

CPS 1:1 Chromebook Handbook

Policies and Agreements

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Table of Contents

Mission	Page 3
Why 1:1 Initiative?	Page 3
Chromebook Check-Out and Check-In	Page 4
Chromebook Care	Page 4
Using the Chromebook at School	Page 5
Using the Chromebook at Home	Page 6
Personalization	Page 7
Student Responsibilities	Page 7
Acceptable Use of Technology Policy	Page 7
Consequences of Inappropriate Behavior	Page 8
Violations	Page 8
Anti-Big Brother Information	Page 9
Damage and Loss	Page 9/10
Loss Form	Page 11
Student Chromebook Acceptance Form	Page 12
Chromebook Parental Consent Form	Page 13

The Clinton-Glen Gardner School District is a community who values traditions. Our MISSION is to nurture and cultivate each child to be a compassionate, curious, and creative thinker, entrusted and empowered to build and lead the future.

The focus of the 1:1 program at Clinton Public School is to provide necessary tools and resources for a progressive learning environment characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning. At CPS, technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 setting empowers students and teachers to use technology like adults do in the real world, accessing and using purposeful technology-based tools any time a task calls for them.

Implementation of a 1:1 initiative enables anywhere/anytime learning that is no longer limited by the four walls of a classroom. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students.

Why 1:1 Initiative?

A 1:1 program supports this vision. The New Jersey Educational Technology Plan specifically suggests in preparing our students to excel in the community, work place, and in our global society using 21st century skills, that we "achieve at a minimum, a student to multimedia device ratio that equals a ratio of 4:1 with an ultimate goal of providing one-to-one access for students and staff for anywhere/anytime learning." Providing a device to every student allows each student access to the same resources regardless of ability, socioeconomic status, physical or mental challenges, and technology available at home.

One-to-one technology has the potential to change the role of the teacher from master of the content to facilitator of learning. At its best this yields classrooms where learning is driven by projects requiring research, collaboration, and production of a final product (a slide show, video, or Web page). It is this type of environment that fosters cooperation, creativity, inventive thinking, and high productivity.

Things do not always go as planned in the classroom and in a one-to-one computing classroom, as a topic arises the teacher and students immediately are online, investigating, questioning, and extending the conversation with information and tools not available to them in other situations.

When a student's only exposure to a computer is in a lab at the end of the hall or on a cart that has to be signed out in advance, technology can be seen as a fragmented skill unrelated to daily life or a future career. As we know, however, computers are essential for almost any job -- doctors record patient notes on Tablet PCs; small businesses order supplies online; farmers check the Internet for the latest weather conditions. One-to-one computing ensures that all students have the skills and confidence to integrate technology into their future, as well as their present.

Check-out and Check-in

Chromebooks (with a case and charger) will be distributed to students in grades 3-8 and will remain with the student until the end of their enrollment at CPS. Parents and students must sign and return the Parental Consent Form and Student Acceptance Form before the chromebook can be issued to the student.

If a student transfers out of Clinton Public School, the chromebook will be returned prior to leaving the school. The chromebook, case, and charger must be returned in the same shape in which each was given. If the original components cannot be returned in the same shape in which they were given, the student will be responsible for the cost of the replacements.

Individual school chromebooks and accessories must be returned to Clinton Public School before the end of their 8th grade year. Students who withdraw, are expelled, or terminate enrollment at CPS for any other reason must return their individual school chromebook prior to the date of termination.

If a student fails to return the chromebook and its accessories prior to the end of their 8th grade year or upon termination of enrollment at CPS, the student and his/her parent(s) will be subject to criminal prosecution or civil liability. Failure to return the chromebook will result in a theft report being filed with the Clinton Police Department. The student's parent(s) will also pay the replacement cost of the chromebook, case, charger, and any other components that were provided to the student.

Students must return the chromebook and accessories in satisfactory condition. In cases of abuse, neglect, or intentional damage, the student will be charged a fee for any needed repairs, not to exceed the replacement cost of the chromebook, its components, or both.

