

Manalapan-Englishtown Regional School District

# Chromebook Responsible Use Policy, Procedures and Information Handbook

2019 - 2020



**The Manalapan-Englishtown Regional School District**  
**Chromebook Responsible Use Policy, Procedures, and Information**  
**2018-2019**

The focus of the Chromebook 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. The individual use of 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 with Chromebooks integrate technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all Chromebooks used in the Manalapan-Englishtown Regional School District including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

**1. RECEIVING YOUR CHROMEBOOK AND CHROMEBOOK CHECK-IN:**

**1.1 Receiving Your Chromebook:**

Chromebooks will be distributed each August during “Chromebook Orientation.” Parents & students must sign and return the Chromebook Student Pledge and a PayForIt receipt for the Protection Plan before the Chromebook can be issued to their child.

**1.2 Chromebook Check-in**

Chromebooks will be returned prior to the end of the school year. The principals will determine the dates for their school and notify staff and students. If a student transfers out of the Manalapan-Englishtown Regional School District during the school year, the Chromebook, case and charger will be returned at that time.

**1.3 Check-in Fines**

Individual school Chromebooks and accessories must be returned to the school at the end of each school year. If a student fails to return the Chromebook at the end of the school year, that student’s records and report card will be withheld. Failure to return the Chromebook will result in a theft report being filed with the Manalapan Police Department. Furthermore, the student will be responsible for any intentional damage to the Chromebook and must return the computer, case and charger to the school in satisfactory condition.

**2. TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook they have been issued.

**2.1 General Precautions**

- The Chromebook is 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 the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Manalapan-Englishtown Regional School District.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook’s battery charged for school each day.

## 2.2 Carrying Chromebooks

The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- No additional items should be placed in the protective case.
- Avoid placing too much pressure and weight on the Chromebook case and screen.
- Chromebook cases should always be zipped when the Chromebook is inside.
- Chromebook case straps should be attached, at both ends, to the case at all times and used when in transit.

## 2.3 Screen Care

The Chromebook 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 the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Don't bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not pick up Chromebook by display or top cover.

## 2.4 Damage

- Chromebooks that are broken or fail to work properly must be taken to the computer technician for an evaluation of the equipment.
- Chromebooks that malfunction or are damaged must be reported to the computer technician.
- The school district will be responsible for repairing Chromebooks that malfunction due to non-malicious injury.
- **Chromebooks that have been damaged from student misuse or neglect will be repaired with the cost being charged to the student.**
- **Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally.**
- Chromebooks that are lost or stolen must be reported immediately to the building Principal, and a theft report filed with the Manalapan Police.

## 3. USING YOUR CHROMEBOOK AT SCHOOL:

Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

### 3.1 Charging Chromebooks

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.

### 3.2 Chromebooks Left at Home

- If students leave their Chromebook at home, they will be issued a loaner for the day if they are available.

### 3.3 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 cannot go home.

### 3.4 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.

### **3.5 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.

### **3.6 Printing**

- Printing options are varied between buildings. Students should talk to their teachers about printing availability.

### **3.7 Home Internet Access**

- Students are allowed to set up their wireless home networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.

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

### **4.1 Saving on the Chromebook**

Student's work done on the Chromebook will be saved to the cloud. Students can access their work from any computer by logging into Chrome.

### **4.2 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.

## **5. CHROMEBOOK SOFTWARE**

### **5.1 Original Software**

The original software/Apps must remain on the Chromebook 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 Chromebooks will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students will need approval from installing third party apps and extensions.

### **5.3 Inspection**

Students may be selected at random to provide their Chromebook for inspection.

### **5.4 Procedure for restoring software**

If technical difficulties occur or non-Manalapan-Englishtown authorized apps are discovered, the Chromebook 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.

## **6. RESPONSIBLE USE**

The Manalapan-Englishtown Regional School District considers internet, computer, and Chromebook usage as both a privilege and a necessity for students to move beyond the limits of our physical school building 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.

### **6.1 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.

### **6.2 Parent and Guardian Responsibilities:**

Students may be issued a Chromebook to use both at home and at school for academic purposes. While the district offers a filtering system on the school network, the Manalapan-Englishtown Regional School District recognizes that students' home networks may not be filtered. We ask parents to discuss and establish acceptable use in their own homes and hold their child(ren) accountable to their expectations.

