

*Ramapo Ridge*  
*Middle School*



**1:1 Instructional Technology  
Handbook  
2024-2025**

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## OVERVIEW: LEARNING OUTCOMES FOR 1:1 INITIATIVE

The Mahwah Township Public School District believes that use of education technology and access to information are an integral part of the educational program for all students. The goal of the district's 1:1 laptop program is to develop college and career readiness, as well as to prepare students for their future in a digital society. To support this goal, our learning environment will:

- Engage students in blended learning experiences by developing learning competencies, such as thinking critically; using knowledge and information to solve complex problems; and communicating effectively through personalized learning experiences.
- Allow local and global community collaboration among peers and experts through digital communication, online communities, social media, and shared workspaces.
- Utilize 21<sup>st</sup> Century skills to provide authentic, real-world experiences that allow students to interact responsibly in a digital society.
- Provide opportunities where technology may assist in breaking down cultural and socioeconomic barriers, thereby providing equity for all students.
- Provide students with sophisticated challenges and opportunities for global learning in the digital age while achieving the [National Education Technology Standards for Students \(NETS\)](https://www.iste.org/standards/for-students). (<https://www.iste.org/standards/for-students>)
  - Creativity and Innovation
  - Communication and Collaboration
  - Research and Information Fluency
  - Critical Thinking, Problem Solving, and Decision Making
  - Digital Citizenship
  - Technology Operations and Concepts
- Give students the opportunity and flexibility to extend their learning environment to all aspects of time and location as appropriate.

With the great learning opportunities that this program provides comes a responsibility for the District, parent/guardian, and student to ensure a safe and productive experience.

This handbook will inform parents/guardians and students of procedures and guidelines for Ramapo Ridge Middle School's 1:1 laptop program. As the District moves forward with the 1:1 laptop program, this document may change. A reasonable effort will be made to notify parents/guardians and the students that changes have taken place with regards to this handbook, and it is the expectation that the procedures and guidelines set forth in future revisions will be adhered to by district students and parents/guardians.

We remain committed to expanding access to technology and increasing the integration of technology in teaching and learning as we prepare our students for their individual and collective future.

The information and resources below will help to ensure that we continue to move forward with our district and school technology goals with purpose and with success.

## **RELATED DISTRICT POLICIES AND REGULATIONS**

All board-approved district [policies and regulations](https://www.mahwah.k12.nj.us/policies-and-regulations) are posted at <https://www.mahwah.k12.nj.us/>

Specifically, parents/guardians and students should review the following related policies and regulations:

Policy 2360	Use of Technology
Policy 2361	Acceptable Use of Computer Network/Computers and Resources
Regulation 2361	Acceptable Use of Computer Network/Computers and Resources
Policy 5516	Electronic Communication and Recording Devices
Regulation 5516	Electronic Communication and Recording Devices
Policy 7523	School-District-Provided Technology Devices to Students
Policy 8311	Managing Electronic Mail

Reviewing the above policies and regulations is critical as violations of the policies/regulations, as well as the guidance and procedures below, will result in disciplinary action.

The exercise of reviewing the policies, regulations, and guidance/procedures could generate good discussion between students and their parents/guardians about the appropriate use of technology - at school as well as beyond school – and foster a shared understanding of responsible use.

## **PARENT/GUARDIAN RESPONSIBILITIES**

The Mahwah Township Public School District makes every effort to equip students with the necessary tools, information, and services to ensure safe use of laptops in the home. In order for a student to receive a laptop to take home, the parent/guardian must:

- Review the 1:1 Instructional Technology Handbook
- Complete the required questions and read the documents located on the Realtime Parent Portal
- Process the \$60 annual Laptop Usage Insurance Program payment online through <https://payschoolscentral.com/>

### **Insurance Program**

The District's insurance program covers minor laptop repairs and provides a one-time replacement if a laptop is stolen or accidentally damaged beyond repair. The insurance does not cover laptops intentionally damaged or situations where it is determined a student was negligent. Power cords and/or other accessories are not covered under warranty or the district's insurance.

Replacement cost for the accessories are as follows:

- Missing/Damaged Charger: \$38
- Missing/Damaged Case: \$25

### **Liability**

It is important that the parent/guardian and student ensure the return of the laptop and all provided accessories (cases, power cords, etc.) at the end of each school year or before withdrawal from school. The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged or marked
- Lost because of negligence
- Stolen, but not reported to the school and/police immediately. A formal Theft/Loss Report must be filed with the middle school administration within 24 hours and an official police report filed within 48 hours of the incident.

