

2361.1 STUDENT CHROMEBOOK ACCEPTABLE USE

The Rumson Borough School District (RSD) envisions teachers and students participating in a one-to-one technology initiative, allowing for continuous access to dynamic information; this will shift the traditional methods of instruction to allow for an environment that is both student-centered and real-world based. Integration of these tools, i.e., Chromebooks, will stress the importance of creativity, innovation, research, collaboration, critical thinking, problem solving, and digital citizenship. Current devices are now able to be supported by robust technology-based instructional tools and resources that truly enhance curriculum and instruction resulting in an overall shift in how teachers teach and students learn reflecting the ever changing environment our students live in.

DEVICE EXPECTATIONS:

Students will carry Chromebooks during the school day and carry them to/from school through parental approval on the SIS (Student Information System).

The RSD Chromebooks are being provided to enhance the educational experience at RSD. If a student forgets the RSD Chromebook, he/she will be unable to participate fully in the class's activities, just as they would if they came to class unprepared. All work assigned and completed on the Chromebook is the responsibility of the student.

Students will charge the Chromebook nightly and will begin each day with a fully charged battery.

The RSD Chromebook needs to be fully charged for each day. Students should not leave the Chromebook at home or in their lockers overnight and agree to bring the Chromebook to all classes on a daily basis unless designated not to by the classroom teacher. The Chromebook should be charged each night at home. The average time it takes to fully charge a Chromebook from 0% to 100% is about three (3) hours. Students will bring their Chromebook to classes each day and take it home and charge it at the end of the day.

Parents/Guardians complete a permission form on the SIS to allow the student to take home their assigned Chromebook. This will be done at the start of the school year. The main office will keep track and inform homeroom teachers and the IT department.

For those with approval, it is the responsibility of students to remember to bring devices to and from home. Additionally, students taking Chromebooks home, must purchase an appropriate charger, as notified by the Rumson School District for proper charging of devices.

Students will not leave the Chromebook unattended.

When not in the student's possession, the Chromebook should be in a secure, environment. Unattended Chromebooks found at school will be collected and stored in the school's office. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook rests solely with that individual.

Students will keep the Chromebook secure and safe when carrying or transporting.

Chromebooks are sensitive and expensive electronic devices, and proper care of them is the responsibility of the students to whom they are issued. Carefully transport your Chromebook to classes every day. Avoid placing weight on the Chromebook. Never throw or slide a Chromebook. Never expose a Chromebook to long-term temperature extremes or direct sunlight. Use the Chromebook carrying case provided by the RSD at all times.

REGULATION

RUMSON BOROUGH BOARD OF EDUCATION

PROGRAM

2361.1 / page 2 of 5

Student Chromebook Acceptable Use

Students will only use the RSD Chromebook when in a location which is free from food, liquid, and debris that could damage the device and which provides a flat surface on which to operate.

Students should not use the RSD Chromebook in an area where food and drink are present. Spilling any sort of food or drink on the Chromebook could permanently damage it. The Chromebook should only be used on a flat surface where it will not fall to the ground or damage the screen. Care should be taken to always have the Chromebook in an environment where it can be operated safely. Chromebooks should not be placed on top of soft items which could cause the Chromebooks to overheat.

Students should not slam or push on the lid, or set objects/books on top of the Chromebook.

Screen and keyboard damage is the #1 type of damage for Chromebooks, and it can be avoided with proper care. It is the student's responsibility to avoid such damage. The Chromebook is an electronic device; handle it with care. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects. DO NOT use any sharp objects on the Chromebook and never drop your Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid applying liquids to the Chromebook. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Do not pick keys off the keyboard.

Students will make the RSD Chromebook available for inspection by an administrator, teacher, or staff member upon request. Students understand that the RSD Chromebook and its contents can be monitored by RSD staff.

The Chromebook is the property of the Rumson Borough School District and as such a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook. The RSD Chromebooks are the property of RSD and are being loaned to the students for educational purposes. At any time, a RSD staff member can inspect a student's Chromebook. Students will return the Chromebook to RSD prior to withdrawing or leaving RSD for summer vacation.

Students will use appropriate and respectful language in all communications, and will abide by all RSD school policies while using the Chromebook.

Because all Chromebooks are RSD property and are issued as an educational tool and resource to students, any behavior, materials, or communications involving the Chromebook that are deemed inappropriate by a RSD staff member may result in disciplinary action regardless of whether they took place or were received at school or away from school.

Students will abide by all copyright laws.

Copyrighted material is protected by law. Any use of copyrighted material should be appropriately noted in any school work. Please check with a teacher if you have any questions about using copyrighted material or how to give credit for use of any copyrighted material.

Students will use the RSD Chromebook for educational purposes.

All RSD Chromebooks must be used in support of the educational initiative of RSD. This access may be revoked at any time for abusive or inappropriate conduct related to the use of the Chromebook. Failure to comply with the RSD policies or the guidelines stated in this document for care and use of the Chromebook may result in the loss of privilege to use the Chromebook. Attempting to bypass the filter at school or using the Chromebook for non-educational purposes while at school is prohibited.

REGULATION

RUMSON BOROUGH BOARD OF EDUCATION

PROGRAM

2361.1 / page 3 of 5

Student Chromebook Acceptable Use

Students will be expected to use teacher selected sites, apps, and extensions to complete daily work and assignments.

Activities assigned in class will be in support of education and research, and consistent with the educational objectives of the RSD. Students will be utilizing pre-screened online resources to complete work assigned in class. Teachers will have the authority to select appropriate sites, apps, and extensions, as per district policy, that are in the best interest of the child to use and the most appropriate tools to complete assignments.

