



1202 Turnerville Road ▲ Pine Hill, New Jersey 08021 ▲ 856.767.8000

Marc Gold, Director of Technology x3326

Melissa Williams, Ed.D., Superintendent ▲ Donna Contrevo, Interim Business Administrator

Pine Hill School District Acceptable Use Procedures (AUP)

Overview and Purpose

Pine Hill School District is committed to empowering students with access to modern digital tools that enhance learning, creativity, collaboration, and digital citizenship. With that access comes a shared responsibility to use technology safely, responsibly, and ethically.

This Acceptable Use Policy outlines the expectations and guidelines for the use of school-issued technology, internet services, digital tools, and student accounts, including Chromebook devices and Google Workspace for Education.

District technology policies and procedures (Policies #2361, 2363, 7523) can be accessed on the district website under the “About PHSD” tab by clicking “District Policies.”

Student Devices and District Accounts

Each student is issued:

- A **Chromebook** for educational use, which remains the **property of Pine Hill School District**
- A **Google Workspace for Education account** including access to Gmail, Docs, Classroom, and more

These tools support learning in class and at home. Students use their Google accounts to complete assignments, collaborate with classmates, and sign into district Chromebooks.

Students and families must understand that:

- The Chromebook is a learning tool, not a personal or entertainment device
- Devices and accounts are subject to monitoring and auditing by school personnel
- Students must treat the device with care, respect, and responsibility

Privacy and Safety

The Pine Hill School District uses trusted platforms to support student learning and digital safety, including:

- **Google Workspace for Education**
[Privacy Information](#)
- **Clever** (for single sign-on and student portal access)
[Privacy Policy](#)
- **Sergeant Labs** and **LAN School** (for classroom monitoring and auditing)
[Sergeant Labs Privacy](#)
[LAN School Privacy](#)

While these platforms enable monitoring, **Pine Hill School District does not use or access these systems in any way that violates student privacy or FERPA.** Webcams and tracking tools are only used for educational purposes.



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Legal Compliance

Pine Hill School District complies with the following laws to protect student data and digital safety:

- **CIPA – Children’s Internet Protection Act**
Requires filtering and monitoring of student internet activity.
[Read More](#)
- **FERPA – Family Educational Rights and Privacy Act**
Protects student education records and grants parents the right to control access.
[Read More](#)
- **COPPA – Children’s Online Privacy Protection Act**
Protects the data of children under age 13 online.
[Read More](#)

Artificial Intelligence (AI) Use

[Google AI Use Policy](#)

Pine Hill School District recognizes the increasing use of Artificial Intelligence (AI) in education. We encourage responsible exploration of AI tools that support learning.

- AI tools may only be used with teacher or administration approval
- Students must not enter personal or sensitive information into AI tools
- AI must never be used to complete work dishonestly or replace original thought

AI is monitored and regulated just like any other educational technology in the district.

Email and Communication

All students receive a school-managed email address. This account is:

- For school use only
- Monitored for inappropriate content
- Not to be used for non-school services
- Communication is restricted to within our school domain and some approved outside domains.

Communication through email and online platforms must always be respectful, responsible, and academic in nature.

Student Responsibilities

Students are expected to demonstrate digital citizenship and safe online behavior by adhering to the following principles:

1. Respect Privacy – Yours and Others’

- Use only your assigned accounts and devices
- Keep personal details (name, address, phone number, etc.) private
- Keep passwords secret and secure
- Never record, photograph, or share images of others without permission
- Use district platforms only for school-related communication
- Do not enter personal or sensitive information into AI tools



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2. Protect the Security of Technology

- Follow all district network and device security rules
- Share internet and digital resources responsibly
- Understand the district is not liable for damage or loss of personal devices
- Handle district technology with care; report damage, malfunctions, or suspicious activity immediately

3. Respect Intellectual Property

- Cite all sources correctly
- Do not copy or plagiarize assignments—maintain academic integrity
- Do not use AI to complete assignments without teacher permission

4. Be a Responsible Digital Citizen

- Use technology in a kind, respectful, and lawful way
- Report cyberbullying, threats, or inappropriate material to a teacher or administrator
- Use Pine Hill email and devices strictly for educational purposes

Monitoring and Auditing

District technology use is monitored using:

- **Sergeant Labs**
- **LAN School**
- **Google Admin Tools**

This includes access to files, web browsing history, email, and device activity. Monitoring is done only for educational, safety, and security purposes.

Webcams on Chromebooks will never be activated remotely without knowledge or permission. The district will not access student data or personal content in a way that violates student or family privacy rights.

Device Terms and Conditions

The Chromebook and its accessories are district property. The following terms apply:

- Warranty covers one (1) accidental damage claim per year, plus one (1) additional claim over the *life of the device
- Intentional damage (e.g., removed keys, screws, burned casing, opened hardware) is not covered
- Lost or stolen devices are the responsibility of the student/family
→ Police report = reduced replacement fee
- All accessories (charger, case, etc.) must be returned. Lost/damaged parts incur a fee.
- Devices must be returned:
 - Upon graduation or transfer
 - At the end of the *lifecycle
 - In good condition with all parts
- The district may offer graduating students the option to keep their Chromebook for a fee or free of charge at the district discretion.



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District Computers and Workstations

- Students must follow the same rules when using classroom computers or lab equipment
- Any damage, theft, or misuse of district-owned hardware may result in disciplinary action or fines
- Attempts to bypass security settings, install unauthorized software, or hack systems may result in loss of privileges, suspension, or law enforcement contact

Acknowledgment and Agreement

Parents/guardians and students must accept the Student Responsible Use Agreement before receiving a device. Consent is required to create a Google Workspace account. Refusal to sign may limit access to technology and learning resources.

Warranty Information / Fee Sheet:

Item	Covered by Warranty	Cost		
Chromebook Defective/Defective parts	Yes	\$0.00		
Accidental Damage to Chromebook	Once per year (1 additional claim will be covered by the warranty fee)			
Intentional Destruction of Chromebook	No	Item	Cost if Covered	Cost if not covered
		Screen	\$0.00	\$160
		Palm rest/Mousepad	\$0.00	\$65
		Keyboard	\$0.00	\$17
		Bottom Cover	\$0.00	\$65
		Battery	\$0.00	\$30
		Motherboard	\$0.00	\$270
Complete Device	\$0.00	\$360.00		
Carrying Case Lost/Damaged	No	\$30		
Chromebook Charger Lost/Damaged	No	\$40		
Chromebook Lost/Stolen without Police Report	No	\$360.00		
Chromebook Stolen with Police Report	No	\$150.00		
Chromebook Not Returned (EOL or Transfer out)	No	\$360.00		

*Device Life Cycle – MS (3 years) HS (4 Years)