

# North Caldwell School District

## STUDENT AND PARENT CHROMEBOOK GUIDELINES



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## **CHROMEBOOK OVERVIEW**

The focus of Chromebook technology is to provide learning opportunities and resources to students anytime of the day, anywhere in the world. Excellence in education requires that technology is seamlessly integrated and embedded throughout the educational program. Increasing access to technology is an essential tool to empower students to maximize their full potential and to prepare them for college and career readiness.

Successful learning happens from the continuous interaction among students, educators, parents and the 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. Successful teaching and learning with Chromebooks effectively integrates technology into the curriculum. The guidelines within this document apply to all Chromebook users in the North Caldwell School District.

## **ACCEPTABLE USE POLICY (AUP)**

Parents/Guardians must complete the Acceptable Use Policy (AUP) form acknowledging receipt, review, understanding, permission and acceptance of the Acceptable Use Policy before the Chromebook can be issued to a child or before the student can have access to the district's computer privileges, including internet. [Click here](#) to view the Acceptable Use Policy.

Students must abide by the policy guidelines as the North Caldwell district shall govern all access to and use of the district network, internet, technological, and informational resources for students and staff. The District is responsible for notifying all users including, but not limited to, Parents/guardians, students and staff about the System and the policies governing its use. Sanctions shall be included in Policy 5600 Pupil Discipline/Code of Conduct as set out in Board policy and regulations. Misuse may result in discipline/legal action in accordance with District policy and regulations, and applicable federal and state laws.

The District provides guidelines for student safety when using the System. Students are prohibited from disclosing on the District's computer system any personal contact information about themselves, including their names, addresses, telephone numbers, e-mail addresses, photographs, or the name and location of their school of attendance and locations and time of field trips, unless the disclosure is part of a curricular-related event and the District receives written consent from the student's parent/guardian.

## 1. Receiving the Chromebook & Chromebook Check In

### 1.1 Receiving the Chromebook

A meeting with the 5<sup>th</sup> and 6<sup>th</sup> grade students will include a review of this document. Each 5<sup>th</sup> and 6<sup>th</sup> grade student will have the Chromebook distributed to them during the first week of school in their class's "Chromebook Orientation." **Parents and students must sign and return the Chromebook Guidelines before the Chromebook can be issued to the child.**

### 1.2 Chromebook Check-In

Chromebooks may be collected occasionally during the school year so they can be checked for serviceability. If a student transfers out of the North Caldwell School District during the school year, the Chromebook must be returned to the classroom teacher one week before the transfer process is completed.

### 1.3 End of Year and Transfer

Individual school Chromebooks and accessories must be returned to the homeroom teacher at the end of each school year. This year the Chromebooks will be collected one week before the last day of school. The student must return the Chromebook and accessories to the homeroom teacher in good working condition. If a student fails to return the Chromebook and/or accessories at the end of the school year or upon transfer out of the district, the parents/guardians of the student will be contacted and then subject to pay the replacement cost of the Chromebook and risk criminal prosecution or civil liability. Failure to return the Chromebook will result in a theft report being filed with the North Caldwell Police Department.

#### **Lost Accessory and Device Cost Replacement**

*Power Cord Replacement - \$50*

*Protective Plastic Cover (if applicable) - \$30*

*Case - \$50*

*Screen - \$70*

*Keyboard - \$30*

*Replacement of Chromebook - \$300*

*Other Part - Cost of Replacement/Repair*

## 2. Taking Care of the Chromebook

### 2.1 General Responsibilities

Students are responsible for the general care of the Chromebook. If a Chromebook is broken or fails to work properly, the homeroom teacher must be notified immediately. The Computer Systems Technician, will evaluate the Chromebook and/or accessories and the principal will contact the parent/guardian.

### 2.2 General Precautions

- The Chromebook is the property of the North Caldwell School District. All users must follow the Chromebook Guidelines and the Acceptable Use Policy.
- Students are responsible for keeping the Chromebook battery **charged for school each day.**
- Only use a clean, soft cloth, or anti-static cloth to clean the screen. Do not use cleaners.
- Cords and cables for the Chromebook must be inserted carefully to prevent damage.
- Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the North Caldwell School District.
- Chromebooks must never be left in an unsupervised area.

- Chromebooks that are stolen must be reported to the main office by providing a completed copy of the Chromebook Incident Reporting Form and a copy of the North Caldwell Police Department report within 24 hours.

