

Clementon Elementary School

# **TECHNOLOGY GUIDELINES 2022-2023**



# I N T E R N E T   A N D   P U B L I C I T Y

## STUDENT USE INFORMATION

The Clementon School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. We are happy to announce that we offer Internet services through a service provider and are part of the information superhighway. We believe this technology will help propel our school into the information sources from distant computers, communicate and share information with students and individuals or groups of other students and staff, and significantly expand their knowledge base. The Internet is a tool for lifelong learning and only begins to open doors to many advanced tools.

## PROPER AND ETHICAL USE

With this learning tool, students and staff must understand and practice proper and ethical use. All students and staff must understand the procedures, ethics, and security involving using the Internet before receiving authorization to use the system.



## CONDITIONS AND RULES FOR USE

### ACCEPTABLE USE

- The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and opportunity for collaborative work. To remain eligible as a user, the use must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible through an appropriate provider designated by the Clementon Board of Education at its sole discretion. All users of the Internet must comply with existing rules and acceptable use policies, which are incorporated into this document, and are available from the District.
- Transmission of any material in violation of State or Federal regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene (racist or sexist) material, or material protected by trade secret.
- Use for commercial activities is not acceptable. Use for advertisement and political lobbying is also prohibited.

### PRIVILEGE

- **THE USE OF THE INTERNET AND THE NETWORK COMPUTER SYSTEM IS A PRIVILEGE, NOT A RIGHT.** Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Clementon Board of Education, under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend, or close any user account at any time.

### MONITORING

- The Clementon Board of Education reserves the right to review any material and to monitor file space and individual computer stations in order to make determinations on whether specific uses of the network are inappropriate. The Board of Education shall make every effort to respect the privacy of the user. However, if strict security and/or confidentiality is of concern, it is recommended that you not utilize the Internet connections provided by the Clementon Board of Education.

### NETWORK ETIQUETTE

- All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
- Be polite. Sending abusive messages to others is not permitted.
- Use appropriate language. Do not engage in activities, which are prohibited under state or federal law.
- Note that electronic mail (e-mail) is not guaranteed to be private.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Do not reveal your personal address or phone numbers of fellow students or colleagues.

### NO WARRANTIES

- The Clementon Board of Education makes no warranties of any kind, whether expressed or implied, for service it is providing. It will not be responsible for any damages a user suffers. This includes loss of data resulting from delays,

no deliveries, or service interruptions caused by the Clementon Board of Education's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Board of Education specifically denies any responsibility for the accuracy or quality of information they obtain.

### **SECURITY**

- Users must never allow others to use their password if one is assigned. Users should also protect their password to ensure system security and their own privilege and ability to maintain continued use of the system.
- If you feel you can identify a security problem on the Internet, you must notify the system administrator (the technology teacher). Do not demonstrate the problem to other users.
- Do not use another individual's account.
- Attempts to log on to the Internet as the system administrator may result in cancellation of user privileges.
- Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet and/or the computer network.

### **VANDALISM AND HARASSMENT**

- Vandalism and harassment will result in cancellation of user privileges.
- Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, computer hardware, computer software, the Internet, or other networks that are connected to the Internet backbone. This includes but is not limited to the uploading or creating of computer viruses.
- Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to sending unwanted mail.

### **PROCEDURES FOR USE**

- Student users must always get permission from their teacher and the system administrator before using the network or accessing any specific file or application.
- All users have the same right to use the equipment. Users shall not play games or use computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, printer cartridges, diskettes, and CD ROMS.

### **ENCOUNTER OF CONTROVERSIAL MATERIAL**

- Users may encounter material that is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data. It is the user's responsibility not to initiate access to such material. Any decision by the Clementon Board of Education to restrict access to Internet material shall not be deemed to impose any duty on the Clementon Board of Education to regulate the content of material on the Internet.



### **WEBSITE ~ NEWSPAPER ~ TELEVISION**

At C.E.S., we like to share good news about the children of Clementon. Newspaper and television reporters may be invited to record special events. Pictures, honor roll, and perfect attendance lists are submitted with pride for publication. On the Clementon School District web site, we would like to publish photos to display the work and accomplishments of our students. No student's last name will be put on the Internet.

The school district shall not be responsible for any errors or omissions with respect to the publication of the information. The school district bears no responsibility, nor liability, for any illegal and/or improper activities of third parties, which results from such publications.

