Tewksbury Township Board of Education

173 Old Turnpike Road, Califon, NJ 07830
908-439-2010
www.tewksburyschools.org

District-Provided Device Acceptable Use Agreement

This Acceptable Use Policy outlines the terms and conditions for students who use devices provided by the school district. By signing this policy, students and parents agree to adhere to these guidelines when using school-issued devices. Parents and students should read and familiarize themselves with this policy.

Distribution of Devices

Receiving Your Device

1) Parents must review the policy with their child and acknowledge receipt on the Realtime Parent Portal.
2) Devices will be distributed after guidelines and policies have been reviewed and acknowledged by parents and students.
3) Devices will be placed in each student's Homeroom prior to the first day of school and distributed by their Homeroom teacher on the first day. Students will receive a district-issued Chromebook with a plastic case, and an AC power charger.
4) Parents and Students who have not yet acknowledged the device policy on the Parent Portal will have 30 days from the students first day of school to do so. If no acknowledgement of this policy is made within that time, students' device privileges may be altered or revoked.

Chromebook Insurance Fee

1) A mandatory technology insurance fee of $35 will be collected at the beginning of each school year to cover accidental damage to the device. Payment for the insurance fee can be made through PaySchools or by check. The fee is only required for Old Turnpike School students. Communications regarding the fee and due date will be sent to families at the beginning of the school year. Exceptions may be granted for families with extenuating circumstances who contact the OTS Principal and/or District Administration.
2) The technology insurance fee will cover accidental breakage to the screen, housing, and operating system. The insurance fee will NOT cover breakage due to intentional misuse or deliberate damage. Broken devices are repaired by a 3rd party supply vendor or in-house.

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Returning Your Device

1) Devices will be returned on a date provided by the District (typically during the last 2 weeks of school) to the student's homeroom teacher's classroom.
2) Devices are expected to be returned in the same condition they were received at the beginning of the school year. Returning a device with significant damage or alterations may result in additional fees.
3) All property issued at the beginning of the school year is expected to be returned at the end of the school year. Any property not returned to the school during the collection period at the end of the school year will result in a fee being charged to the family. Please refer to the Fee Table below.
4) Students who leave the Tewksbury Township School District before the device return date must return the Chromebook, Chromebook case, and charger to a building administrator.

Missing or Damaged Device Fees

1) Devices and accessories must be returned to the District at the end of their use. If a student fails to return the device at the end of the year or the duration of use, they may be subject to financial liability until the device is returned, or legal action may be taken.
2) For devices or accessories that are missing, stolen, or damaged, a replacement will be available for purchase through the school. **All students have been given a brand-specific charger, and it is expected that the same brand-issued charger will be returned.**

Missing Property Fee Table

Replacement of Chromebook	**$425.00**
Chromebook Power Cord	**$45.00**
Chromebook Protective Case	**$30.00**

Sharing & Stolen Devices

1) Do not share your Chromebook with other students. Students are to use their own Chromebook only. This is to prevent losing the device or having it taken/stolen.
2) If the device is lost inside the school, please report the missing device to the Main Office.

3) If the device is lost outside of school, the family must report a stolen device to the police and then turn in the police report to the school within two days of the device going missing. The device will then be locked and rendered unusable. The family will be charged the replacement cost for the device.

Taking Care of Your Device

General Precautions

Students are responsible for the general care of the device they have been issued by the District. Devices that are broken or fail to work properly must be reported immediately by the student in order for the District Technology Department to evaluate the problem. Loaner Chromebooks will be provided for students whose Chromebooks are being repaired.

1) If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present.
2) Only use a clean, soft cloth to clean the screen. No cleansers of any type.
3) Cords and cables must be inserted and disconnected carefully to prevent damage to the device.
4) Do not close the device with any objects lying across the keyboard or screen.
5) Chromebook case MUST be left on the device at all times. Students are not to remove the case for ***any reason***. Removing the case incorrectly will result in damage to the screen or cause separation of the screen housing. If the case needs to be removed/adjusted for any reason, the device must be brought to Technology Department personnel to have the case correctly removed and reinstalled.
6) Do not store papers underneath the Chromebook case. Repeatedly removing/adjusting the Chromebook case to store papers will result in damage to the screen or cause the separation of the screen housing.
7) Devices must never be left unattended outside the classroom, in an unlocked car, or any unsupervised area. Devices are to be carried by students if moving through the halls, on a desk if in a classroom, **or stowed in the student's locker.** Devices must never be left to sit on the floor in the classroom or hallway. Devices must be on a desk or stowed in a locker or backpack.
8) Students are responsible for arriving at school with a fully charged Chromebook each day (a Chromebook fully charged lasts a whole school day).
9) Chromebook chargers will not be given to students who have not charged their device at home. Each classroom will have two (2) chargers for class use.