### **2.3 Screen Care**

The Chromebook screen 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 open or 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 lint free dry cloth.
- Do not "bump" the Chromebook against any item as it will eventually break the screen

### **2.4 Carrying Chromebook**

The protective case for the Chromebook is provided to protect the Chromebook from normal treatment and to provide a suitable means for carrying the device within and to/from school. The Chromebook should always be in the protective case when carried.

## **3. Using the Chromebook**

### **3.1 Chromebook Usage 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.

### **3.2 Chromebook Left at Home**

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student leaves his/her Chromebook at home, a parent/guardian discussion will be conducted with the teacher to correct the problem and determine solutions so the child is prepared for class.

### **3.3 Chromebook Undergoing Repair**

A loaner Chromebook may be issued if a Chromebook is in need of repair. There may be a delay in getting a Chromebook should the school not have enough to loan.

### **3.4 Charging the Chromebook Battery**

**The Chromebook must be brought to school each day in a fully charged condition.** Students need to charge their Chromebook each evening. If a student's Chromebook comes to school uncharged, a parent/guardian discussion will be conducted with the teacher to correct the problem and determine solutions so the battery is fully charged each night. In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

### **3.5 Screensavers/Background Photos**

Inappropriate media may not be used as a screensaver or background photo. Presence of weapons, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary action.

### **3.6 Sound, Music, Games or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music and internet games are permitted at the discretion of the teacher. All software, Apps,

and data storage will be provided by the district. Using Google Apps to communicate, chat, or message with another student when not instructed by a teacher is prohibited.

### **3.7 Printing**

Printing will be determined by the teacher. Students will be given information and instruction on printing.

### **3.8 Home Internet Access**

In order for students to have internet connectivity, students are permitted to access home wireless networks on the Chromebook. Parents/Guardians or students will need to know the home Wi-Fi password. Please notify your child's teacher within the first few weeks of school if your child will not have access to Wi-Fi at home.

### **3.9 Student Passwords**

Student passwords for logging into Google Apps will be collected at the beginning of the year by the students' homeroom teachers. Passwords should not be shared with anyone except school staff.

## **4. Managing Files and Saving Work**

### **4.1 Saving Work**

Students will be logging into the North Caldwell School District Google Apps for Education domain and saving documents to Google Drive via the Chromebook or any device that has Internet access.

Storage space will not be available on the Chromebook, as the device storage is limited. It is imperative that the storage space be privileged for educational use only.

Chromebooks will NOT be backed up by the district in cases of resetting or reimaging. It is the student's responsibility to ensure that they are continuously taking the appropriate measures to save their files to their provided Google Drive.

### **4.2 Network Connectivity**

The North Caldwell 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 District will not be responsible for lost or missing data.

## **5. Software on the Chromebook**

### **5.1 Originally Installed Software**

The software and Apps originally installed by the North Caldwell School District must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time software applications may be added for use in a particular subject or course. District checks of Chromebooks will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students are not permitted to load extra software or Apps on their Chromebook. The North Caldwell School District will sync the Chromebooks so they contain the necessary apps for school work. Students may not sync or add apps or extensions to their Chromebook.

Chromebooks seamlessly integrate with the "Google Apps for Education" suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, Sites, and Forms.

### **5.3 Inspection**

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

#### **5.4 Procedure for re-loading software**

If technical difficulties occur or illegal software not installed by North Caldwell School District are discovered, the Chromebook will be restored to its original state. The District does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image.

#### **5.5 Software upgrades**

The Chrome OS will automatically install updates when the computer is shut down and restarted. There is no need for virus protection with the Chrome OS.

### **6. Responsibility**

#### **6.1 Parent/Guardian Responsibilities**

It is very important for parents/guardians to talk to their child about the use of electronic devices and the internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

#### **6.2 School Responsibilities are to:**

1. Provide Internet access to students.
2. Provide Internet Blocking of inappropriate materials.
3. Provide a network data storage area. The North Caldwell School District reserves the right to review, monitor, and restrict information stored on or transmitted via the Chromebook and to investigate inappropriate use of Chromebook resources.
4. Provide staff guidance to teach students in doing research and to help assure student compliance of the Acceptable Use Policy, Trademark and Copyright Laws, and License Agreements.