### **I. Instructional Goals**

Clementon Elementary School will promote the following instructional goals and strategies with the 1:1 Chromebook Initiative: 21st Century Skills, Meaningful Student Engagement, Individualized Learning, Inquiry/Problem-Based Learning, and Equity of Access.

- 21st Century Skills: Students will gain their high level 21st century skills which will prepare them for high school, college, and careers. This includes technology proficiency, problem solving, and collaboration.

- **Meaningful Student Engagement:** We will offer 1:1 computing to make school more engaging and relevant for our students and to support meaningful assignments.
- **Personalized Learning:** We will offer more differentiated and targeted learning experiences.
- **Inquiry and Problem-Based Learning Opportunities:** Through authentic and collaborative experiences, students will solve problems and demonstrate their learning through inquiry based activities.
- **Equity of Access:** We will bridge the digital divide by providing all students with access to technology tools and resources for anytime, anywhere learning.

## **II. Terms of Chromebook Loan**

### **A. Issue of Chromebooks:**

The Chromebook will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the Chromebook for the remainder of the school year in which it was issued, or until the student withdraws from school. The Chromebooks are not to be left unsupervised at home or at school in unsecured locations. Chromebooks will be stored by the school over the summer months.

### **B. Operating System:**

Chromebooks run the Google Chrome Operating System and most applications are web-based. They also have web-filtering and anti-virus services. Additionally, all Chromebooks have a tracking and monitoring system that is activated when the Chromebook is logged on. The school does not have remote access to the web camera installed on each Chromebook.

### **C. 1:1 Device Agreement:**

All students and parents must sign agreements to abide by the district's 1:1 device agreement to participate in the Chromebook Initiative.

## **III. Acceptable Use**

**Acceptable Use:** Students must follow the districts policies and guidelines for acceptable use.

1. Students must use the Chromebooks, and all networks, communication, and software capabilities for educational purposes only.
2. Students are prohibited from creating or sending offensive, obscene, or harassing messages, images, videos, or audio transmissions.
3. Students are prohibited from damaging Chromebooks, networks, systems, software, "jail breaking", or "hacking". Students and parents are responsible for any damage caused by neglect or vandalism.
4. Students are prohibited from accessing another's folders, files, password, or accounts.
5. Students are expected to follow copyright law and educational fair use policies.
6. Students are prohibited from circumventing any security features. If a student becomes aware of a security flaw on a Chromebook or network, the student is required to report the security flaw directly to a teacher immediately.
7. Students should not give out personally identifiable information to any web-based service.
8. Students are prohibited from accessing personal social media using district devices or network.
9. Students may not use district devices or network for computerized gaming, other than educational games assigned or authorized by a teacher.
10. Students should protect their password to all accounts. Never give your password out to another student. Students may not share their individual accounts, login, or passwords.
11. Students will face consequences for violating the Acceptable Use Policy which may include suspension or revocation of the Chromebook, email, and/or network privileges.

12. All conduct on Chromebooks and the district network is also subject to the district discipline code.

13. Please refer to policies 2361 (Acceptable Use) and 7523 (District Issued Technology).

#### **IV. Safety and Security**

- A. "Anti-Big Brother" notification: The Chromebook is the property of the school district. Student activity on the Chromebook, including browsing history and files, may be monitored by the school district. The Chromebook is equipped with a camera. The school district will not utilize the camera to monitor students or violate student privacy. In the event of a Chromebook that is reported stolen, Clementon School District may take steps to locate the device including accessing images on the Chromebook.
- B. CIPA certification: The district Technology Supervisor certifies that Gloucester Township Public Schools provides internet filtering and instruction on appropriate online behavior in accordance with the Children's Internet Protection Act (CIPA).
- C. Loaning Equipment to Others: Students may not lend the Chromebook or Chromebook components to others for any reason. This includes other family members. Parents/legal guardians may use the Chromebook to assist their child who is assigned the Chromebook with homework and school assignments. Parent/Guardians are not to test the Chromebook's security features or filtering by attempting to circumvent security features or by typing inappropriate sites into the Chromebook.
- D. Passwords: Students will login under their assigned usernames and passwords. Students will not share their password with other students.
- E. Device Security: Students should never leave Chromebooks in unsupervised areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, hallways. Secure your Chromebooks in your locker before going to class in an unsecured area.
- F. Internet Safety: As part of our curriculum, students will be instructed about appropriate online behavior and safety precautions. We ask students to:
- Immediately report any unauthorized activity on the Internet or network.
  - Notify a teacher immediately if you accidentally access an inappropriate site. Gloucester Township Public Schools 1:1 Chromebook Guidelines 6
  - Never read someone else's email or open their folders or files.
  - Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, obscene, or inflammatory content.
  - Never arrange to meet an unknown person.
  - Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
  - Protect your user account by keeping your password secure. Do not leave your Chromebook logged on an unattended. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the Chromebook at the time of the activity. If your account is logged on you are responsible. Keep your password a secret.
  - Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself or others. Do not post personally identifiable information where unknown viewers can see it.