Chromebook Care

The chromebook that each student is issued is the property of Clinton Public School and is made available to you as a tool for learning. ***The chromebook is provided for the sole use of the student to whom it is assigned. Students are prohibited from tampering with other student's chromebooks.*** Students are responsible for the general care of the chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the technology department for an evaluation.

- The chromebook must remain in the district-provided case at all times. **Do not attempt to remove any part of the case for any reason, including placing pictures underneath the case.**
- **Do not mark the chromebook or the District-issued case in any way with markers, stickers, or place any stickers or papers under the case.**
- Each chromebook is labeled with a district identification label. DO NOT REMOVE this label.
- Do not lean on the top of the chromebook or place anything on top of it. Do not wedge it tightly in a backpack or where anything can press on the screen. Pressure on the chromebook screen may cause damage. Make sure the chromebook is in the closed position before placing it in a backpack.

- **NEVER PLACE ANY PAPERS OR ANYTHING IN THE CHROMEBOOK AND CLOSE THE LID. IT MAY CAUSE THE SCREEN OR HINGES TO BREAK.**
- 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 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***. If there is something on the screen that will not easily wipe off, see a teacher or Mr. Reilly for assistance.
- When charging cable is connected, be sure to line it up correctly when inserting and removing. NEVER YANK THE CABLE OUT BY THE WIRE; gently remove it by grasping the plastic tip of the cable and pulling straight out. Students are responsible for damage to the chromebook or charger resulting from mishandling.
- Never leave the charger connected to the chromebook while transporting it in a bag. Always disconnect the charger first.
- If students encounter problems with their chromebook, they should stop using the device and ask a teacher for help.
- Chromebooks must never be left in an unlocked locker or any unsupervised area.
- 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.
- Chromebooks left in a backpack out in the rain may still get damaged by water, so always keep your backpack and chromebook out of the elements.
- Keep the chromebook off the floor where it could be stepped on or tripped over.
- Do not leave the chromebook unattended; it should remain locked in the student's locker during lunch and gym periods.

Using the chromebook at school

- The chromebook is intended for educational use only; it is not a personal device. It is not a gaming device.
- The **Clinton Public School Acceptable Use Policy** must be followed at all times. The use of a chromebook is a privilege that can be revoked. Inappropriate use or neglect of a chromebook can result in limits to or loss of use of the chromebook.
- **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.**
- The software/apps installed by Clinton Public School must remain on the chromebook.
- 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.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes at which time earbuds provided by the student must be used.
- In order to conserve resources, check with a teacher before printing materials from the chromebook.
- Students must not leave the chromebook unattended at any time while at school; **it should remain locked in the student's locker during lunch** and gym periods.

- Inappropriate media may not be used as a screensaver, background photo, Avatar or stored on the chromebook.
- Depictions of guns, other weapons, alcohol and drugs, pornographic materials, inappropriate language, and gang-related symbols or pictures are not permitted on the chromebook and will result in disciplinary actions.
- Students may save work on their chromebooks; however, there is always the possibility that files may be lost. Limited storage space will be available on the chromebook - BUT it will NOT be backed up by the school. Files may be lost if it becomes necessary to re-image the device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- If the chromebook runs out of storage space, students will be asked to remove apps, movies, and pictures that are not specifically part of a current class project.
- Chromebooks are not allowed in bathrooms and/or locker rooms.
- 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.