### **6.3 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 e-mail 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 websites and online subscriptions as extensions of the classroom, those sites must have appropriate security measures to ensure that membership to those sites are limited to the learners involved in the actual physical classroom equipment.
  4. Teachers agree to monitor student interaction appropriately when students communicate using electronic means as a group.
- Network accounts and Chromebooks are to be used only by the authorized user of the account.
5. Chromebooks in particular should be considered in the same way as a personal class notebook.
  6. Chromebooks should be kept locked by the account holder when not in use.
- Communication and information accessible on the network should be viewed as private property.
  - Care for the network, hardware, and software should be viewed as tools of learning and kept in good working order. Negligence in maintaining the equipment will result in consequences including but not limited to those included in this Responsible Use document.
7. Food and liquids should be kept away from equipment.
  8. Equipment should be secured when not in use and treated carefully at all times.
  9. Chromebooks should be cleaned and maintained according to the suggestions of the manufacturer.
  10. Chromebooks should be charged for each school day. Waiting to charge the battery until it is at 20% retains the battery life.
  11. Cords and cables must be inserted and removed carefully.

12. If a student transfers out, Chromebook cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
  13. Chromebooks should be free of stickers or writing that was not issued by the district.
  14. If a repair is needed, users should report that concern to the teacher who will notify the computer technician.
  15. Exhibit exemplary behavior as a representative of the Manalapan-Englishtown Regional School District when using technology and the Internet.
- 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:
16. 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.
  17. 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.
  18. 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.
  19. 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.
  20. Paraphrasing the ideas of another person without using all of the following: 1) proper credit immediately following the paraphrase and 2) listing the source on the works cited page at the end of an assignment.
  21. Submitting text or another's ideas from an encyclopedia, book, textbook, website, database, or any other source as your own without proper citation.
  22. Recycling previously submitted work. Recycling an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
  23. 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.
  24. Using, supplying or communicating with unauthorized devices with the intent of deception. This will include but is not limited iPod, calculator, camera, textbook, recorder, computer, phone, etc.
  25. Allowing a partner or other group members to do all the work, and then putting your name on the final report or putting the name of a group member or partner on a final report when that person did not contribute to the finished product.
- Students should exhibit superior digital citizenship for all technology-related interactions by:
26. Not giving out personal information that is beyond the scope of academic research necessity.
  27. Using appropriate language in all forms of communications
  28. Not sending emails that would be considered SPAM
  29. Not sending "reply all" to school-wide communications
  30. Students should not download any files, apps, extensions, software, music, videos, etc. from the Internet without teacher's approval.
  31. 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).
  32. Intentionally seeking information, files, data, or username and passwords belonging to other users or misrepresenting themselves as another user on the network or hardware.
  33. Accessing other users accounts.
  34. Deleting other users files.

#### **6.4 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 Chromebook 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 Chromebook 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 extra-curricular 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.

#### **6.5 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 of our school. The Manalapan-Englishtown Regional School District cannot be held accountable for the following:

1. Information retrieved on the network.
2. Privacy of electronic mail communications. System administrators have access to all mail and will monitor messages. Inappropriate or illegal messages will be reported and punished by the proper authorities.
3. Damages users may suffer including loss of data from delays of service interruptions/malfunctions caused by our own negligence or your errors or omissions. Users agree to use technology, storage, and data at your own risk.
4. 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 network.

#### **6.6 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 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.

### **7. PROTECTING & STORING YOUR CHROMEBOOK**

#### **7.1. Chromebook Identification**

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:
  1. Record of serial number
  2. Check out record from the school distribution.

#### **7.2. Storing your Chromebook**

- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may store it in their locker.

## 8. REPAIRING OR REPLACING YOUR CHROMEBOOK

### 8.1 Chromebook Protection Plan

- Students **must** participate in the Chromebook Protection Plan to take their Chromebook home. Our plan protects the Chromebook for repairs and replacement in cases of theft, loss or accidental damage.
- Should a student have multiple claims for repair and the total claims exceed the amount of coverage, the student will be responsible to pay the full replacement value to purchase a new device.
- Multiple claims may result in the loss of take home privileges.
- Exclusions from the Policy are defined in the following Chromebook Protection Plan.
- If loaners are available while the Chromebook is being repaired, they will be issued to the student.
- Loaners may not be taken home.