#### **V. Care and Maintenance**

- A. Chromebook Care Guidelines:
- For prolonged periods of inactivity, you should shut down completely before closing the device. This will help conserve the battery.
  - Please be aware that overloading the Chromebook with heavy items on it will cause damage. Take precaution when placing the Chromebook on a flat surface. When using the Chromebook, keep it on a flat, solid surface for air to circulate. Keep and remove or bed.

- Always disconnect the Chromebook from the power outlet before cleaning.
- Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved antistatic screen cleaners or wipes.
- Wash hands frequently when using the Chromebook to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

#### B. Screen Care:

- Do not pick up the Chromebook by the screen.
- Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
- Do not lean on top of the Chromebook.
- Avoid placing excessive pressure or weight on the Chromebook screen.
- Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- Never clean the screen with glass cleaner.

#### C. Carrying the Chromebook:

- All Chromebooks and components are going to be carried between classes.
- Chromebooks should always be shut down or placed in sleep/hibernate mode before carrying.
- Always close the device before moving or carrying the Chromebook.
- Carefully unplug all cords, accessories, and extras before moving the Chromebook or placing it in the case.
- Do not overload the Chromebook. Only the Chromebook and charger should be carried.
- Liquid, foods, and other debris can damage the Chromebook. No eating or drinking while using the Chromebook.
- Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force.
- Never attempt repair or reconfigure the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook.
- Do not expose the Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- A label has been applied to your assigned Chromebook for ID purposes. Please do not place additional stickers/items on the Chromebook.
- Keep your Chromebook away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, or vacuum cleaners.

#### D. Storing the Chromebook:

- Avoid using the Chromebooks in areas where damage or theft is likely.
- When students are not using the Chromebooks, they should be stored in their secured cabinet. Nothing should be placed on top of the Chromebook in the cabinet.

### **VI. Monitoring Chromebook Usage**

A. Anti-Big Brother Act Notification: In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act", Clementon School District informs you that the Chromebook may record or collect information on the student's activity or the student's use of the device. The device is equipped with a camera, global positioning system, and other features capable of recording or collecting information on the student's activity or use of the device. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

#### B. Monitoring Usage:

- Students will provide access to the Chromebook and any accessories assigned to them upon request by the school or district. A search of the Chromebook and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.
- School District technicians and personnel will be able to monitor student Chromebooks at any point during the day through remote transmission.
- Students may be randomly selected to provide the Chromebook for inspection. Students with damaged Chromebooks who fail to report the damage will be subject to additional fines and disciplinary actions.

### C. Privacy:

- There is no expectation of privacy regarding the contents of the Chromebook or communication using any school-owned Chromebook or network. The Clementon School District reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via the schools' equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned devices, the district network, or communication systems.
- All Chromebooks have a tracking/monitoring system that is activated when the device is logged on. The school does not have remote access to the web camera installed on each Chromebook. The student should not capture video, audio, or photographs without consent of the classroom teacher is forbidden.

## **VII. User Fee, Damages, and Loss**

### A. Damages Not Covered: Students and parents are responsible for damages if the following is found:

- Willful or malicious damage
- Lost Chromebooks
- Negligence (repeated accidental damages or damages due to improper care may be judged negligent care of the Chromebook)
- Chargers, carrying cases, or other items that are associated with the device.

### B. Lost or Stolen Devices:

- Students must report lost devices to the school as soon as possible.
- Students must report stolen devices to the teacher and/or administrator school within two school days. Additionally, stolen devices must be reported to the Clementon Police Department.

### C. Financial Responsibility:

Any damage or loss will result in a fine based on current Dell pricing. Failure to return the Chromebook, carrying case, or charger will also result in a fine for the missing device or equipment.

