

PENNSAUKEN PUBLIC SCHOOLS TECHNOLOGY DEPARTMENT

Rewiring Education to Unlock Potential

1695 HYLTON ROAD
PENNSAUKEN, NJ 08110



STUDENT CHROMEBOOK POLICY

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School District Mission Statement

The Mission of the Pennsauken Public School District is to provide a safe, challenging, and enriching learning environment for all students that leads to academic success and the development of personal responsibility and self-directed lifelong learning needed to become contributing members of a diverse, global society.

Technology Department Contact Information

The Pennsauken Public Schools Technology Department has a Help Desk to assist students, staff, parents, and guardians. Please contact us with any questions or concerns regarding your school assigned devices and district managed accounts:

helpdesk@pennsauken.net | (856) 662-8500 x 5266

Help Desk hours are on normal school days from 8:00 am – 2:00 pm at Pennsauken High School.

Student Chromebook Overview

Students enrolled in Pennsauken Public Schools were issued Chromebooks to use both at home and at school for academic purposes. Students Grades 2-5 were issued a device for home use, and also have one in the classroom. Students in Grades 6-12 are to bring their assigned devices to/from school daily. These devices allow for equitable access to online resources for every student. Students are also issued one USB-C wall charger.

Chromebooks are provided on a “loan-for-use-basis” for educational purposes for the duration of the student’s enrollment within Pennsauken Public Schools. The Chromebook and accompanying equipment is, and at all times remains the property of Pennsauken Public Schools. The Chromebook must be returned at the end of the current loan agreement, or at the request of an administrator.

Treat the Chromebook with care. Keep it clean, dry, away from food and drink, and ensure it is not mishandled. Avoid placing pressure on the screen to avoid damage. Use a microfiber cloth for cleaning, as use of harsh chemicals will damage the screen. Be careful when putting Chromebooks into a backpack or any other type of bag - pressure and weight can cause damage to the screen. Do not throw or misuse your bookbag while the device is stored within it.

Student Chromebook Distribution & Collection

Upon being issued a Chromebook, students will have a “fee/fine” placed upon their record in Genesis of \$250, which will be deleted upon return of the undamaged device in full working condition. The “fee/fine” is identified with the service tag or serial number of the assigned device.

Parents and/or students must sign and return the Chromebook Distribution Agreement in Genesis before access will be granted to Genesis annually.

Chromebooks will be returned prior to the end of the school year, on a date to be provided for each school, so they can be checked for serviceability and be stored for the summer. The district may offer an option for students to keep Chromebooks over the summer for summer enrichment or summer school on a case by case basis.

Student Withdraw

Students withdrawing or transferring from Pennsauken Public Schools (whether it be by promotion, graduation, relocation, or any other means) must return their Chromebook and charger at the time of the withdraw.

Students who do not return all equipment or who owe money for unreturned or damaged equipment will not be allowed to walk in graduation, view final grades, or have final transcripts sent out. Students and their parent/guardian(s) and will remain responsible for the full replacement cost of all unreturned or damaged items. If payment (or the assigned equipment) is not received, device(s) will be disabled, will be considered stolen property, reported to the Pennsauken Police Department and potentially referred to a collection agency.

Student Responsibilities

Secondary level students (6-12) are expected to be responsible for bringing their assigned Chromebook to school daily. The device should be charged and ready for use. Elementary level students (2-5) have devices both in their classrooms, as well as at home.

Students are required to use a school district provided device while online during school hours for both academic integrity and legal obligations through the Children’s Internet Protection Act (CIPA). Student accounts are actively monitored by the District through GoGuardian, Gaggle, Fortinet, and other security tools. There is no exception to this monitoring. Any attempt to bypass these systems will

result in the immediate collection of the device, restrictions placed on the student account, and no replacement devices being issued to the student by the District. WiFi passwords will not be issued to students for any personal devices under any circumstances.

