



# Technology Responsible Use Policy, Procedures and Information Handbook for Students, Parents, and Guardians

2022 - 2023

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# **The Manalapan-Englishtown Regional School District Technology Responsible Use Policy, Procedures, and Information 2022 - 2023**

The focus of the Technology program at the Manalapan-Englishtown Regional School District is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future and one of the learning tools of these twenty-first century students is the Chromebook computer, but may also include other devices. The individual use of technology devices, including Chromebooks, is a way to empower students to maximize their full potential and to prepare them for high school, college and the workplace. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all technology devices used in the Manalapan-Englishtown Regional School District including Chromebooks, iPads, tablets, desktops, or any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

## **1. TAKING CARE OF YOUR SCHOOL OWNED DEVICE**

Students are responsible for the general care of their school-owned technology devices they have been issued. District-owned devices will be labeled so that they may be identified. A record of the serial number and student to whom the device is assigned will be kept in the distributing school.

### **1.1 General Precautions**

Chromebooks, iPads, computers, etc. are school property, and all users will follow this policy and the [District's Acceptable Use of Computer Policy](#) which is located in the Student Handbook and on the district website.

- Only use a clean, soft cloth to clean screens; no cleansers of any type.
- Cords and cables must be inserted carefully into the devices to prevent damage.
- All district-owned devices must remain free of any writing, drawing, stickers, or labels.
- All district-owned devices must be locked and stored in classroom carts, school lockers, or carrying cases as appropriate.

### **1.2 Screen Care**

Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near or on top of the devices that could put pressure on the screen.

- Clean the screen with a soft, dry cloth or anti-static cloth.
- Don't bump the devices against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not pick the Chromebook up by display or top cover.

### **1.3 Damage**

Families are required to participate in an insurance policy provided by the district for district-owned devices.

- District-owned devices that are broken or fail to work properly must be taken to your school's computer technician for an evaluation of the equipment.
- District-owned devices that malfunction or are damaged must be reported to the computer technician.
- The school district will be responsible for repairing district-owned devices that malfunction due to non-malicious injury.
- District-owned devices that have been damaged from student misuse or neglect will be repaired with the cost being charged to the student. This damage includes, but is not limited to: broken screens, cracked plastic pieces, missing keys, defaced covers, inoperability, etc. Should the cost for repair exceed the cost of purchasing a new device, the student will be responsible for the full replacement cost of the device.
- Excessive or repetitive damage may result in the loss of take home privileges.

## **2. USING YOUR CHROMEBOOK AT SCHOOL:**

Chromebooks are intended for use at school each day. Students must be responsible to bring their charged Chromebook to all classes, unless specifically instructed not to do so by their teacher. Students who fail to charge Chromebooks daily may result in loss of take home privileges, impact to grades as related to [Policy 2624](#).

### **2.1 Network Access**

- Chromebooks must be connected at all times when in use on the district's secure filtered wireless network only. No other networks or hotspots can be used.

### **2.2 Chromebook Undergoing Repair**

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair. There may be a delay in getting a Chromebook should the school not have enough to loan. Loaners may not go home without district approval.

### **2.3 Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Screensavers depicting guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in disciplinary actions and potential communication with law enforcement.

## **2.4 Sounds and Apps**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software/apps must be approved and provided by the school district.

## **3. MANAGING YOUR FILES & SAVING YOUR WORK**

**3.1 Saving on the Chromebook** Student's work done on the Chromebook will be saved to the cloud. Student's work on iPads and done in a Google app will be saved to the cloud. Students can access their work from any computer by logging into Chrome.

**3.2 Network Connectivity** The Manalapan-Englishtown Regional School District 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 Manalapan-Englishtown Regional School District will not be responsible for lost or missing data.

## **4. SOFTWARE/APPS**

**4.1 Original Software** The original software/apps must remain on the district-owned device in usable condition and be easily accessible at all times. From time to time the school may add software applications/apps for use in a particular course. The licenses for this software may require that the software be deleted from a student account at the completion of the course. Periodic checks of district-owned devices will be made to ensure that students have not removed required apps.

**4.2 Additional Software** Students will need approval to install third party apps and extensions.

**4.3 Inspection** Students may be selected at random to provide their district-owned devices for inspection.

**4.4 Procedure for restoring software** If technical difficulties occur or non-district authorized software/apps are discovered, the district-owned devices will be restored to its original image. The school does not accept responsibility for the loss of any software or documents deleted due to a re-image.