Using the chromebook at home

- Students must abide by the school's Acceptable Use Policy and Student chromebook Acceptance at all times inside and outside of school hours.
- The chromebook is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way.
- Students must honor the school's restrictions of access to sites and not attempt to gain access to blocked sites or content.
- In order to access the internet at home, students will need wireless access. Students are allowed to connect to wireless networks on their chromebooks for use outside of school.
- Students are expected to check their emails nightly.
- Installation of teacher-approved apps by students is permitted.
- File-sharing, including downloading music or any other activity that violates copyright laws, is not permitted.
- It is a requirement that **students will bring their chromebook to school each day fully charged**. A dead battery is not an excuse, and students will be marked unprepared for each class.
- Food and/or drink are not permitted on the table-top with the chromebook.
- Students must secure their chromebook whenever it is not in their direct possession. Never leave the chromebook unattended.
- Do not attempt repairs. Seek assistance from the Network Administrator, Mr. Reilly, to arrange for repairs.
- Do not expect that files stored on your chromebook will be private. This is a school-owned and issued device. Upon request, students must immediately surrender their chromebook for review by any staff member.
- Students are responsible for the appropriateness of all files, data, and Internet history on their chromebook.
- No one may take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.

- Students may not access another individual's materials, information, or files without permission.
- Students must leave their chromebook's identifying label in place.
- **Plagiarism** is a violation of the CPS Code of Conduct. Give credit to all sources used, whether quoted or rephrased. This includes all forms of media on the Internet, such as pictures, videos, music, and text.
- Students may not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless doing so under the supervision of a teacher, administrator, or member of the Technology Department.
- All chromebooks must be securely stored in a locked locker after school while students are practicing sports and/or involved in any after-school activity or club when it is impractical for students to carry the chromebook on their person.

Personalization

- **Students may NOT place stickers or objects on or under the chromebook case or anywhere on the chromebook, itself.**

Student Responsibilities

With use of a school issued chromebook, students are expected to:

- take good care of the chromebook;
- know where the chromebook is at all times;
- charge the chromebook's battery daily;
- keep food and beverages away from the chromebook, so it is not damaged;
- protect the chromebook by keeping it in the provided case at all times;
- use the chromebook in appropriate ways, as a learning tool that will help meet the educational goals and objectives set forth in each of course of study;
- follow the policies outlined in the Acceptable Use Policy and the Student chromebook Acceptance inside and outside of school hours;
- file a police report in case of theft, vandalism, and/or other acts covered by insurance;
- be responsible for all damage or loss caused by neglect or abuse; and,
- return the chromebook, case, and charger to the district in good working condition.

Students will refrain from:

- downloading apps that are not teacher approved;
- disassembling any part of the chromebook or attempting any repairs;
- leaving the chromebook unattended;
- loaning the chromebook to other individuals;
- ***placing decorations (such as stickers, markers, etc.) on the chromebook or on or under its case***; and,
- tampering with other students chromebook; and,
- defacing the serial number on the chromebook.

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 e-mail broadcasting.

Students are given storage space to save their school-related work. This storage space belongs to Clinton Public School 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 Clinton 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.

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.

Violations

Individuals violating this policy shall 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.

Anti-Big Brother information

New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44) requires notification to students about the usage of certain electronic devices effective July 1, 2013.

- The chromebooks that students have been issued are capable of recording or collecting information on the user's activity and/or use of the device both during school and out of school.

- These capabilities will not be utilized by the district in any way that violates privacy rights of the student or that of any individual residing with the student.

- Parents are required to acknowledge receipt of this notification, which will occur through the chromebook Parental Consent Form.

Further information regarding *The Anti-Big Brother Act* may be found at http://www.njleg.state.nj.us/2012/Bills/PL13/44_.HTM.

Damage and Loss

Students and/or their parent/guardian are financially responsible for any theft, loss, or damage to the Chromebook while it is in the student's possession or care. This includes damage caused by accidents, neglect, or intentional actions.

Repairs: If a Chromebook is damaged, parents/guardians are responsible for the cost of repairs. Clinton Public School will assess the damage and provide the cost prior to repairs. A loaner Chromebook will be issued, if available, while repairs are being completed.

Total Loss: If a Chromebook is lost, stolen, or deemed a total loss (meaning it cannot be repaired), parents/guardians will be responsible for a prorated replacement cost based on the age of the device, as outlined below (assuming a $300 Chromebook value):

Year 1 or 2: $200
Year 3: $160
Year 4: $120
Year 5 (or after): $60

Note: If the device is lost or stolen, a Loss Form must be submitted, and parents are required to report the incident to the local police department.