## **VIII. Copyright and Plagiarism**

A. Copyright: Copyright is a form of intellectual property law which protects creators of original works. In general, you cannot make copies, distribute, or perform another's copyrighted work without permission, or without payment. Most original works are considered copyrighted whether registered or not. This includes stories, poems, pictures, music, or artwork. There are exceptions called "Fair Use" for many educational uses of copyrighted works.

B. Educational Fair Use of Copyrighted Works: It can be considered fair use of copyrighted materials if the use is for educational purposes and not commercial purposes. Consider the following guidelines: Factors for Fair Use May Infringe Copyrights

- Educational purposes
- Used for scholarship, news reporting, or criticism
- Factual information
- Small portions of a larger work
- Display an image/song/artwork in a paper you turn in or presentation for class
- Used by a student or teacher for a classroom assignment
- Replacing damaged copies of purchased item.
- Government Works
- Works before 1923

(Adapted from: CopyRightOnCampus, copyright.com, copyright.gov)

C. Copyrighted images: Fair use and infringement applies to images found on the internet. It is recommended that students utilize the Search Tools options on Google Chrome image searches. This allows users to obtain images marked allowable for reuse.

D. Plagiarism: Plagiarism is a form of academic dishonesty that involves copying parts of another's work and claiming credit as your own. Students should use appropriate citations to avoid academic and/or disciplinary penalties for plagiarism. Plagiarism includes: (Adapted from Plagiarism 101)

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

## **IX. Rules and Discipline**

### A. Classroom Rules and Procedures:

Teachers will create classroom rules and procedures related to student use of the Chromebook according to sound classroom management principles. These classroom rules will be equivalent to traditional classroom rules. For example:

- Browsing a website not related to the assignment is equivalent to not paying attention to instruction in class.

### B. Technology Discipline: Most technology related behavior violations are equivalent to traditional classroom violations addressed in the code of conduct. Students are responsible for following all school rules and the code of conduct. Some examples are provided below:

- Cyberbullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

### C. Suspension or Revocation of Privileges:

Violations of discipline policy or violations of acceptable use of the Chromebook may also result in suspension or loss of privileges of district issued device, network privileges or communications capabilities. Serious violations of acceptable use, including but not limited to, criminal activity or "hacking" may result in long term suspension and/or legal action.

## **X. Required Forms**

Clementon School District requires several forms agreeing to the guidelines of the 1:1 Chromebook program be signed and returned to school. These forms follow this page in the handbook. All students are required to return the following before being issued a Chromebook:

- District Issued Technology Device Agreement
- 1:1 Chromebook User Fee Agreement



# District Issued Technology Device Agreement

## Chromebook

Student name: \_\_\_\_\_ School: Clementon Elementary School

Students are required to sign an agreement of acceptable use of district issued technology devices. Students issued a 1:1 Chromebook must abide by all provisions of district policy and handbooks:

2360 Use of Technology

2361 Acceptable Use of Computer Networks /Computers and Resources

Pupil Code of Conduct

### Acceptable Use:

- I agree to use the district issued Chromebook for educational purposes. I have reviewed all guidelines for acceptable use. I understand that violations of acceptable use may result in suspension or revocation of the Chromebook and/or network privileges.

### Care:

- I agree to care for the Chromebook as described in the preceding guidelines.

### Damage and User Fee:

- I understand the financial obligations for missing or broken parts, vandalism, or loss of the device.

### Discipline:

- I understand that conduct on the Chromebook and network must follow school discipline rules. I understand that unacceptable conduct may result in suspension or loss of Chromebook and network privileges as well as any other consequences as detailed in the code of conduct.

### Legal Notices:

- “Anti-Big Brother” notification: The Chromebook automatically stores information about its use and browsing history. That information as well as any emails, documents, photos, or videos may be monitored by the school district. The Chromebook is equipped with a camera. The district cannot remotely access the camera to violate the privacy of any students or other people residing with the student.
- CIPA certification: The district technology supervisor certifies that the district network is equipped with a filter in accordance with the Children’s Internet Protection Act (CIPA)

Sign below to indicate that you have read and understand the Chromebook guidelines.

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

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

# 1:1 Chromebook User Fee Form

Student name: \_\_\_\_\_ School: Clementon Elementary School

## User Fee Information:

- This User Fee covers accidental damages to the Chromebook. This includes only the Chromebook and does not cover carrying cases, chargers, or any other peripherals.
- This policy does not cover willful or malicious damage, lost devices, or negligence. Parents are responsible for full financial damages in these cases.
- Multiple cases of accidental damage or damages due to improper care may be considered negligent care of the Chromebook as determined by the building administrator and technology department.
- Students must report defective, damaged, or lost Chromebooks as soon as possible to the school. Stolen Chromebooks must be reported to the Clementon Police Department.