Students will not use or harm another student's Chromebook. Students will not loan the RSD Chromebook assigned to them to others. Students will not use or attempt to use another student's or a RSD staff member's subscriptions, logins, files, or personal information.

The RSD Chromebook is assigned to one student for educational purposes and should not be loaned to others. Passwords and logins should also remain confidential with the individual students. Any material on the RSD Chromebook obtained with their login or password is the responsibility of the student.

Students will not give out personal information, such as name, address, photo, or other identifying information on the Internet, nor will students misidentify themselves during online communication in an attempt to avoid detection for any misbehavior or rules violation. Giving our personal information on the Internet can be dangerous. Students should never misidentify themselves or reveal their age on the RSD Chromebooks. Students should not share files except for school related projects or assignments.

Students will not change the configuration of the RSD Chromebook, including network and security settings.

Policy settings are preconfigured on all RSD Chromebooks and are managed by the RSD Administration. Any attempt to bypass these preconfigured settings is prohibited. Students will log into the RSD Chromebook ONLY with their school assigned Google Apps for Education user account. Students may not log into the RSD Chromebook using a non-RSD assigned account.

The student will use the Chromebook Camera & Microphone for approved use only.

The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with school policies and State and Federal laws. Users of the Chromebook device are required to use the device in a manner that complies with these and other RSD policies. Use of the Chromebook in a manner that violates RSD policy may result in revocation of the device and may result in further disciplinary consequences. Use of the Chromebook and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes. Therefore, electronic recordings obtained with the Chromebook may not be shared, published, or rebroadcasted for any reason by the student without permission. Furthermore, users of the Chromebook should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

REGULATION

RUMSON BOROUGH BOARD OF EDUCATION

PROGRAM

2361.1 / page 4 of 5

Student Chromebook Acceptable Use

Students will not deface or otherwise decorate the RSD Chromebook.

Students are expected to treat the RSD Chromebooks with care and respect. Students will be issued the same Chromebook each year until the device is replaced per the district's standard practices, or is damaged to the point of necessary replacement, which may result in a fine or payment for the device at student/family cost (as detailed in the following section entitled "Device Repair and Replacement"). The Chromebooks are the property of RSD and are not to be defaced by any student. This includes pen marks, stickers, marring the surface, picking at the keys, glitter, etc.

DEVICE REPAIR AND REPLACEMENT:

Students will not attempt to repair, alter, or make additions to the RSD Chromebook.

If any repairs need to be made, the student should inform their teacher/staff member. Depending on the condition of the Chromebook and the repair needed, there may be a loaner Chromebook given until the assigned Chromebook is repaired. No attempts should be made to fix the Chromebook except as supervised by a RSD staff member. Unauthorized repairs to the Chromebook can invalidate its warranty, which may lead to a fine or payment for the device at student/family cost.

Students will report all problems and damage immediately to a RSD staff member. Students will not attempt to remove identification names or tags on the Chromebook. Students will report loss/theft of the RSD Chromebook to their parent(s) / guardian(s), RSD Administration, and proper authorities within 24 hours.

Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed. Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to a RSD staff member as soon as possible. Chromebook repair/replacement options will be determined by the School Administration. You may be issued a temporary Chromebook until your Chromebook is working properly or replaced.

- If the Chromebook is lost or stolen, a replacement fee equal to the total cost of the device will be assessed for a complete package replacement (Chromebook, AC power cord).
- Additional costs for lost accessories are as follows, and will be replaced upon collection of the fine:
 - A replacement charger will cost the value of the total cost of the charger
 - A replacement case will cost the value of the total cost of the case
- If the Chromebook is physically damaged beyond traditional wear and tear, and the repair exceeds the warranty price threshold, the student will be charged according to the cost of the repair. Parent notification will occur after each offense.

REGULATION

RUMSON BOROUGH BOARD OF EDUCATION

PROGRAM

2361.1 / page 5 of 5

Student Chromebook Acceptable Use

- All Chromebooks must be returned at the end of each school year. Students who leave RSD during the school year must return the Chromebook to their building's main office, along with any other accessories, at the time they leave.
- In the event that a fine is payable consistent with the above language, or a Chromebook is not returned by a student leaving RSD the fine, return of the equipment, or replacement cost shall be enforceable by all legal means. Students leaving the district and failing to return equipment shall not be issued transcripts, or diplomas until all equipment is returned and/or fines are paid in full. Students with outstanding fines shall not be issued report cards until all equipment is returned and/or fines are paid in full.

DISTRICT INSURANCE:

The Board of Education will make an annual insurance policy available to the parents through the SIS. This policy can be purchased at any time but not as part of a repair claim and only after administration inspection of the device.

CHROMEBOOK INSURANCE POLICY:

We are strongly encouraging parents to purchase an annual insurance policy for your child's device at a cost of \$30/year for school year. This policy will cover up to the value of the Chromebook your child is assigned. Repairs beyond this value or should you choose *not* to purchase an insurance policy and your child damages his/her device, the following will reflect the repair cost that will be imposed:

- LCD screen - \$85
- Keyboard/Touchpad - \$85
- Touchpad - \$85
- Power Supply - \$42
- Screen Bezel (Trim) - \$15
- Top Cover - \$15
- Bottom Cover - \$25
- Battery - \$60
- Charging port - \$100
- Headphone Jack - \$100
- Full Replacement - \$300

Adopted: 22 August 2018

Revised: 19 October 2022