### **Student School Laptop Use at Home**

Bringing a laptop device into the home provides the student with educational opportunities that extend beyond the classroom walls. It is suggested that the parent/guardian be mindful of their child's use of the laptop at home and away from school and encourage using the technological tool for his/her learning and productivity. Suggested guidelines for home use include:

- Developing a set of rules/expectations for laptop use at home, including the use of the laptop in common areas of the home.
- Only allowing laptop use in common areas of the home where student use can easily be monitored.
- Demonstrating a genuine interest in what your student is doing with his/her laptop. Ask questions often about the work he/she is doing.
- Supporting students in making the shift from seeing the laptop as an entertainment device to one that can be used productively in the learning process.
- Investigating and applying parental controls available through your Internet service provider and/or wireless router.

### **IMPORTANT GUIDELINES FOR STUDENTS**

The rules and guidelines are provided here so that students and their parents/guardians are aware of the responsibilities of all parties involved when the students accept a district-owned computer. This section highlights and summarizes key components of the District's Acceptable Use of Computer Network/Computers and Resources Policy and Regulation (2361). All rules and guidelines are in effect before, during, and after school hours, and wherever the laptop is being used (on or off school campus). **Violations of these rules and guidelines will result in disciplinary action.**

During the school day, students are expected to follow each teacher's rules and expectations regarding laptop use in the classroom.

#### **Technology use by students at/for school must:**

- Support learning
- Follow local, state, and federal laws
- Follow district and school policies, regulations, and procedures
- Be school-appropriate

#### **Do:**

- Use district network/computers for educational purposes.
- Use network/computers appropriately & keep equipment in good condition.
- Use good judgement in handling and using the laptop.

- Keep passwords safe and confidential
- Logout of programs / web services before quitting an application or shutting the laptop
- Save and backup data to a storage device (storage device includes flash drive, hard drive) or to cloud storage)
- Follow Internet safety guidelines

**Do Not:**

- Use network/computers for illegal or inappropriate activities, such as bullying, harassing, inappropriate content, copyright infringement, or plagiarism.
- Use network/computers in a manner that is disruptive to other users, services, or equipment, such as disseminating spam/viruses, transferring large amounts of data across the network, or attempting to hack into online systems.
- Use network/computers for commercial purposes or personal gains.
- Alter district provided software or hardware in any way.
- Install unauthorized software or hardware on district technology devices or network.
- Share your password with any other person
- Use someone else's account or password
- Develop programs to harass, intimidate, or bully others, hack, introduce viruses, etc.
- Change other students' files or desktop without their consent
- Disable/Bypass or attempt to disable or bypass District Internet content filters and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted

**Inappropriate Content on District Devices / Network**

Inappropriate content includes, but is not limited to, explicit or implicit references to:

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying, intimidation, or harassment
- Discriminatory or prejudicial material/behavior

- Gambling
- Pornographic material

Reminder: All files stored on the District's laptop 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 administration.

The use of District network/computers is a privilege, not a right, and inappropriate use includes assisting, observing, or joining any unauthorized activity using the District network and/or computers.

The staff may confiscate a laptop from a student and/or restrict a student from accessing the network at any time without notice if the user is suspected to be engaged in any unauthorized activity. An individual search of the laptop and other stored student files may be conducted by the administration.

### **School Email**

All district students are issued an email address. A school-provided email address allows students to safely and effectively communicate and collaborate with teachers and classmates. The effective use of email helps to develop writing skills, reinforces 21st century skills and digital citizenship, and gives the students an email address that can be used to enroll in educational web services that contribute to their learning.

Email should only be used for appropriate purposes. The following guidelines are to be followed for using the school-provided email:

- Students need to use their district provided email for all school-related correspondence
- Email transmissions may be monitored by staff at any time to ensure appropriate use
- All email and its contents are property of the District
- Email should only be used by the authorized owner of the account
- Students must protect their passwords

Examples of unacceptable uses of school email include:

- Non-education related forwards (i.e. jokes, chain letters, pictures, etc.)
- Harassment, profanity, obscenity, racist terms
- Cyberbullying, hate mail, or discriminatory remarks



- Email for individual profit or gain, advertisement, or political activities

### **Web Cams**

School laptops are equipped with a web cam. This feature of the laptop offers students an opportunity to experience a 21st century tool and to develop 21st century communication skills.

Web cams are to be used for educational purposes only and under the direction of a teacher. Students are not permitted to record video of other students or teachers without express permission of the teacher.

Acceptable use examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement

### **Listening to and/or Watching Media**

Listening to and/or watching media on your laptop is allowed during school hours only with the permission from the teacher. It is expected that students will use personal headphones when listening to and/or watching media on their laptops.