## Agreements:

- I understand that the User Fee covers accidental damage to the Chromebook. Carrying cases, chargers, or other materials are not covered by this fee.
- I understand that parents are financially responsible for willful or malicious damage, negligent care, and lost Chromebooks.
- I have reviewed the information about this policy and the care guidelines provided in the district handbook.

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

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

## 1:1 Chromebook Program - STUDENT GUIDELINES

### I. Vision

The Clementon School District is preparing students to meet the challenges of a dynamic global society in which they participate, contribute, and achieve their educational and personal goals. We wish to allow for flexibly advancing the learning of all students toward attainment of college and career-readiness standards. The Clementon School District provides students and teachers with the technology tools and skills necessary for student-directed learning. The Clementon Board of Education recognizes the use of technology in the educational process as an essential part of the learning experience. Through purposeful use of Internet-enabled technology at school and away from school, students, teachers, and staff are able to access current information, laws, news, and a variety of other valuable resources from sources around the world.

### II. Goals

- a. Students use reasoning, creativity, and collaborative problem solving related to authentic, real-world issues.
- b. Students are productive and engaged in their learning experiences.
- c. Students practice good digital citizenship in their online behavior.
- d. The Clementon School District provides consistent and appropriate access to technology for students for instructional purposes.

### III. Terms of Chromebook Loan

Students in grades 4-12 will be issued a Chromebook. The Chromebook will be assigned to each individual student and serial numbers will be recorded. The student will retain possession of the Chromebook for the remainder of the school year in which it is issued, until the student withdraws from school, or until the Chromebook is removed from the student's possession for administrative reasons. All equipment must be returned to the school by the last week of the school year. The Clementon School District reserves the right to change the terms of this Guidelines document at any time or to terminate the 1:1 Chromebook program at any time and for any reason.

Students in grade 3 will utilize the Chromebooks in their classroom and in specials for approximately the first half of the year. This will serve as a transition time period to allow teachers to prepare students for proper care and requirements for Chromebook usage outside of school. Students will then be issued a Chromebook. The Chromebook will be assigned to each individual student and serial numbers will be recorded. The student will retain possession of the Chromebook for the remainder of the school year in which it is issued, until the student withdraws from school, or until the Chromebook is removed from the student's possession for administrative reasons. All equipment must be returned to the school by the last week of the school year. Students are responsible for bringing the Chromebook to school, taking it home each day, and ensuring it is charged for use each school day. The Clementon School District reserves the right to change the terms of the loan or this Guidelines document at any time or to terminate the 1:1 Chromebook program at any time and for any reason.

Students in Grades K-2 will utilize the Chromebooks in their classroom and in specials throughout the school year.

#### General Usage Rules

In conjunction with the Board's Acceptable Use Policy for technology and other applicable Board Policies, Regulations and procedures, these 1:1 Chromebook Program Student Guidelines shall apply to all Chromebooks issued and utilized in the District, including any other similar District electronic equipment and/or devices considered by the District Administration to come under these Guidelines. Teachers may set additional requirements for use of Chromebooks in their classrooms in accordance with District Policy and curricular standards. Every student's school Google account, whether at home or at school, will be monitored by the Administration through a web-based monitoring service. Any violation of Board policy, these Guidelines, or the Haddon Heights Acceptable Use Agreement will result in school discipline according to the Board's Student Discipline Code of Conduct. The Chromebook is the property of the Clementon School District and subject to review and monitoring.

### IV. General Chromebook Care Guidelines

Students are responsible for the general care of the Chromebook, including, but not limited to, the following:

- a. For prolonged periods of inactivity, close the lid to protect the screen and hold the power button to shut down the Chromebook to conserve battery life.
- b. Liquid, foods, and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook.