## 9. COST OF REPAIRS EXCLUDED FROM THE CHROMEBOOK PROTECTION PLAN

### 9.1 Repairs Excluded from Protection Plan

- Students will be held responsible for **ALL** damages that are intentional or the result of negligence to their Chromebooks including, but 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 pay the full replacement value. For lost items such as cases, chargers and cables, students will be charged the actual replacement cost.
- Excessive damages may result in the loss of take home privileges.
- The following Chromebook Protection Plan Coverage and Exclusions details incidents covered and excluded from the plan.
- Costs for excluded damages are outlined in the plan.

## 10. MANDATED DISCLOSURE REGARDING DISTRICT PROVIDED TECHNICAL DEVICES TO PUPILS

Technical devices provided by the Manalapan-Englishtown Regional School District may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil'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 pupil or any individual residing with the pupil. A signed written acknowledgement of this notification by the parent is required before the issuance of a technology device to a pupil.



## Chromebook Protection Plan Coverage and Exclusions

The Manalapan-Englishtown Regional School District is providing a Protection Plan for students using district issued Chromebooks. The Plan is **mandatory** for all students in grades 6-8. This plan covers “accidental damage, theft, fire, electrical surge and natural disasters” to the device and is designed to limit a family’s financial responsibility for any damages as described in the coverage section below. In addition, each device is covered under a manufacturer warranty that covers the normal operation of the device to ensure that it functions properly.

<p style="text-align: center;"><b>Program Fee/Coverage</b></p> <ul style="list-style-type: none"> <li>\$50 non-refundable fee per school year</li> <li>Limit of Liability: \$250</li> <li>Coverage: Repair/Replacement of school issued Chromebook.</li> </ul>	<p style="text-align: center;"><b>Effective Coverage/Expiration Dates</b></p> <ul style="list-style-type: none"> <li>Effective Date: Based on the receipt of signed agreement.</li> <li>Expiration Date: Last Day of School for the 2015-2016 School Year or date of un-enrollment.**</li> </ul>
<p style="text-align: center;"><b>Coverage</b></p> <ul style="list-style-type: none"> <li>Accidental Damage: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event.</li> <li>Theft: Pays for loss or damage due to theft; the claim requires a police report to be filed.</li> <li>Fire: Pays for loss or damage of the Chromebook due to fire, the claim must be accompanied by an official fire report from the investigating authority.</li> <li>Electrical Surge: Pays for damage to the device due to an electrical surge.</li> <li>Natural Disasters: Pays for loss or damage caused by natural disasters.</li> </ul>	<p style="text-align: center;"><b>Exclusions</b></p> <ul style="list-style-type: none"> <li><b>Dishonest, Fraudulent, Intentional Damage, Negligent or Criminal Acts:</b> Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act. The student/parent will be responsible for the full amount of the repair/replacement.</li> <li>Consumables: Including but not limited to the case, charger, and software.</li> <li>Cosmetic damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports or port covers.</li> <li>“Jailbreaking” or otherwise voiding the manufacturer’s warranty by altering the software.</li> <li>The Manalapan-Englishtown Regional School District is not liable for any loss, damage (including incidental, consequential or punitive damages) for expense cause directly or indirectly by the equipment.</li> </ul>

### Exclusion Repair Charges Due to Intentional Damage or Negligence

Repair	Repair/Replace	Repair	Repair/Replace
*LCD Panel - \$40	Battery - \$40	*Hinges - \$18	*Plastic LCD Top Cover - \$35
*Palmrest w/Keyboard - \$70	Charger/Adapter - \$22	*LCD Cables - \$13	*Plastic Bottom Cover - \$40
*Screen Bezel - \$22	DC Jacks - \$12	*Hinge Cover - \$16	*SSD Cover - \$7

Exclusion Repair charges are priced per incident.

**\*Starred repair items will be assessed an additional \$25 labor charge.**

\*\*If a student is un-enrolled from the Manalapan-Englishtown Regional School District for any reason, this insurance agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the Chromebook is issued.

*Repeated repairs due to intentional damage or negligence will result in the loss of take home privileges.*

## **MANALAPAN-ENGLISHTOWN REGIONAL SCHOOL DISTRICT**

### **Student Pledge for Responsible Chromebook Use**

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook 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 Chromebook. I will not deface the cover or serial number sticker on any Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Manalapan-Englishtown Regional School District.
12. I will follow the policies outlined in the Chromebook Responsible Use Policy and the District Acceptable Use of Computer Network/Computers and Resources while at school, as well as outside of the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered, or not covered, by the Protection Plan.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Manalapan-Englishtown Regional School District Chromebook, case, charger and power cords in good working condition.