should NOT be removed.

Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Each Chromebook will have a CIPA Compliant content filtering software program to protect the device against inappropriate content while outside of the District Network.

Managing Your Files & Saving Your Work

Saving to the Chromebook

- Students must save work to their Google Docs (Drive) accounts via the Chromebook.
- Storage space will not be available on the Chromebook.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity



- The Freehold Borough 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.
- 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.

Software on Chromebooks

Originally Installed Software

- The extensions/apps originally installed by Freehold Borough School District must remain on the Chromebook 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. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

Additional Software

- Students are not allowed to load extra extensions/apps on their Chromebooks.
- Any attempt to “jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action and Chromebook privileges will be revoked.

Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and violations of student acceptable use.

Software Upgrades

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
- Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the Chromebook.



Board Policy 2361 :

ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks in a manner that:
 1. Intentionally disrupts network traffic or crashes the network;
 2. Degrades or disrupts equipment or system performance;
 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 4. Steals data or other intellectual property;
 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 6. Gains or seeks unauthorized access to resources or entities;
 7. Forges electronic mail messages or uses an account owned by others;
 8. Invades privacy of others;
 9. Posts anonymous messages;
 10. Possesses any data which is a violation of this Policy; and/or
 11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

Protecting & Storing Your Chromebook



Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of Serial Number
- District Assigned Asset Tag Number
- Freehold Borough School District label

Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in their secured lockers. During gym periods the District recommends the students secure the Chromebook in their gym locker provided by the District.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.

Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, locker rooms, unlocked classrooms, bathrooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the IT Department or the Main Office and may result in disciplinary action.

Repair or Replacing Your Chromebook

Lost/Stolen Devices

- All lost or stolen Chromebooks must be reported to the Building Principal, IT Director and/or a staff member immediately so the IT Department can disable the Chromebook.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.



This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and world wide web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provide to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the school's office a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3 Federal Communications Commission: Children's Internet Protection Act
Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 19 July 2010

Revised: 25 June 2012

Board Policy 7523 :



SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;
2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;



10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 - "The Anti-Big Brother Act"

Adopted: 28 April 2014

CHROMEBOOK DEVICE AGREEMENT 2024-2025



The Freehold Borough School District is committed to providing its students with the technology, tools and resources that enhance achievement for 21st century learners. As a recipient of this Chromebook, students and their parent(s)/guardian(s) agree to comply with the following rules and conditions for use and care of the device in addition to all other policies & regulations set forth by the Board of Education, including but not limited to, school property, computer hardware, software and the Internet.

1. Only apps related to the educational needs of the student may be loaded on the device. No apps should be installed or removed by the student. Requests for a new app installation must be submitted by a staff member, via Google form Technology Request, to the Director of IT and will be installed by the district IT Department, if approved.
2. Student must not leave the device unattended.
3. The device shall be used exclusively by the assigned student.
4. Do not remove or deface district or manufacturer labels on the device or add stickers or markings by any other means.
5. Student is required to bring the device to school on a daily basis with a full charge from home. Keeping the device powered off during charging at night and during transport to school as well as in between classes will help ensure battery life throughout the school day. In class use is always at the discretion of the teacher.
6. Student must transport the device in the provided case to/from school being careful not to place the device in between heavy books or handling the case roughly. In-school transport can be via the built in carry handle, but never with the screen in the opened position. Additionally, pencils, papers, or other materials shall not be closed under the lid at any time as this could damage the screen and/or keyboard and touchpad.
7. Any damage or technical problems must be immediately reported to a staff member so that a technical assessment, warranty check and repair/replacement process can be initiated.
8. If the device is stolen, the student/parent is required to submit an official police report and notify the Building Principal and/or IT Director or staff member, upon return to school, so the device can be disabled in our device management system by the IT Department. The Police Report must be submitted to the District.
9. Student must return device and charger in the case it was issued back to the district at the end of the designated period or upon being replaced/repared or requested otherwise.
10. Upon graduation or leaving the district, the device, charger and original case is due back to the District no later than one day prior to the effective date of leave or as otherwise directed by the school/district. The assigned below assumes all responsibility to pay for the cost of replacing the device if it is not returned for any reason.

Parent/Student **AGREE** to the preceding terms and conditions regarding the device provided by the Freehold Borough School District for current school year and verify the device, **Chromebook 11 3100 includes** a charger and a carrying case, all of which I will return upon request in the condition it was received. I also acknowledge this agreement is in addition to the District Student Internet Use Agreement previously signed and is governed by Board Policy and Regulation 2361- Acceptable Use of Computer Networks/Computers and Resources.