#### **6.3 Students are Responsible for:**

1. Using the Chromebook in a responsible and ethical manner.
2. Following school rules concerning behavior and communication that apply to Chromebook use.
3. Helping protect the North Caldwell School District's computer system or technological devices by contacting a teacher or administrator immediately about any security problems they may encounter.
4. Printing a copy of an email containing inappropriate or abusive language, or if the subject matter is questionable, and providing it to the teacher.
5. Monitoring all posted assignments on their Google account.
6. Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via North Caldwell School District's designated Internet System is at your own risk. The North Caldwell School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
7. Saving their information to the Google account.
8. Turning off the Chromebook at the end of the day, and when traveling to and from school.
9. Returning the Chromebook and accessories to the homeroom teacher at the end of each school year in good working condition. **Students who transfer out of the North Caldwell School District must return the Chromebook one week before the transfer process is completed.**

#### **6.4 Student Activities Strictly Prohibited:**

1. Any action that violates existing Board policy or state and federal law.
2. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, intimidate or bully recipients.
3. Vandalism with any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Gaining access to other student's accounts, files, and/or data.
6. Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
7. Illegal installation or transmission of copyrighted materials.
8. Use of chat rooms, sites selling research papers, book reports and other forms of student work.
9. Changing of Chromebook settings.
10. Downloading apps
11. Spamming-Sending mass or inappropriate emails
12. Use of anonymous and/or false communications from messaging services.
13. Providing personal information, for any reason, over the Internet.
14. Bypassing the North Caldwell School District's web filter.
15. Use of personal email on the Chromebook.

#### **6.5 Legal Propriety**

Students will be instructed during the 'Chromebook Orientation' about the importance of complying with trademark and copyright laws and all license agreements.

Plagiarism is a violation of the North Caldwell School District's Student 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. Violators will be subject to the North Caldwell School District's Student Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the North Caldwell School District.

#### **6.6 Student Discipline**

If a person violates any part of the Acceptable Use Policy, privileges may be terminated. Access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The North Caldwell School District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### **7. Protecting and Storing the Chromebook**

#### **7.1 Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified through the device's serial number or the North Caldwell School District's asset tag number.



### 7.2 Storing the Chromebook

When students are not using the Chromebook, it should always be stored in the protective case. No item should be placed on top of the Chromebook.

### 7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should the Chromebook be left in an unsupervised area before or after school. During the school day, it should be in class with the child. Students should place their Chromebook carefully in the cart located in their homeroom and plug it in for charging at the end of the day or during lunch periods.

## 8. Cost of Repairs

Please refer to the table in Item 9 for specific information regarding damage. The first damage may incur cost depending on the circumstances; however, if the Chromebook is damaged a second time within the same school year, parents/guardians will be charged a \$20 fee. After the second accidental damage please follow the guide in Item 9. Lost items such as protective covers and cables will be charged the first time to the parent/guardian at the replacement costs.

### **Lost Power Accessory and Device Cost Replacement**

*Power Cord Replacement - \$50*

*Protective Plastic Cover (if applicable) - \$30*

*Case - \$50*

*Screen - \$70*

*Keyboard - \$30*

*Replacement of Chromebook - \$300*

*Other Part - Cost of Replacement/Repair*

## 9. Theft, Vandalism, or Fire

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the parent/guardian with the police and fire department within 24 hours.** A copy of the police/fire report must be provided to the principal.

<b>Issue</b>	<b>Action Necessary</b>	<b>Cost</b>
Accidental Damage 1 <sup>st</sup> Instance	A report must be made using the incident reporting form. The device and case must be returned to the school so that a new or spare device may be issued.	May incur cost of repair, dependent on the investigation of the cause.*
Accidental Damage 2 <sup>nd</sup> Instance	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a second break. The student may need to wait until the second device is returned from service.	Cost of repairing device.*

Accidental Damage 3 <sup>rd</sup> Instance	A report must be made <b>immediately to administration</b> . The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a second break. The student may need to wait until the second device is returned from service. Some loss of privileges of using the Chromebook program may occur depending on the result of an investigation.	Cost of repairing device.*
Intentional Damage	A report must be made <b>immediately to administration</b> . The device and case must be returned to the school so that a new or spare device may be issued. Some loss of privileges of using the Chromebook program may occur depending on the result of an investigation.	All cost associated with replacing or repairing the device.*
Loss/Theft of Device	A report must be made <b>immediately to administration</b> and a police report <b>MUST</b> be filed with the North Caldwell Police Department. <b>A copy of that report Must be brought to administration.</b>	Full cost of device.*
Theft of Device on District Property (i.e. theft from charging cart)	A report must be made immediately to administration and a police report <b>MUST</b> be filed with the North Caldwell Police Department. <b>A copy of that report Must be brought to administration.</b>	No cost if student not at fault.  Full cost of device if student found responsible.*
Damaged, Lost, or stolen power cord, extension cable, case, etc.	A report must be made <b>immediately to administration</b> . A phone call to parents will be made by the principal and payment for unrepairable or lost accessories will be requested.	See Section 1 and 8 for cost of repairs.*