## **5. RESPONSIBLE USE**

The Manalapan-Englishtown Regional School District considers Internet, computer, Chromebook, iPad, and other district-owned device usage as both a privilege and a necessity for students to experience

enhanced learning; however, this right does not supersede each student's right to a healthy and safe learning environment. In that vein, we will outline acceptable and unacceptable use regarding technology as part of our learning environment. The students, staff, and administration of the Manalapan-Englishtown Regional School District agree to follow guidelines and acceptable behaviors of our policy. Additionally, the Manalapan-Englishtown Regional School District considers parents and guardians a vital part of students' instruction support, and we ask that parents and guardians agree to set and follow reasonable guidelines for supervision outside of school.

**5.1 General Staff Responsibilities:** Staff members in charge of supervising students should make reasonable efforts to monitor student use of the Internet and technology to ensure that such is acceptable academic behavior. Staff members should also attend periodic training sessions to enhance their own understanding of hardware, software, and the Internet as tools of instruction. Staff is also required to follow all district guidelines regarding the use of district approved digital resources and ensure that all resources adhere to the district privacy guidelines.

**5.2 Parent and Guardian Responsibilities:** Students issued district-owned devices such as Chromebooks or iPads, to use at school for academic purposes. Students can also access their district issued Google account to do school work from home. [GoGuardian](#) services operate on our school's managed Google Suite for Education accounts, meaning it is automatically activated when a student or staff member is logged into any device, school or personal, using Google Chrome with his/her school email address (@mersnj.us). It is important to know that while off campus, @mersnj.us accounts and devices are ONLY filtered and NOT monitored. For example, if you are logged in with your @mersnj.us account at home and try to get to a malicious site, GoGuardian will block the site; however, school administrators CANNOT run a GoGuardian report to see what sites were attempted. We ask parents to discuss and establish acceptable use in their own homes and hold their child(ren) accountable to their expectations.

**5.3 User Responsibilities:** Technology is offered to students at no cost while they are at school. In order to maintain the privilege of using technology both at home and at school, users must agree to comply with the following responsible uses:

- All use of school technology must be grounded in academic purposes and align with learning objectives specific to classes offered at the Manalapan-Englishtown Regional School District.
- Network accounts and hardware (including but not limited to school email accounts, computers, and Chromebooks) should be considered school property.
- Users agree to be monitored and supervised by both announced and unannounced checks and recognize that the Manalapan-Englishtown Regional School District reserves the right to determine if specific uses of the network or equipment are consistent with acceptable use policies.
- With the exception of accessibility and minor settings, users agree to maintain the software and app configuration of computers, Chromebooks and iPads set by the Manalapan-Englishtown Regional School District.

1. Use of these tools should be for academic purposes only.
2. When using these communication tools, users must agree to use extreme caution when revealing information of a personal nature.
3. While faculty and students are encouraged to use a variety of district-approved websites and district-approved online subscriptions as extensions of the classroom and to support instruction, those sites must have appropriate security measures to ensure that membership to those sites are limited to the currently enrolled learners.
4. Teachers agree to monitor student interaction appropriately when students communicate using electronic means as a group.

- Network accounts and district-owned devices are to be used only by the authorized user of the account.
- Communication and information accessible on the network should be viewed as private property and accessible by district administration security personnel as appropriate.
- Care for the network, hardware, and software should be viewed as tools of learning and kept in good working order.

1. Food and liquids should be kept away from equipment.
2. Equipment should be secured when not in use and treated carefully at all times.
3. Equipment should be cleaned and maintained according to the suggestions of the manufacturer and guidelines provided in this document.
4. Cords and cables must be inserted and removed carefully.
5. If a student transfers out of the district, district-owned cases for district-owned devices furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
6. District-owned devices should be free of stickers or writing that was not issued by the district.
7. If a repair is needed, users should report the concern to the school's computer technician.
8. Users must exhibit exemplary behavior as a representative of the Manalapan-Englishtown Regional School District when using technology and the Internet.
9. Avoid leaving the district devices in heat and direct sunlight.
10. Keep the Chromebook in its carrying case when not in use.
11. Keep Chromebooks away from pets or young children.
12. Do not leave the Chromebook in a car.

- As responsible users of technology, students, staff, and administration agree that the following are unacceptable uses of technology and will result in appropriate consequences as outlined in the District Behavior Code and/or those listed below:

1. Copying an assignment from another person without explicit permission from the teacher. This includes sharing work that should be individually produced and obtaining answers from another student with or without their permission.
2. Retaining, copying, possessing, using, or circulating previously given examination

materials, where those materials clearly indicate that they are to be returned to the teacher at the conclusion of the examination for use by another student.