10) Identification labels placed on Chromebooks by the District must not be removed.
11) Chromebooks must remain free of any writing, drawing, stickers, or permanent personalization.

Carrying and Storing Devices

The protective cases provided with devices have rubber linings and padded corners to protect the device from normal wear and tear, scratches, and marks. Although the cases provide ample protection if the device is being used as directed, they are not guaranteed to prevent damage if the device is misused. The guidelines below must be followed:

1) Devices must always be within the protective case and secured. Intentionally removing the protective case will result in loss of Chromebook privileges until the case is brought to Technology Department personnel.
2) Students should be careful when placing devices in backpacks or stacking them with books to avoid placing too much pressure and weight on the device screen. Chromebooks should be placed on top of all other belongings so as not to place undue pressure on the screen.

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

1) Do not lean on the top of the device when it is closed.
2) Do not place anything near or on the device that could put pressure on the device.
3) Do not place pens, pencils, earbuds, or other objects on the keyboard
4) Close the device screen slowly to ensure no objects are caught between the screen and the keyboard; rogue objects caught between the screen and the keyboard will cause damage to the device.
5) Do not carry the device by the screen. Do not transport the device while the screen is open. Close the device before carrying it between rooms.
6) Clean the screen with a soft, dry cloth or anti-static cloth.
7) Do not “bump” the device against lockers, walls, car doors, floors, etc., as it will eventually break the screen.
8) Do not drop the device.

Home Internet Access

1) Students are allowed to connect to wireless networks on their devices. While at home, students are able to access the Internet through our web filter to prevent inappropriate use of the

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Internet. The rules and policies on the District AUP and on this document are also applicable at home.

2) Any device (district or personal) that is logged into an @tewksburyschools.org account will be forced to go through our proxy servers and GoGuardian monitoring. Student devices are only able to sign in with a @tewksburyschools.org Google account.
3) Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.
4) If a student does not have Internet access at home, information on affordable Internet plans is available through Comcast at this link.

Managing Your Files and Saving Your Work

1) **Network Connectivity:** Tewksbury makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
2) **File Access:** Students who wish to save documents or other work should use their Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. District devices may be reset during repair or for other reasons, and therefore there should be no expectation that locally stored documents and files will be kept. If a file is important, it needs to be saved to the student's Google Drive to ensure it continues to be accessible.
3) **Printing:** Students will not have access to school printers from their Chromebooks. Students may share work with a teacher to print in the Main Office or Library.
4) Chromebook malfunctions are not an excuse for incomplete work.
5) Inappropriate media (any image or content that violates school policies, disrupts the learning environment, or contradicts community standards of respect and inclusivity) may not be used as a Chromebook theme or background. The presence of such media will result in disciplinary action.

Software on Devices

1) **Originally Installed Apps/Extensions** - The apps/extensions originally installed by Tewksbury must remain on the device at all times. From time to time, the District may add software apps/extensions for a particular use.
    a) **Any attempt to install 3rd party software to circumvent District filters or install apps**

or extensions on the Chromebook will result in immediate disciplinary action.

2) **Inspection** - Students have no expectation of confidentiality or privacy with respect to the usage of District technology, including a District Google account. Student devices and Google accounts may be inspected for security or other purposes. If a student's device is requested for inspection, passwords to unlock the device must be provided. Tewksbury reserves the right to confiscate the device for any reason and at any time if inappropriate materials are found on the device.
3) **Procedure for Reloading Software** - If technical difficulties occur, illegal or non-Tewksbury-installed software or apps are discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat or reimage.
4) **Software Upgrades** - Upgrade versions of licensed software/apps or OS are available from time to time. Students may be required to check in their devices for periodic updates.

