

# **Nutley Public Schools**

## **1:1 Chromebook Handbook for Students & Parents**



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# **1. VISION FOR 1:1 TEACHING AND LEARNING**

## **1.1 NUTLEY PUBLIC SCHOOLS MISSION STATEMENT**

The mission of the Nutley Public Schools is to challenge, inspire, and empower students to become creative, confident, passionate, self-directed citizens who actively and purposefully contribute in our global society.

## **1.2 NUTLEY PUBLIC SCHOOLS VISION STATEMENT**

The Nutley Public School system is a sustainable, integrated, efficient, and innovative school district that serves as the unifying and driving force in the community's effort to affect measurable growth as students develop into confident, responsible, productive, self-directed citizens who pursue excellence through personal, research-based, rigorous learning toward district established standards that fosters an ongoing pursuit of excellence.

## **1.3 ABOUT THE NUTLEY PUBLIC SCHOOLS 1:1 CHROMEBOOK PROGRAM**

The focus of the 1:1 Chromebook Program in Nutley Public Schools is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology, including access to the Internet, be readily available and seamlessly integrated throughout the educational program. The 1:1 Chromebook initiative provides students with a web-oriented learning tool that can...

- empower students with readily available resources and information,
- aid creativity and innovation,
- help students make informed decisions to successfully meet challenges and solve problems,
- allow for more authentic project and problem-based learning and inquiry,
- support organization and productivity,
- expand communication and collaboration opportunities within and beyond our classroom walls, and
- provide a means for more relevant, personalized learning.

Technology as a tool helps teachers create and present content and instruction that leads to more engaged, active learning. Technology immersion does not diminish the vital role of the teacher. To the contrary, teachers are critical to the effective use of technology in the learning process. To facilitate that, we have put in place the support structure to enable our teachers to meaningfully integrate technology in curriculum, instruction, and assessments.

## **1.4 ABOUT THIS DOCUMENT**

The policies, procedures and information contained in this document apply to Chromebooks and all other technology devices and services used by students within Nutley Public Schools. Please read this document before using the district's network, computers, and other related technology services and tools, because by using the district's technology you agree to be bound by the terms, conditions and regulations below. (Reference Regulation # 2361, Policy #2361) In addition, our school technology users are expected to adhere to the same rules, guidelines, and policies that apply to non-technology related student behavior.

Since technology is continually evolving, our District will change, update, and edit this document to continually protect the safety and well being of our students, staff, and community.

## 1.5 DISTRICT LIABILITY

The District cannot and does not guarantee that the functions and services provided by and through our technology will be problem free. The District is not responsible for any damages students may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or the quality of the information obtained through school technologies. Although the school filters content, the school is not responsible for student's exposure to "unacceptable" information nor is the school responsible for misinformation. The school is not responsible for financial obligations arising through the use of school technologies.

## 2. RECEIVING A CHROMEBOOK

### 2.1 DISTRIBUTION

Chromebooks will be distributed at the start of each school year to each grade 6 student, providing that all paperwork/documentation has been complete and fees have been paid in full. In addition, each student will receive an AC charger with their Chromebook as well as a protective carrying case/cover.

Chromebooks will be refreshed for new devices for each student in grade 10, again providing that all paperwork/documentation has been complete and fees have been paid in full.

**Important: Technology paperwork and insurance payment recur on an annual basis.**

**Do not tamper with the Nutley Public Schools logo, identification tag, or asset tag on the Chromebook (see Section 3).**

### 2.2 TECHNOLOGY DOCUMENTS, PAPERWORK AND AUTHORIZATIONS

All students and their parent or guardian must read, accept and sign (as needed) the following paperwork/documents before they can utilize any school technologies (see *Policy 2361* regarding Consent Requirement). These authorizations must be signed on an annual basis at the start of each school year:

- NPS [Board of Education Policybook](#), including but not limited to the following technology-related policies and regulations:
  - 2361 Acceptable Use of Computer Network/Computers and Resources ([Regulation, Policy](#))
  - 5513 Care of School Property ([Policy](#))
  - 7523 School District Provided Technology Devices to Students ([Policy](#))
- NPS 1:1 Chromebook Handbook for Students and Parents
- NPS District Provided Technology Device Form - *requires authorization, and includes the following:*
  - Acceptable Use - Consent and Waiver Agreement
  - Consent to Anti-Big Brother Act Compliance Notice

Authorizations can be completed online via electronic signature at the beginning of the school year when

paying the annual insurance premium via [MySchoolBucks](#).

### 2.3 ANNUAL INSURANCE FEE

The District requires Chromebook insurance to be purchased through Nutley Public Schools prior to deployment of the Chromebook to your child, and then paid annually as a recurring fee.

- Chromebook Insurance is \$32.00 (for 2018-2019 school year), annually per device. Insurance pricing is reevaluated at an annual basis, prices are subject to change. See Section 4 for more information about Repairs, Fees, and Insurance Coverage.