3. Failing to follow teacher guidelines regarding collaboration, parent help, etc. Students will be expected to complete work independently unless specifically directed otherwise by the teacher.
  4. Discussing or providing information about a quiz, test or assignment with students who have not yet completed the assessment or assignment without the teacher's direct approval.
  5. Paraphrasing the ideas of another person without providing proper credit immediately following the paraphrase and citing the source on the works cited page at the end of an assignment or elsewhere in the final submitted document or piece of work.
  6. Submitting text, image or another's ideas from an encyclopedia, book, textbook, website, database, or any other source as your own without proper citation.
  7. Recycling previously submitted work. Recycling an assignment is the resubmission of academic work that has been previously submitted by oneself or another student at any time.
  8. Using artwork or pictures without proper citation. Students may not use artwork or pictures, including clipart that was created by another person, without proper citation.
  9. Using, supplying or communicating with unauthorized devices with the intent of deception. This will include but is not limited to personal devices, calculators, cameras, textbooks, recorders of any type - including audio and video, computers, phones, etc., whether in the physical classroom or completing assignments or assessments remotely.
  10. Allowing a partner or other group members to do all the work, and then putting your name on the final product submission or putting the name of a group member or partner on a final product submission when that person did not contribute to the finished product.
- Students should exhibit superior digital citizenship for all technology-related interactions by:
1. Not giving out personal information that is beyond the scope of academic research necessity.
  2. Using appropriate language in all forms of communications.
  3. Not sending emails that would be considered SPAM or "phishing" emails.
  4. Not sending "reply all" to school-wide communications.
  5. Not downloading any files, apps, extensions, software, music, videos, etc. from the Internet onto district-owned devices without teacher's approval.
  6. Using technology or the network for inappropriate or non-educational purposes (including, but not necessarily limited to) commercial or for-profit ventures, bullying, gambling, access or process for pornography, hacking or malicious system use, advertising or political lobbying, personal business, disruption, entertainment, breaking copyright, unlawful purposes, profanity, obscenity, or racist language, and gaming (unless authorized).
  7. Intentionally seeking information, files, data, or username and passwords belonging to other users or misrepresenting themselves as another user on the network or

hardware.

8. Accessing other users' accounts.
9. Deleting other users' files.

➤ Students should be reminded that virtual instruction is to be considered the same as the physical classroom. The same rules of conduct and behavior apply to virtual instruction as applied in the classroom.

1. Students need to follow the school dress code while engaged in virtual instruction.
2. Students need to use appropriate language while engaged in virtual instruction.
3. Students/parents/guardians should not take photos, screenshots, record any video or audio from the virtual instruction sessions. Doing so is in violation of [District Policy 5516](#)
4. Students and families are to be reminded that not all classes/teachers will use the same digital tools and programs as others; comparison of instructional methods on social media sites is not productive. If there are specific concerns, please contact the teacher directly.

➤ A number of tools may be used during virtual instruction. Families need to prepare their homes for the implementation of these tools, many of which include video conferencing.

1. Parents/guardians should be mindful about what family activities would potentially be heard/seen during the use of video conferencing.
2. Parents/guardians should ensure the backgrounds on display during video conferencing is school appropriate and not distracting to viewers.
3. Many rely on body language and facial expressions for communication. It is important for developing relationships and a sense of belonging. Therefore, it is strongly recommended that students and teachers show their faces, not a photo or other graphic, during all video conferencing.

**5.4 Consequences:** Consequences for a student who violates the responsible use policy shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with Policy 5600 and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A: 16-7.1.

➤ Consequences for minor and/or first offenses include, but are not limited to: discipline referral, warning, parent notification, parent conferences, and loss of technology privileges until appropriate remediation training is received, and loss of district-owned device take-home privileges, and receiving a grade of zero on the affected assignment without the possibility of a make-up assignment.

- Consequences for major and/or subsequent offenses include, but are not limited to: a meeting with Principal, guidance counselor and/or parents; loss of district-owned take-home privileges and/or denial of privileges until appropriate remediation training is received, in-school suspension; revocation or denial of membership in school sponsored extracurricular activities and events such as, honor societies, student council, and school events; may impact teacher recommendation for specialized academies and programs; out-of-school suspension, expulsion from school or referral to law enforcement.