- c. Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing fingers directly on the screen with any force. Avoid putting writing instruments on the Chromebook.
- d. Never attempt to repair or reconfigure the Chromebook. Never attempt to open or tamper with the internal components of the Chromebook. Doing so will render the warranty void and will be considered intentional damage.
- e. Take care when inserting cords, cables, and removable storage devices to avoid damage to the Chromebook ports.
- f. Do not expose the Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- g. A label has been applied to the Chromebook and to the carrying case for ID purposes and must not be removed, altered, covered, or destroyed. Do not place additional stickers/items on the Chromebook. Remember, the Chromebook is the property of the Clementon School District.
- h. Keep the Chromebook away from magnets and magnetic fields, which can erase or corrupt data. This includes, but is not limited to, large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

#### **VI. Screen Care**

- a. Do not pick up the Chromebook by the screen.
- b. Avoid touching the screen with pens, pencils, or any sharp instrument.
- c. Do not leave items such as pens, pencils, or papers on the keyboard when closing the screen.
- d. Do not lean on top of the Chromebook and avoid placing excessive pressure or weight on the screen.

#### **VII. Carrying the Chromebook**

- a. Close the lid before moving or carrying the Chromebook.
- b. Carefully unplug all cords, accessories, and peripherals before moving the Chromebook.

#### **VIII. Security**

- a. NEVER leave Chromebooks in unsupervised areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, and/or hallways. Secure your Chromebook in your locker before going to an unsecured area.
- b. When entering the locker room, Chromebooks must be locked in assigned locker.
- c. Avoid using the Chromebook in areas where damage or theft is likely (such as bathrooms where the Chromebook could get wet).
- d. Students participating in sports, activities, or other events will secure the Chromebooks by locking them inside their assigned lockers. Unsupervised Chromebooks will be confiscated by staff.
- e. Continued or consistent failure to secure Chromebooks may result in a total loss of Chromebook privileges and/or disciplinary action in accordance with the Board's student disciplinary code of conduct.

#### **IX. Loaning Equipment to Others**

- a. Students may not lend Chromebooks to others for any reason.

#### **X. Power Management**

- a. Chromebooks should be closed if not in use during the school day and shut down at the end of the day to conserve battery life. For prolonged periods of inactivity, close the lid to protect the screen and hold the power button to shut down the Chromebook to conserve battery life.

#### **XI. Software File Management General Information**

- a. Chromebooks come with a standard pre-loaded image. This image may not be altered by students or parents.
- b. Do not change computer settings unless directed by school staff.
- c. Do not attempt to circumvent any security restrictions or security settings on the computer.
- d. The school does not accept responsibility for the loss of any data deleted due to reimaging or maintenance performed on the Chromebook.
- e. Periodic software updates will automatically install on the Chromebooks as they become available.

#### **Music, Games, or Applications**

Students are expected to comply with ethical-use guidelines and abide by the federal copyright laws. Music, videos, and games may not be downloaded, installed, or saved to the hard drive. Music and games can be disruptive during class and may not be used in school unless the student has permission from the teacher for an educational project.

### **Student Storage/Saving Files**

- a. Students are expected to use their Clementon School District Google Account.
- b. Students will use Google Drive and Google Classroom.

### **Passwords**

Students will log-in using their assigned username and password. Students will not share their password with others.

### **Sound**

Sound will be muted at all times at school unless permission is granted by the teacher. Headphones can be used in class with given permission from the teacher.

## **XII. Email and Internet Use**

- a. Electronic communication coming from or going to the school-issued Chromebooks can and will be monitored to make sure the terms of the agreement are being followed. Digital communications etiquette is expected by all students using all school-provided communications accounts, sites, or applications, including, but not limited to, wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, and online collaboration sites.
- b. As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district on the district's wired and wireless network.
- c. Students are required to notify building personnel if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

### **Internet Safety**

As part of our curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. We ask students to:

- a. Immediately report any unauthorized activity on the Internet or network.
- b. Notify a teacher immediately if they accidentally access an inappropriate site.
- c. Never read someone else's email or open other's folders or files without permission.
- d. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- e. Never arrange to meet an unknown person.
- f. Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
- g. Protect their accounts by keeping passwords secure and logging off or locking when not at a computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If a student's account is logged in to a computer, that student is responsible. Keep passwords a secret.
- h. Protect personal information. Never give full name, addresses, phone numbers, passwords, or social security numbers for oneself or others. Use a "code name" with online viewers/organizations you do not know!
- i. Do not falsely represent one's age to websites that require users to be a certain age to use their services.
- j. Avoid online sites and materials that do not support the curriculum or are inappropriate for educational use.

### **Monitoring Chromebook Usage**

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act," "A school district or charter school that furnishes a student with a Chromebook computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect 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. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device."