Acceptable Use

Parent/Guardian Responsibilities

1) Talk to your children about values and the standards that should be followed in the use of the Internet, just as you do for the use of all media information sources, such as television, telephones, movies, and radio.
2) Talk to your children about the appropriate use of the camera and microphone recording functions.
3) Students are expected to use Email and other communication functions responsibly and only to communicate with teachers and students regarding school activities and classwork.
4) Read and sign off on all of the Tewksbury Township School District Guidelines and Policies.

Student Responsibilities

1) Use devices in a responsible and ethical manner.
2) Obey general school rules concerning behavior and communication that apply to device use.
3) Technology resources shall be used in an appropriate manner that does not result in the intentional damage of school equipment.
4) Physical damage to devices should be reported immediately to school staff.
5) Secure devices against theft or loss.

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6) Help Tewksbury protect our computer system/devices by contacting an administrator about any security problems they may encounter.
7) Monitor all activity on their account.
8) Students should always secure their device after they are done working to protect their work and information. Securing the device includes storing the device out of sight and in a safe location.
9) Return their device to their Homeroom teacher or administrator at the end of duration of use.

School Responsibilities

1) Provide an academic Google account (username@tewksburyschools.org) to its students.
2) Provide Internet blocking of inappropriate materials as able while utilizing the Tewksbury network or logged into the Chrome web browser with your @tewksburyschools.org account.
3) Provide repair services through a vendor for device repair and maintenance.

Anti-Big Brother

"The Anti-Big Brother Act" was signed into law as a response to incidents that occurred in the Lower Merion School District of Pennsylvania in which laptop cameras, furnished by the school district, recorded the activity of students without their knowledge. Images from the cameras were transmitted to administrators of that school district.

The law requires that all New Jersey school districts provide written notice to parents if any district device that students use at home has the capability of recording or collecting "information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device."

This document serves as notice that the district-provided device that your student is using at home has such capabilities. However, be assured that although the device is physically capable of recording such information, the district has not configured any system to remotely access the recording or monitoring capabilities of the device while it is off the district network. Under no circumstance will the district configure or use the capabilities of any device to surreptitiously monitor or record the activities of a

student or an individual residing with the student while they are using the device outside of the district.

By acknowledging this policy, parents and students agree to the following terms:

1. I will do my best to never leave the device unattended.
2. I will not loan my Chromebook to other individuals and understand the device is my responsibility.
3. I will know where the device is at all times.
4. I will bring a charged device to school daily.
5. I will keep food and beverages away from my device, since they may cause damage to the device.
6. I will not disassemble any part of my device or attempt any repairs.
7. I will protect my device by only carrying it while in the case provided.
8. I will use my device in ways that are responsible, appropriate, meet Tewksbury's expectations, and are educational.
9. I will not deface my device or case by applying stickers, doodling on it, etc.
10. I understand that my device is subject to inspection at any time, without notice, and remains the property of Tewksbury. I will provide the device passcode/password to staff, immediately upon request.
11. I will follow the policies outlined in the Tewksbury Township School District Technology policies at all times.
12. I understand that inappropriate content found on the device is subject to disciplinary action.
13. I agree to return the District Chromebook, case, charger, and any other accessories in good working condition.
14. I will be financially responsible for any damage caused by neglect or misuse.
15. I will not deface the serial number or identification label on my Chromebook/charger.
16. I understand that iPads and Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by the Tewksbury Administration.
17. I understand my responsibilities with respect to the care and maintenance of the Chromebook.
18. I understand the terms and conditions of the protection plan coverage for the Chromebook that was purchased by the Tewksbury Township School District.

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19. I understand that students may take Chromebooks home in the evenings for school-related use; however, I understand that students must have Chromebooks charged in school every day.
20. I understand that students must return their Chromebooks at the end of the school year in the condition it was received.
21. I understand that I must report any problems or damage to the Chromebook immediately to my homeroom teacher.
22. I understand that the Tewksbury Township School District reserves the right to conduct unannounced inspections of the device.
23. I understand that the use of iPads, Chromebooks, and any other District technology will be governed by all terms and conditions of the Tewksbury Township School District policies and regulations.

Parents acknowledge their permission, via the Realtime Parent Portal, to allow their child access to the school's Internet connection and District network and to confirm they are aware their child could access potentially inappropriate material. Parents will review the above terms with their children and support them in abiding by the District-Provided Device Acceptable Use Agreement of the Tewksbury Township School District.