### **Remote eLearning and Video/Audio Conferencing**

As part of your comprehensive education program at Ramapo Ridge Middle School, you may participate in remote eLearning or video/audio conferencing. It is important to commit to appropriate use/behavior as detailed in the district Acceptable Use Policy, this handbook, and directed by your teachers.

During remote eLearning and video/audio conferencing, it is important to remain mindful that you may be visible/audible to other participants (students and Mahwah staff) in the class/session. Expectations during virtual learning environments for students can be found at [Basic Etiquette for Online Video Learning](#) and are outlined below.

Additionally, visual or audio content and videos used for the remote eLearning or video/audio conferencing should not be copied, altered, or redistributed for purposes outside of the class/session. Students who do not adhere to appropriate use of technology and appropriate behavior during remote eLearning or video/audio conferencing may be removed from the class/session in-progress and will be subject to appropriate disciplinary action.

## **Basic Etiquette for Remote eLearning and Video/Audio Conferencing**

- Report to the remote eLearning or video/audio conference at the scheduled time
- Find a quiet place with minimal distractions (siblings, pets, parents, television) that is conducive for remote eLearning or video/audio conferencing
- Be respectful when speaking and writing
- Dress appropriately; remember, your classmates and teachers can see you
- Remain on mute until you would like to contribute, are asked to participate, or need to ask a question; your teacher will review specific procedures
- Refrain from chewing gum, eating, or drinking in front of the camera
- Video must be on in order to be considered present for attendance and to assess your participation
- Maintain eye-contact
- Limit movement to avoid causing a distraction to others
- Refrain from sharing screenshots or clips from Zoom meetings or Screencasts that include images or audio of students or staff members
- Chat features should only be used to discuss or ask questions pertaining to the lesson as directed by the teacher
- Copying, altering, or redistributing visual or audio content or videos from remote eLearning or video/audio conferencing class/session is prohibited

## **Games**

Gaming is not allowed during school hours unless you have been given permission by a teacher. All games must align with the District's instructional programs.

## **Instant Messaging**

Instant messaging on the laptop is not allowed during school hours without permission from the classroom teacher. Permission will be given only for instant messaging that is useful in completing a school assignment. All communication must be related to the school assignment and have educational purposes.

## **Printing**

The District encourages students and teachers to conserve paper and limit the amount of printing as much as possible. It is also understood that some assignments will need to be submitted via hardcopy (paper) to the teachers. It is the responsibility of the student to plan for and come to class prepared with the required format for submitted work.

Students can use the student copy machines in the media center throughout the course of the day but not during instructional time. Students will need their student IDs to print.

## **Desktop Backgrounds & Screen-Savers**

District laptops are imaged with a desktop background and screen-saver.

Disciplinary action will be taken in the event desktop backgrounds and screensavers are altered.

## **Copyright & Plagiarism**

Students are expected to follow copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the *Fair Use Doctrine of the United States Copyright Law* (Title 17, USC).

Credit must be given when using:

- Quoted or summarized text (including email and web information)
- Graphics
- Art
- Photographs
- Movies
- Music
- Software

Academic integrity is the foundation of teaching and learning. Incidents of academic dishonesty and/or violation of copyright laws will result in disciplinary action.

## **Digital Citizenship**

The District will use Common Sense Media to provide students, parents, and teachers with information and resources about digital literacy and citizenship. Parents/Guardians and students can create accounts with Common Sense Media and review the resources together to be informed about Internet safety and the responsibilities of living in a digital world.

Resources can be found at [www.commonsense.org/education/digital-citizenship](http://www.commonsense.org/education/digital-citizenship)

## **Internet Safety**

- Never reveal personal information about yourself or anyone else.
- Do not publish student pictures or names on any website.
- If you see anything dangerous or inappropriate, inform a teacher or parent/guardian immediately.

## **SECURING LAPTOP & RESTRICTED USE**

### **Lockers**

It is extremely important that students secure their laptops in locked lockers when not in use.

Laptops should never be left in an open locker or a locker set to open without entering the combination.

Students should never leave their assigned laptop unattended or unsecured.

When securing laptops in their lockers, students should store the laptop on its side standing up or in its case.

### **Physical Education and Lunch/Recess**

Students are required to secure laptops in their lockers prior to physical education class.

Laptops are not permitted to enter the locker room facilities.

Students are required to secure laptops in their lockers prior to lunch/recess.

If students are granted to use the Library Media Center during recess and need to use a computer, they will be permitted to access their locker to retrieve their laptop.