- a. When students are away from school, it is the responsibility of the parent and/or guardian to supervise the students' activity. Students will provide access to the Chromebook and any accessories assigned to them upon request by the school or district. A search of the Chromebook and student files may be conducted if there is suspicion that any policies, procedures, guidelines, or laws have been violated.

## Privacy

- a. There is no expectation of privacy regarding the contents of computer files or communication using any school-provided computer, network, or service. Clementon School District reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Clementon School District's equipment.
- b. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned Chromebooks, computers, or other equipment.
- c. All Chromebooks have a tracking/monitoring system that is activated when the Chromebook is logged on. The school will not access the web camera installed on each computer and will not use the web camera in a manner that would violate the privacy rights of the student or any individual residing with the student.
- d. Capturing video, audio, or photography while on school grounds must be used for educational purposes and follow all school policies.

## XIII. Warranties, Damages, Malfunction, and Theft Hardware Warranty and Accidental Damage Coverage

- a. Clementon School District has purchased a warranty with each Chromebook that covers accidental damage.
- b. Damage should be reported to the school within one (1) school day of the damage occurring.
- c. Frequent accidental damage, negligent care, and/or deliberate damage to the equipment may result in school discipline according to the Board's Student Discipline Code of Conduct and/or fines, even if the damage is covered by the warranty.

### Damage Not Covered by Warranty

- a. Peripherals such as chargers (AC adapters), batteries, and carrying cases are not covered under the accidental damage warranty. A replacement or repair fee will be charged for damaged chargers, batteries and carrying cases.
- b. Frequent damage, negligent care, and/or deliberate damage to the equipment will result in fines and may result in school discipline according to the Board's Student Discipline Code of Conduct.

### Theft/Loss/Vandalism

- a. If at any point a Chromebook is stolen or lost during the school day or is vandalized or linked to a criminal act; the student is to immediately report it to their teacher or school administration.
- b. At that time, an appropriate report will be filled out by the student.
- c. If at any point a Chromebook is stolen while off school property or is vandalized or linked to a criminal act, it must be reported to the Clementon Police Department by the parent or student and a copy of the police report must be brought to the school within 24 hours (excluding weekends/holidays) to be given to school administration.
- d. Filing a false police report and/or insurance claim is punishable by law.

### Malfunction and Loaner Equipment

- a. General malfunctions of a Chromebook should be reported to the student's teacher who will relay that to the technology department.
- b. Loaner equipment may be provided to a student if it is malfunctioning, damaged, or otherwise in need of repair and will not be usable or accessible to the student for an extended period of time. This is subject to the availability of spare equipment in the district on a first come, first served basis.
- c. Students are responsible for loaner equipment as if it were the equipment assigned to them for the school year.

### Financial Responsibility

- a. Accidental Damage Protection (ADP) from the Chromebook vendor is provided through the District for student-issued Chromebook computers.
- b. The ADP is meant to protect against accidental damage and normal wear on the device. It does not cover intentional damage, theft, or loss of the device.
- c. Chromebooks that are found to be damaged due to misuse, deliberate damage, or neglect may result in a fine being issued to the students/parents of the responsible parties.

### ESTIMATED Pricing for Non-Accidental Damage/Loss

Parts/Repairs	Fine
Total Replacement of Chromebook	\$329
Replacing Screen	\$120

<b>Touchpad</b>	<b>\$30</b>
<b>Power Cord</b>	<b>\$55</b>
<b>Hinge</b>	<b>\$25</b>
<b>Display Bezel</b>	<b>\$25</b>
<b>Other parts/accessories not listed</b>	<b>100% cost to district</b>

**XIV. Limitation of Board Liability**

The Chromebooks permit students access to the Internet and other online materials. The Internet and certain sources of online materials accessible through the Chromebook constitute an unregulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that student Chromebook users may locate. The Board cannot and does not guarantee the accuracy of the information or the appropriateness of materials that a student Chromebook user may encounter or access. Furthermore, the Board will not be responsible for any damage any student Chromebook users may suffer, including, but not limited to, loss of data or interruptions of service; nor shall the Board be responsible for financial obligations arising through the unauthorized use of the Chromebook. By virtue of a student's participation in the Chromebook Program, both the student and his/her parents/guardians agree to indemnify and hold the District and the Board harmless for any inappropriate material encountered or acquired through the use of a Chromebook.