- All reports must be submitted to the main office using the Chromebook Incident Reporting Form.
- \*All payments for repairs or parts must be made within 2 weeks of notification of incident, or loss of Chromebook privileges may occur.
- An internal investigation by the Principal and Computer Systems Technician may occur to determine how the device was damaged, lost, or stolen.

# NORTH CALDWELL SCHOOL DISTRICT

## **SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICE FORM**

In accordance with the provisions of P.L. 2013, Chapter 44, “The Anti-Big Brother Act,” the North Caldwell School District must notify the parents/guardians and students that the Chromebook used in the district is equipped with a camera and other device features capable of recording or collecting information on the student’s activity or use of the device.

The North Caldwell School District will not use any of these capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

Students must comply with all school district policies for the use of a school district provided Chromebook. A student may be subject to consequences in the event the student violates any school district policy, including the district’s acceptable use policy, Chromebook guidelines, student code of conduct, or any provision of the School District Provided Technology Device Form.

**Parents/Guardians must sign the School District Provided Technology Device Form below acknowledging receipt, review, understanding, and permission for your child to receive and use the Chromebook. The signed School District Provided Technology Device Form shall be required before the issuance of a Chromebook to a student.**

**Student Name (Print):** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Email Address:** \_\_\_\_\_

## Student Pledge for Chromebook Use



1. I will charge the Chromebook at the end of the day.
2. I will take good care of the Chromebook and accessories so there is no damage to the device.
3. I will protect the Chromebook by carrying it in the protective case.
4. I will never allow personal email accounts on the Chromebook.
5. I will never leave the Chromebook unattended.
6. I will never loan out the Chromebook.
7. I will keep food and beverages away from the Chromebook since they may cause damage to the device.
8. I will not disassemble any part of the Chromebook or attempt any repairs.
9. I will use the Chromebook in ways that are educationally appropriate by following the Acceptable Use Policy procedures.
10. I will not place decorations, such as stickers, or make any drawings or markings on the Chromebook or its cases.
11. I will not deface the serial number or district tag on any Chromebook.
12. I will not change Chromebook settings, download apps, or use a personal Google Account.
13. I understand that the Chromebook is subject to inspection at any time without notice and remains the property of the North Caldwell School District.
14. I will follow the Chromebook Guidelines and the Acceptable Use Policy while at school and outside of the school day.
15. I will inform my teacher immediately if there is a problem with the Chromebook.
16. I agree to return the District Chromebook, protective cases, and power cords in good working condition at the end of each school year.

Students and Parents/Guardians must sign the Student Pledge for Chromebook Use Form below acknowledging receipt, review, understanding, and permission for your child to receive and use the Chromebook. The signed Student Pledge for Chromebook Use Form will be required before the issuance of a Chromebook to a student.

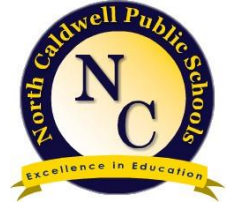
Student Name (Print): \_\_\_\_\_

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

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Chromebook Incident Reporting Form



Students Name: \_\_\_\_\_

Date: \_\_\_\_\_

Homeroom: \_\_\_\_\_

**Please Check one:**

- Accidental Damage 1st
- Accidental Damage 2nd
- Accidental Damage 3rd
- Intentional Damage
- Lost Device
- Theft of Device
- (Police Report Attached)*
- Damaged Accessories

**Summary of incident being reported:**

*Note: an internal investigation by the Principal and Computer Systems Technician may occur to determine how the device was damaged, lost, or stolen.*

**I verify that the above summary is accurate to my knowledge:**

Student Name (Print): \_\_\_\_\_

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

Parent/Guardian Name (Print): \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School Use:**

Payment Requested: \_\_\_\_\_ Payment Collected: \_\_\_\_\_