Laptops are not permitted in the cafeteria or outside of the school building without permission.

### **Restrooms**

Students should report to class and drop-off their belongings, including their assigned laptop, prior to using restroom facilities.

Laptops are not permitted in restrooms.

## **TECHNOLOGY INFORMATION & PROCEDURES**

### **Troubleshooting & Loaners**

When students experience trouble with their laptops, they should engage the following steps:

1. Student should attempt to resolve the issue by:

- Restarting the laptop as the first step in troubleshooting
  - Asking a classmate for help
  - Asking a teacher for assistance
2. Students should not waste too much time troubleshooting to avoid missing significant class time
  3. Under no circumstance are students to attempt to open or tamper with the internal components of the laptop. Doing so will render the warranty void and will result in the parent/guardian/student paying for the replacement cost of the laptop and/or accessory.
  4. If the issue is not resolved, the student should request permission to report to the Main Office to report the issue.
  5. If possible, the student should back up any work saved on his/her laptop prior to delivering the laptop for service to the Technology HelpDesk located in the Library Media Center.
  6. If necessary, the student will receive a loaner laptop.
  7. When the student's original laptop is ready to be picked up, the student will be notified.
  8. Student will be required to return the loaner in exchange for original laptop.

### **Repairs and Loaner Laptops**

Students should routinely make frequent data backups in preparation for situations in which their laptop has to be repaired and they need to be issued a loaner.

Our district technology support team will try to repair/resolve technology-related issues as quickly as possible.

A limited number of temporary replacement laptops (loaners) are available to avoid unnecessary disruption to learning. Students are responsible for the care of the loaner laptop while it is issued to them. The same rules and guidelines apply to loaner laptops.

NOTE: Loaner laptops are not intended to be issued to students who leave their laptops at home or arrive at school with an uncharged laptop.

### **Accident vs. Negligence**

Accidents happen. There is a difference, however, between an accident and negligence. All reports of laptop damage will be investigated by the school. If the damage is deemed to be intentional or negligent on the part of the student, the student may be subject to discipline and the parent/guardian may be responsible for the cost of repair or replacement.

### **Reporting**

Students are responsible for the laptop and all accessories they have been issued. Laptops in need of repair must be reported to the Technology Office as soon as possible (same day or next day they are in school). Failure to report damage may result in disciplinary action and/or repair fees.

## **Lost Equipment**

The student or parent/guardian must report lost equipment to the school immediately. Students and their parents/guardians may be financially responsible for damaged or lost equipment.

## **Stolen Equipment**

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent/guardian. If there is not clear evidence of theft or the equipment has been lost due to student negligence, the student and parent/guardian will be responsible for the cost of replacing the item(s).

Failure to report the theft to the proper staff and follow the proper filing procedure may result in the student and parent/guardian being responsible for the cost of replacing the item(s).

Laptops are covered by the District's laptop insurance program. After investigation, if a laptop is deemed stolen, the district will cover its replacement via insurance. The student will be issued a replacement computer.

## **Network Access & Filtering**

- All Internet traffic for the students' laptops will be filtered to block inappropriate or objectionable material. Internet traffic at school is filtered through the district's internet firewall. All Internet traffic when the student is away from school will be filtered using an off-site filtering service.
- It is the responsibility of the student and parent/guardian to follow guidelines for appropriate use of the laptop and the access that it provides to the Internet, as outlined in the Acceptable Use Policy.
- Students are to use their District provided email address and password, which will be distributed at the beginning of the school year.
- Attempting to disable or bypass district Internet content filters and firewall, 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 may be monitored at school. Although there is a remote filtering service in place, it is suggested that the parent/guardian monitor laptop use (including the Internet) at home.
- Students are allowed to connect to Wi-Fi networks at home and other public locations. All Internet traffic at these locations will be filtered using the District's off-site filtering service.

## **Security and Privacy**

As per the Anti-Big Brother Act (N.J.S.A. 18A:36-39 (P.L. 2013, c. 44)), you are hereby notified that school- issued electronic devices have the ability to record or collect information on user's

activity, both online and offline. The Mahwah Township 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.

The district shall not use any of the capabilities of web cams in a manner that would violate the privacy rights of the student or any individual residing with the student.

### **Monitoring**

Building and district administrators may search computers for inappropriate material if they have reasonable suspicion of its existence. Technology staff will have the ability to remotely control computers and monitor all network traffic to troubleshoot issues. While students are off school campus, parental monitoring is highly recommended.

### **User Data**

All files stored on the District's laptop 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 administration.

