

2361 STUDENT CHROMEBOOK ACCEPTABLE USE

The Rumson Borough School District (RBSD) 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.

The RBSD Chromebooks are being provided to enhance the educational experience at RBSD. If a student forgets the RBSD 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 RBSD Chromebook needs to be fully charged for each day. Students should not leave the Chromebook 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 in the child's homeroom charging cart. The average time it takes to fully charge a Chromebook from 0% to 100% is about three (3) hours. Students will obtain their Chromebook each morning during homeroom and return and charge it during homeroom at the end of the day.

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.

Students will only use the RBSD 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 RBSD 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

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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 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.

Students will make the RBSD Chromebook available for inspection by an administrator, teacher, or staff member upon request. Students understand that the RBSD Chromebook and its contents can be monitored by RBSD 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 RBSD Chromebooks are the property of RBSD and are being loaned to the students for educational purposes. At any time, a RBSD staff member can inspect a student's Chromebook. Students will return the Chromebook to RBSD prior to withdrawing or leaving RBSD for summer vacation.

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

Because all Chromebooks are RBSD 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 RBSD 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 RBSD Chromebook for educational purposes.

All RBSD Chromebooks must be used in support of the educational initiative of RBSD. 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 RBSD 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.

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

The RBSD 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 RBSD 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 RBSD Chromebooks. Students should not share files except for school related projects or assignments.

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

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

Students will not deface or otherwise decorate the RBSD Chromebook.

Students are expected to treat the RBSD 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 RBSD 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 RBSD 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 RBSD 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 RBSD staff member. Students will not attempt to remove identification names or tags on the Chromebook. Students will report loss/theft of the RBSD Chromebook to their parent(s) / guardian(s), RBSD 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 RBSD 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.

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- All Chromebooks must be returned at the end of each school year. Students who leave RBSD 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 RBSD 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. This policy can be purchased at any time but not as part of a repair claim and only after administration inspection of the device.

Adopted: August 22, 2018

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RUMSON BOROUGH SCHOOL DISTRICT STUDENT CHROMEBOOK ACCEPTABLE USE AGREEMENT CHROMEBOOK RULES AND GUIDELINES SIGNATURE PAGE

Please review the terms and sign below this message

Signing this form acknowledges that you have completely read the rules and guidelines regarding the RBSD Chromebook initiative **with your child**. Sign the agreement below with your child.

- Students will return this page to their building's main office. A Chromebook will be issued during the first week of school, upon receipt of this form.
- Any students that have outstanding fines or lost devices from the year prior will not be eligible to receive a device until the fine is paid in full or equipment is returned.

Parent Agreement Statement

By signing this agreement, I confirm that I have completely read and understand all the rules and guidelines associated with the RBSD Chromebook initiative, as set forth through Board of Education Regulation 2361. I understand that I am ultimately responsible for any damage or loss of the RBSD Chromebook and agree to pay any related fees due to damage or loss as outlined in the rules and guidelines for use. I agree to hold my student accountable for following these rules and guidelines when my student had the Chromebook.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Student Agreement Statement

By signing this agreement, I confirm that I have completely read and understand all the rules and guidelines associated with the RBSD Chromebook initiative, as set forth through Board of Education Regulation 2361. I agree to completely follow these rules at all times while the Chromebook is under my care. I agree to keep the Chromebook safe and secure at all times and understand I am responsible for returning the Chromebook to RBSD at the end of the school year (or upon withdrawing from RBSD) in the same condition as I received it.

Student Name (Printed): _____

Student's Homeroom Teacher / Room Number: _____

Parent/Guardian Signature: _____

Date: _____

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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 this 2018-2019 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 - \$65
- Keyboard/Touchpad - \$45
- Touchpad - \$30
- Power Supply - \$12
- Screen Bezel (Trim) - \$10
- Top Cover - \$15
- Bottom Cover - \$25
- Battery - \$39
- Full Replacement - \$394

Student's Name: _____

Parent's Name: _____

Parent's Signature: _____

- I am purchasing the insurance and have enclosed Cash or a Check made out to the Rumson Board of Education.
- I ***am not*** purchasing the Chromebook Insurance, and I will incur the cost of repair should an incident occur involving my child and his/her device.