If students fail to bring their assigned Chromebook to school, they are still responsible for the completion of all coursework as if they had their Chromebook present. A limited number of loaner devices (currently Chrome tablets) are available for daily usage on a first come, first served basis. Damage to a loaner device will be billed to the student and/or parent/guardian(s) as a full device replacement fee of \$250, and no further loaner devices will be issued to the student until fees are paid.

Students are only to use the device that is assigned to them. Do not lend the device to others or leave it unattended. Make sure to log off when closing the device to keep your information secure. Do not share account passwords or access.

Students are to store all academic work on their Google Drive. This ensures that student work is available regardless of the device they are logged in to. Follow teacher directives for assignment submission. All electronic communications (i.e. email, chats, messages, posts, etc.) is required to be academically appropriate, legitimate, and responsible.

By accepting a Chromebook, students / guardian(s) agree to abide by the Pennsauken Board of Education's Internet Acceptable Use Policy and Technology Acceptable Use policy, as well as all applicable local, state, and federal statutes.

Parent/Guardian Responsibilities

Parents/guardians are responsible for the cost of repair or replacement of the Chromebook if the student negligently or through a lack of reasonable precaution damages the device, if the device is lost, or the device is stolen but not reported to the school and the police.

Parents/guardians are encouraged to provide wireless internet access and a safe environment for students to use their Chromebooks at home for school assignments. A wireless internet connection will be required for the majority of Chromebook use. If a parent/guardian is unable to provide the student with internet access, they should contact the student's teacher or an administrator.

Parents/guardians are also encouraged to set rules for home usage, monitor usage, and become familiar with the [resources on our website](#).

School District Responsibilities

Pennsauken Public Schools will:

- Provide a Chromebook for student usage while in school and at home (grades 2-12). Students must adhere to the Acceptable Use Policy and provisions within this document.
- Provide Internet access to students using assigned devices at school.
 - WiFi passwords will not be issued to students for any personal devices under any circumstances.
- Provide Internet filtering of inappropriate materials and content on the device both in and out of school
- Provide cloud storage for student work via Google Drive
- Monitor the G-Suite for all students, investigate issues in cases of improper student usage, or incidents involving inappropriate conduct.

Personal Coverage

Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Most insurances will require a rider for electronics and only provide certain coverages. Any claims must be immediately reported to the Director of Technology.

Device Repairs and Fees

Any problems with a Chromebook should be reported to the IT staff immediately. Under no circumstances should students or their parent/guardians seek outside help to repair the Chromebook.

Parents/guardians or students are to report the loss or suspected loss of a device immediately to the Director of Technology. Lost devices will be disabled, and replacement devices will not be issued to the student until the device replacement fee of \$250 is paid to the District.

A parent/guardian or student is required to immediately file a police report in the event it is believed a device has been stolen, subject to vandalism or any other criminal act. Within one (1) school day after filing a police report, a parent or student is to provide a copy of the police report to the Director of Technology.

Fee schedules are listed for accidental damage, intentional damage, misuse damage, and chargers. Members of the District IT staff will examine devices that are turned in for repair to make fee determinations and complete any necessary repairs.

Fee Schedule for Repairs / Chargers

Accidental damage of the Chromebook will be the joint responsibility of the District and the parent/guardian as detailed in the following repair fee table. These incidents are per-student, and do not reset annually:

	Minor Components (trackpad, keyboard, keys)	Major Components (screen, display, internal components)
1st Repair Incident	Repaired at no cost	Repaired at no cost
2nd Repair Incident	\$25 repair charge	\$75 repair charge
Additional Incidents	\$40 repair charge	\$150 repair charge

Damage deemed to be intentional, or damage due to misuse will be the full responsibility of the parent/guardian. These incidents are per-student, and do not reset annually:

	Minor Components (trackpad, keyboard, keys)	Major Components (screen, display, internal components)	Device Replacement
All Incidents	\$40 repair charge	\$150 repair charge	\$250 charge

Students are issued one USB-C wall charger when issued a device. Charger replacements are the full responsibility of the parent/guardian. These incidents are per-student, and do not reset annually:

1st Incident	No cost
Additional Incidents	\$25 replacement cost