Chargers:

Each student receives one charger when the Chromebook is issued. It is the student's responsibility to keep the charger safe throughout their time at CPS. To prevent loss, chargers should remain at home, as a fully charged Chromebook should last through the school day.

If a charger is lost or damaged, parents/guardians will be responsible for the replacement cost of the charger. **Upon unenrolling or graduation, the charger must be returned along with the Chromebook. Chargers not returned will incur a replacement fee.**

Loss Form

Date: _____

Please check below to indicate the type of claim being reported:

☐ Loss ☐ Theft

Description of events leading to loss or theft:

☐ Incident was reported to the local police department

_____

_____

_____

_____

_____

Student Name: _____ Homeroom: _____

Parent Name: _____ Signature: _____

_____

For School Use Only

Action Taken:

_____

_____

_____

_____

_____

_____

Student Chromebook Acceptance Form

Return to Student's Homeroom Teacher ASAP

As a student attending Clinton Public School, you have been issued a school-owned chromebook.

Student Pledge for Chromebook Use

I will:

- take good care of the chromebook;
- know where the chromebook is at all times;
- charge the chromebook's battery daily;
- keep food and beverages away from the chromebook, so it is not damaged;
- protect the chromebook by carrying it in the provided case at all times;
- use the chromebook in appropriate ways, as a learning tool that will help meet the educational goals and objectives set forth in each course of study;
- follow the policies outlined in the Acceptable Use Policy and the Student Chromebook Acceptance Form inside and outside of school hours;
- file a police report in case of theft, vandalism, and/or other acts covered by insurance;
- be responsible for all damage or loss caused by neglect or abuse; and,
- return the chromebook, case, and charger to the district in good working condition.

I will not:

- download apps that are not teacher approved;
- disassemble any part of the chromebook or attempting any repairs;
- leave the chromebook unattended;
- loan the chromebook to other individuals;
- place decorations (such as stickers, markers, etc.) on the chromebook or on or under it's case;
- tamper with other student's chromebook; and,
- deface the serial number on the chromebook.

By signing this form, I understand that this chromebook is subject to inspection at any time without notice and remains the property of the Clinton-Glen Gardner Board of Education. I agree to return the chromebook, its case, and charger at the end of the school year or upon no longer attending Clinton Public School. Devices not returned within seven (7) days of student withdrawal from the district will be reported as stolen and will become a student obligation. Grades will be withheld until all student obligations are met. I agree to the stipulations set forth in the above documents including the Chromebook Handbook; the Acceptable Use Policy; Chromebook Protection Plan; and the Student Chromebook Acceptance Form. Students may be required to forfeit their privilege of the chromebook device if it is deemed that his/her actions were in violation of the User Agreement Policy.

_____	_____	_____
Student Name/Homeroom	Student Signature	Date
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date

Chromebook Parental Consent Form

Return to Student's Homeroom Teacher ASAP

Parent/Guardian Agreement:

- I will be responsible for the chromebook repair or replacement costs as specified in the chromebook Policy Handbook.
- I have read and acknowledged that my student and I are to follow the expectations in the Chromebook Policy Handbook and the Clinton Public School Acceptable Use Policy and that a violation of these guidelines could result in the student facing disciplinary action.
- I will be responsible for monitoring my student's use of the Internet when he/she is not at school.
- I agree to immediately return the chromebook and peripherals in good working condition upon request, graduation, or withdrawal from the school district.
- I acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

By signing the Clinton Public School Chromebook Parental Consent Form, the parent/guardian agrees to the above terms.

Student Name: _____ Homeroom: _____

Parent Name: _____ Signature: _____

Date: _____

I have received and read the Anti-Big Brother Act information contained in the Chromebook Handbook and acknowledge:

- The chromebook is equipped with a camera and other features that are capable of recording and collecting information on the user's activity and use of the device.
- 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 school.

Parent Name: _____ Signature: _____