



**Bayonne Board of Education**  
**Administration Building**  
669 Avenue A  
Bayonne, New Jersey 07002

BAYONNE BOARD OF EDUCATION  
PROVIDED TECHNOLOGY DEVICE FORM

**ELEMENTARY CHROMEBOOK TAKE HOME AGREEMENT FORM**

**Introduction**

All Kindergarten through Grade 8 students will be issued a device and charger at the beginning of the school year. PreK students will have devices in the classroom for small group work, but will not have an option to take a device home. All parents / guardians must complete this form and return it to your child's teacher. Student devices will remain in the classroom for K-8 unless the parent/guardian completes this form and selects option 1, in which students will then be allowed to take home their Chromebook to and from school each day on a volunteer basis.

All Chromebooks must be used in accordance with Policies 7523 and 2361, other District Policies and Procedures, the Bayonne School District's Acceptable Use Agreement, and any applicable laws. Use of this Chromebook and peripheral equipment, as well as access to the computer network and the Internet, is a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of the Bayonne School District.

**A \$50.00 deductible will be required for any Chromebook that is reported as lost, stolen, or damaged while at home or at school.** If a student maliciously or intentionally damages a Chromebook, or does not submit a police report for a lost or stolen device, the student is responsible to pay the full amount for the current replacement value of the device.

An additional cost will be charged for the following damaged, lost or stolen items:

Value:

- Chromebook - \$50.00
- Chromebook Charger - \$10.00

If a student transfers out of the Bayonne School District, the student, parent, or guardian must return the device immediately to the child's school. If the device is not returned, local authorities will be notified and student records will be held.

At no time is a student, parent, or guardian allowed to take the District Chromebook out of the country.

## Using the Chromebook at School

- Each Chromebook is assigned to an individual student. Students should never “swap” or “share” their Chromebook with another student. Chromebooks should be in the student’s possession, or secured in the student’s classroom or locker, at all times.
- When being transported, the Chromebook must be carried in a bag.
- If students are participating in an activity that is not conducive to using their Chromebook (i.e., field trip, assembly, etc.), they are required to leave the device in the bag and keep it secure in their locker, desk, or classroom.
- **Parents/Guardians will be responsible for the deductible of \$50.00 for any Chromebook that is damaged. Additionally, a fee will be charged of \$10 for any lost or damaged charger.**
- Students should never share their password with another student. Passwords should always be kept confidential.
- Students taking their device home are responsible for bringing their Chromebook fully charged to school each day. If a student fails to bring his or her fully charged Chromebook to school each day, it may lead to the student not being allowed to take the device home.
- Chromebooks will be checked at random for damage and content.
- Chromebooks are to be used only in the classroom, or designated areas, and at home for homework and other school related purposes.
- Students are not allowed to download or install any applications or plug-ins or other materials at any time without permission from the Bayonne Board of Education.

## Using the Chromebook at Home

- Students must have the written permission of their parent or guardian before they will be allowed to take their Chromebook home.
- If the Chromebook is lost, stolen, or damaged by another party, parents/guardians should immediately report the loss or theft to the Bayonne Police Department; damage to the device must be reported to the Bayonne School District administration.
- If the Chromebook is damaged or not working properly, it must be turned in to the building principal for repair or replacement. **Parents/Guardians will be responsible for the deductible of \$50.00 for any Chromebook and \$10 for a charger that is lost or damaged. All payments MUST be submitted through PaySchools - NO CASH OR CHECKS will be accepted.**
- Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.

## Using the Chromebook for Internet

- Students and parents/guardians understand that the Bayonne School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the Chromebook while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Browser history and account usage may be monitored at any time for inappropriate material. Disciplinary action may be taken as stated in the District's Acceptable Use Policy.
- Students should never share personal information about themselves or others while using the Internet. This includes a student's name, age, address, phone number or school name.
- Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet access.
- Students should be aware that Internet access and other media that are accessed, created, or stored on their Chromebooks are the property of the Bayonne Board of Education. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

## General Use and Care of the Chromebook (Please read carefully)

- When transporting their Chromebook to and from school, students should always be sure it is placed in a separate bag. Chromebook placed inside bookbags with heavy book runs the risk of being damaged.
- **Placing stickers, writing or drawing on, engraving or otherwise defacing this property is not allowed and will result in loss of privileges as outlined in Policy 7523.**
- Any inappropriate or careless use of a Chromebook should be reported to a teacher or other staff member immediately.
- Chromebooks should only be used while they are on a flat, stable surface such as a table. Chromebooks can be fragile, and if they are dropped, they may break.
- Students should protect their Chromebooks from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
- Chromebooks should be protected from the weather, water or other liquid, food, and pets. A student should never eat or drink while using his or her Chromebook, or use the Chromebook near others who are eating and/or drinking.
- Heavy objects should never be placed or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc.

- Chromebooks should never be placed into the Chromebook bags while they are turned on; Chromebooks should either be turned off or in “sleep” mode. In addition, Chromebooks should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Chromebook to overheat, and will result in damage to the Chromebook.

### **Consequences of Inappropriate Use**

The use of any District technology is a privilege and not a right. Students are expected to use their Chromebooks in accordance with these Policies and Procedures, the District’s Acceptable Use Policy, and any applicable laws. Failure to use this Chromebook in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Bayonne School District:

- Cancellation of student use or access privileges, including the privilege of taking the Chromebook home.
- Suspension from school.
- Expulsion from school.

BAYONNE BOARD OF EDUCATION ONE TO ONE CHROMEBOOK PROGRAM

**ACCEPTABLE USE AGREEMENT**

**Student:** I have read, understand and agree to abide by the Bayonne School District's Technology Acceptable Use Agreement.

**Student Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian:** I have read the Bayonne School District's Technology Acceptable Use Agreement.

I understand that damage to the device or charger accidentally caused by my child is my responsibility and, therefore, the cost of the deductible (\$50/\$10) will be due.

I understand that a lost or stolen device must be reported to the local police department, and a police report must be given to building administration. A deductible of \$50 is due. Not submitting a police report will lead to your responsibility to pay the full value of the device.

I understand that damage my child intentionally or carelessly caused to their device (deemed by insurance company), or damage that my child caused to another student's device, is my responsibility to pay the value of the device.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**SECTION II – Grade K through 8 ONLY**

**Parents of students in grades K through 8 must also complete section II.**

Option 1 – Devices comes to and from school

I am selecting to have my child bring their Chromebook to and from school each day for the entire year. (This does not apply for PreK students)

Option 2 – Device stays in school

I am selecting to have my child's Chromebook stay in school for the entire year.

I am selecting option \_\_\_\_\_ (write a 1 or 2)

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this page only to your child's teacher**