

OCEANPORT SCHOOL DISTRICT

TECHNOLOGY

CHROMEBOOK ACCEPTABLE USE HANDBOOK



This usage handbook is to be followed in conjunction with the Oceanport School District's established policies including but not limited to 2361 – Acceptable Use of Computer Networks/Computers and Resources and 7523 - School District Provided Technology Devices to Students.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the District via an online submission form which is located at <http://oceanportschools.org/cbrepair>. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. Chromebooks and their chargers are to be returned to the District at the end of each school year, or any time their return is requested by the District. The Chromebook is to be returned fully charged to the District.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cables such as for charging must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.

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 including at the edges of the frame.
- Never pick up or carry a Chromebook by the screen.
- Do not place anything on the lid cover including books especially when carrying.
- Do not lean on top of the Chromebook.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Using Your Chromebook At School

The Chromebook is intended for use at school each and every day, as well as for schoolwork at home. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape or labels that are not the property of Oceanport School District. Students may add appropriate themes, music, photos and videos to their Chromebook.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Protecting and Storing Your Chromebook

Chromebooks are labeled with an asset tag indicating the assigned student and serial number. Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

When students are not using their Chromebook, the Chromebook must always be in a safe and secure location. If on school premises, when not needed for class they should be stored in student lockers with the lock securely fastened or on a docking cart. Nothing should be placed on top of the Chromebook, when stored in the locker or under a desk. When at home, proper care should be taken to ensure the Chromebook is in a safe and secure location at all times.

Chromebooks Left in Unsupervised/Unsecured Areas

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, or any other entity that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's Office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Devices Allowed Home for Remote Learning

If a Chromebook has been assigned for use at home for remote learning needs then students are expected to bring Chromebooks to school each day fully charged and ready to learn. Extra care must be taken when transporting between school and home. Special care should be taken to protect the screen which may be easily cracked from the weight of books pressing against it in a backpack.

New Jersey's Anti-Big Brother Act

The electronic device provided by the Oceanport School District may record or collect information on a student's activity or a student's use of the device. The Oceanport School District will not use any of these electronic capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
- Students may not lend Chromebook to others for any reason. The Chromebook is solely for the student's school use.
- Parents/guardians acknowledge that the District cannot guarantee either the accuracy of the information nor the appropriateness of the materials that a student Chromebook may encounter or access, despite the District's best efforts. Therefore, it is the parent/guardian's responsibility to supervise the student's use of the Chromebook.

Acceptable Use

The Chromebook is being provided to your child is part of the Remote Learning Plan being instituted by the Oceanport Board of Education. The intent of this plan is to provide students access to educational technology platforms at home to facilitate remote learning. In order for this to happen, the following guidelines have been developed:

The Chromebook that your child is being issued are educational tools and should be used in that capacity and only by the student. Failure to comply with the **Acceptable Use of Computer Networks/Computers and Resources** #2361 and BOE Policy #7523 School District Provided Technology Devices to Students, their corresponding regulations and these guidelines will result in loss of the Chromebook and take-home privileges.

- A completed and signed Chromebook Acceptable Use Form, and Chromebook Insurance Form/Waiver from a parent or guardian must be on file at school before a Chromebook is issued, and/or taken home. By signing the form, the parent/guardian acknowledges receipt and review of the Chromebook Acceptable Use Handbook which summarizes the procedures and parent/guardian responsibility for the device while it is in use and/or checked out from school.
- When a Chromebook is taken home by the student, the Chromebook and charger must be returned to the school when we re-open. Failure to return the devices on time may result in loss of the privilege of taking the devices home. It is expected that all items will be returned to school with a fully charged battery when we reopen.
- Chromebook are issued to current students for the express use by the student for student schoolwork and should not be used by other household members.
- The Chromebook should not be used while on the bus, while in transit, before/during/after practices or at games, on athletic fields, and at other extracurricular activities except with school personnel permission.
- The Chromebook may be available to take home during school vacations for academic projects and assignments.
- Each Chromebook are the property of the Oceanport School District and registered to the Oceanport Technology Department. Oceanport School District reserves the right to demand the immediate return of the Chromebook at any time.

Failure to fully comply with the Chromebook Acceptable Use Handbook and the Student Acceptable Use Policy may result in revocation of the privilege to use the student laptop and is subject to disciplinary action.

TERMS OF AGREEMENT

The Oceanport School District agrees to loan assistive technology for student educational use at home. The student, parent, and/or guardian agree to the following terms:

- I acknowledge that I have received and will comply with Board Policies 2361 and 7523, regarding acceptable use of technology, which are attached hereto.
- I understand that I may be responsible for the replacement value if the device is stolen or lost.
- I understand I may be responsible for the repair costs of the device if damaged during this borrowing period.
- I understand the device remains the property of the Oceanport School District.
- I agree to return the device to the District in the same condition it was issued to me/my child.
- I will immediately notify the District if the device is lost, stolen or damaged.
- I will immediately file a police report in the event it is believed the technology device has been stolen.
- I will ensure the device is used for educational purposes only.
- I will not modify the device in any way. This includes repair, maintenance, installing or deleting software or applications.
- I understand that the device provided by the school district is equipped with a camera, global positioning system, or other feature capable of recording or collecting data regarding my child's use of the device. The school district will not use any of the capabilities in a manner that would violate the privacy rights of my child or any individual residing with them.

Violation of the above policies will result in immediate termination of the loan.

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Student/Parent Signature Form

I have read, understand, and will voluntarily abide by the Oceanport School District's Technology Chromebook Acceptable Use Handbook available on the district's website <http://oceanportschools.org/cbhandbook>. I understand that if I violate any of these guidelines my computer and network privileges may be suspended. Furthermore, other discipline and/or appropriate legal action may be taken against me. I also understand that damage to the district's technology will result in bills for repair or replacement of the device.

Student

Signature: _____ Date: _____

Parent/Guardian

Signature: _____ Date: _____