### **Restrictions**

Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions, either on campus or off, will be seen as a violation of the Acceptable Use Policy/Regulations agreement and appropriate discipline will be given.

The District's Acceptable Use Policy 2361 each family signs off on states, "School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with the federal and state laws that regulate Internet safety." There are several tools that are used by the district; Impero Education Pro is one of those tools.

#### **Student Expectations:**

- Students will only access school appropriate resources and are expected to comply with all rules outlined in the Acceptable Use Policy
- Students will adhere to teacher directives when using their laptop
- Students will not interfere or tamper with any district installed applications or extensions
- Students will not use a proxy server or any other means to bypass content filtering

Failure to meet these expectations may result in disciplinary action as deemed appropriate by district administrators.

## **FREQUENTLY ASKED QUESTIONS**

### **Can students bring their personal laptop (Bring Your Own Device; BYOD) to school to use in class instead of using the district provided laptop?**

No. Students must use district laptops to access the approved programs in our curriculum. Students only have internet access on school issued laptop computers. Personal devices pose issues for monitoring what the students are permitted to do on their devices and what applications they can have on them. Additionally, from a support standpoint, it would be problematic for our Technology Team to address network, hardware, or software issues on various operating systems and devices. The district laptops provide a necessary uniform platform which facilitates teaching and learning in an equitable manner.

### **Are students required to have the district laptop?**

Yes. The laptop is part of the required and approved curriculum and instructional program.

### **What happens if a student forgets their laptop? Will loaners be available to those students?**

Students are expected to bring in their laptops every day. Loaner laptops are reserved for students who have technological issues with their issued devices.

### **What happens if the student forgets to charge his/her laptop?**

Students are responsible for ensuring that their laptops are fully charged for school. Students are encouraged to keep their charger in their laptop case to take advantage of designated charging areas in classrooms in case their device's charge runs low during the school day.

### **Is insurance mandatory?**

Yes. A yearly insurance premium must be paid before the laptop is issued to the student.

### **How much is the yearly insurance premium?**

The annual insurance premium will be \$60.00 per year per student. Note: Students who applied and are on the approved free and reduced lunch program will have their insurance paid for by the district.

### **What will the insurance premium cover?**



The District's insurance program covers minor laptop repairs and provides a one-time replacement if a laptop is stolen or accidentally damaged beyond repair. The insurance does not cover laptops intentionally damaged or situations where it is determined a student was negligent. Power supply and/or other accessories are not covered under the warranty or the District's insurance.

**Can a family use its own home insurance instead?**

The insurance provided by the district is mandatory.

**What if the family cannot afford the insurance premium?**

Accommodations will be made in case of financial hardship for students who qualify for free or reduced meals.

**How is the insurance premium paid?**

The payment process will be handled through the <https://payschoolscentral.com/> portal. The same service is used for all school fees and lunch accounts.

**What happens if the laptop is stolen?**

A student/parent/guardian must report the incident immediately so that the District may initiate the recovery process. A formal Theft/Loss Report must be filed with the middle school within 24 hours and an official police report filed within 48 hours of the incident.

**Will the student be allowed to download applications on his/her laptops?**

Students will not be allowed to download applications on their laptops.

**Will the student have access to the built-in camera?**

Yes. Students will have access to the built-in camera. However, the District Acceptable Use Policy (AUP) will be strictly enforced.

**Will the student have full Internet access at home?**

No. Student laptops will be filtered based on the CIPA (Children's Internet Protection Act) guidelines. However, there may be some additional restrictions when the students use their laptops on district property versus when they are home.

**Does the parent need to sign off on the Student Laptop Agreement Form?**

Yes. Students AND parents/guardians must sign the online Student Laptop Agreement Form found on Realtime. There are specifics on the acceptable use, insurance coverage, accidental damage protection, theft/loss coverage, and the possible incurred charges that the family must be aware of to participate in this program.

**What happens if there are technical issues with the student laptops?**

All maintenance and repair will be handled through the school. The Technology Team is available to students in the Library Media Center during the school day. If necessary, a loaner will be provided to students during the repair process.

**Will the students' documents/files be saved when they turn in their laptops for repair?**

In certain cases, laptops will need to be re-imaged to resolve a major issue. This process will delete all downloaded documents and files. To avoid losing these documents, students should always save all files to cloud storage.

**Are students permitted to keep the laptop over the summer?**

No. All district-owned laptops and associated equipment from the previous school year must be returned by the end of each school year or before the student withdraws from the district.

**What happens if the student loses their laptop, charger, or protective case?**

The cost for replacing the issued items will be reflected as a fine in the Realtime portal.