**5.5 Disclaimer** The Manalapan-Englishtown Regional School District will periodically review the acceptable use policies and reserves the right to change the policies to further the academic environment for students. The Manalapan-Englishtown Regional School District cannot be held accountable for the following:

- Information retrieved on the network.
- Privacy of electronic communications whether in the email system, in Google Classroom, Google products, or third party applications in audio or video formats -- System administrators have access to all activities and will monitor these activities. They will monitor messages inappropriate or illegal communication of any form and will be reported to the proper authorities who will execute appropriate consequences.
- Damages users may suffer including loss of data from delays of service interruptions or malfunctions caused by the district's negligence or user errors or omissions. Users agree to use technology, storage, and data at your own risk.
- Costs or charges incurred as a result of seeing or accepting information or any costs, liability, or damages caused by the way a user chooses to use his/her access to the district network or out of school networks used with district-owned devices.

## **5.6 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, district administrator, or parent.
- Plagiarism is a violation of the Manalapan-Englishtown Regional School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## **6.0 Mandated Disclosure Regarding District Provided Technical Devices to Students**

Technical devices provided by the Manalapan-Englishtown Regional School District may record or collect information on student activity or the student use of the technology device. The school district shall not use any of the recordings or recording capabilities in a manner that would violate the privacy rights of the student or any individual residing with the pupil. An electronic signature of acknowledgement of this notification by the parent via the Genesis Parent Portal is required before the issuance of a technology device to a pupil.

**MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT**  
**Student Pledge for Responsible Use of District-owned Chromebook**  
**or other District-Owned Device**

1. I will take good care of my district-owned Chromebook or device.
2. I will never leave my district-owned Chromebook or device unattended.
3. I will never loan out my district-owned Chromebook or device to other individuals or utilize another device.
4. I will bring my Chromebook and charger to school each day in its District carrying case.
5. I will protect my Chromebook with the District issued carrying case whenever it is not in use.
6. I will know where my district-owned Chromebook or device is at all times.
7. I will keep food and beverages away from my district-owned Chromebook or device since they may cause damage to the device.
8. I will not disassemble any part of my district-owned Chromebook or device, nor will I attempt any repairs.
9. I will use my district-owned Chromebook or device in ways that are appropriate, meet the Manalapan-Englishtown Regional School District expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the district-owned Chromebook or device. I will not deface the cover or serial
11. number sticker on any district-owned Chromebook or device.
12. I understand that my district-owned Chromebook or device is subject to inspection at any time without notice and remains the property of the Manalapan-Englishtown Regional School District.
13. I will follow the policies outlined in the Technology Responsible Use Policy, Procedures, and Information Handbook for Students, Parents, and Guardians while on district property, in the virtual classroom, and outside of the school day.
14. I will be responsible for all damage or loss to district-owned Chromebooks or devices caused by neglect or abuse.
15. I agree to return the Manalapan-Englishtown Regional School District Chromebook or device in good working condition.

**Chromebook Care During the Summer Months (Take Home Chromebooks)**

We do not collect the sixth and seventh grade (PB & MEMS) assigned Chromebooks before the summer break. If you plan on not using your Chromebook during the summer months here are the Google recommended best practices to prepare your Chromebook prior to long term storage. We will send you a notification reminding you to turn the Chromebook back on and allowing it to receive any updates.

### **Preparing the Chromebook for the Summer:**

1. Charge your Chromebook so that the battery is at least 80% full. This ensures that even when the battery discharges while unplugged over the summer, it won't fully run out of power.
2. Connect the device to a charger and turn it on.

3. Hold down the Refresh  and Power  buttons at the same time.
4. While holding these keys, remove the power cable from the device and then release the keys. The device should shut down and remain off.
5. Attempt to power the unit by using the power button. If the unit does not power on, you have completed the steps and can safely store the Chromebook. If the unit powers on, you should repeat steps 2 thru 4.

### **Getting the Chromebook Ready for September:**

1. Connect the Chromebook with a charger to a power source and power up the device.
2. Make sure the Chromebook connects to your WiFi and allow them to receive any updates by logging in and using the Chromebook for a few minutes.
3. This can take some time, as multiple Chrome OS versions may have been released since the last time the device was updated.

### **Important housekeeping tips:**

1. Keep Chromebooks away from pets or young children.
2. Avoid heat and direct sunlight.
3. Do not leave the Chromebook in a car.
4. A lost or stolen device must be reported immediately to the main office of your child's school.
5. Keep the Chromebook in its carrying case when not in use
6. If your child will not be enrolled as a student at the Manalapan-Englishtown School district next fall, you must return your Chromebook and charger to your school's office.

Manalapan-Englishtown Board of Education Policies can be found on our [website](#).