Pay for Chromebook Insurance with [MySchoolBucks](#). To get started:

1. Login to MySchoolBucks.com or create a new account by selecting Sign Up Today!
2. Make Sure your Students are Added to your Account
3. Visit School Store and Select Chromebook Insurance
4. Review and Agree to Terms
5. Checkout with your credit/debit card

## 3. TAKING CARE OF THE CHROMEBOOK

Students are responsible for the Chromebook and charger; NEVER leave technology unattended. (Reference Policy #5513)

### 3.1 LABELING AND DECORATING CHROMEBOOK

- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Nutley Public School District.
- Chromebooks are engraved with a Nutley Public Schools' logo. Asset tags are also attached to each Chromebook.
- Asset tags and logos may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a district asset tag or logo.

### 3.2 CLEANING CHROMEBOOK

Students are responsible for the general cleaning and care of the district--owned equipment and materials (i.e, Chromebook, Charger, Case).

- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. DO NOT use window cleaner or any type of liquid or water on the Chromebook.

### 3.3 HANDLING CHROMEBOOK

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook support it from the bottom with the lid closed.

- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a book bag or place anything in the carrying case/protective cover that will press against the cover as this will damage the screen.
- Do not poke the screen.
- Do not remove the carrying case/protective cover that is provided by the district.
- Carry your Chromebook with the District issued carrying case/protective cover at all times.
- Never carry the Chromebook while the screen is open.
- Do not transport the Chromebook with the power cord inserted.
- Vents should not be covered.

### 3.4 CHARGING AND STORING CHROMEBOOK

- Chromebook battery must be fully charged before the start of each school day.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Chromebooks should never be left in vehicles or a location that is not temperature controlled.
- Chromebooks should be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a bookbag as this may break the screen.
- Never store your Chromebook in your backpack with the power cord inserted.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the school grounds, the lunchroom, bathrooms, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be immediately reported to the teacher or an administrator.
- Turn off the Chromebook at the end of the day, and when traveling to and from school.

## 4. REPAIRS, FEES, AND INSURANCE

### 4.1 INSURANCE & REPAIRS

The District requires Chromebook insurance to be purchased through Nutley Public Schools prior to deployment of the Chromebook to your child, and then paid annually as a recurring fee.

- Chromebook Insurance is \$32.00, annually per device.
- The insurance policy offers protection in the unfortunate event of “accidental damage or mechanical breakdown.”
  - Accidental Damage - Damage from drops, such as cracks, dings, housing damage, or shattered screens. Liquid damage, from spills to full submersion.
  - Mechanical Breakdown - Mechanical and electrical failures. Defective buttons or connectivity ports.
- Insurance Deductible Fee\* - \$20.00

\*The insurance plan has no deductible for the first occurrence/claim only; this is separate from the annual insurance payment. Subsequent occurrences/claims within the same calendar year may necessitate a \$20 co-payment from the parent/guardian or student.

DO NOT TAKE DISTRICT- OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS. ALL REPAIRS AND MANAGEMENT OF DEVICES WILL BE HANDLED BY THE DISTRICT TECHNOLOGY DEPARTMENT.

DO NOT DISASSEMBLE ANY PART OF THE CHROMEBOOK OR ATTEMPT ANY REPAIRS.

Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

Chromebooks that are broken, or fail to work properly, must be reported to the designated school district staff member (see below) within two school days.

- Homeroom Teacher in Grade 6
- Library Media Specialist in Grades 7-8
- Library Media Center/Technology Office in Grades 9-12

A replacement or loaner device will not be issued until documentation is complete and fees are paid in full. If a replacement or loaner device is needed, one may be issued to the student (subject to availability and at the discretion of the District Technology Department). Note: The district is not obligated to provide a technology device, as per *BOE Policy 7523 School District Provided Technology Devices to Students*.

#### 4.2 FEES & FINES

The parent or student shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district. For more information, see *BOE Policy 5513 Care of School Property* and *BOE Policy 7610 Vandalism*.

In the event it is believed the technology device has been stolen, the parent or student is required to immediately file a police report, and to provide a copy of the police report along with the NPS District Provided Technology Device Loss Form (See *BOE Policy 7523*).

The parent or student is responsible for paying an annual Chromebook Insurance fee (see Section 2 and Section 4.1). In addition, fines will be imposed as the circumstances may warrant at the discretion of the District.

- Estimated costs are listed below and subject to change.
  - Annual Insurance Plan Fee - \$32.00 (for 2018-2019 school year)
  - Insurance Deductible Fee\* - \$20.00
  - Replacement Chromebook - \$300.00
  - Power Charger/Adapter - \$40.00
  - Chromebook Case - \$30.00
  - Replacement Keyboard/touchpad - \$60.00 - 100.00
  - Cracked screen/glass - \$100.00 - 150.00

- Missing keys - \$30.00 - 60.00
- Trackpad damage - \$50 - 80.00
- Nutley Labels or Asset Tag missing - \$10.00
- Unauthorized stickers - \$20.00

\*The insurance plan has no deductible for the first occurrence/claim only; this is separate from the annual insurance payment. Subsequent occurrences/claims within the same calendar year may necessitate a \$20 co-payment from the parent/guardian or student.

## 5. SOFTWARE AND SECURITY

### 5.1 ORIGINALLY INSTALLED SOFTWARE - GOOGLE G-SUITE FOR EDUCATION

- Chromebooks are supplied with the latest Google Chrome Operating System (OS) and will automatically install updates when the computer is shutdown and restarted. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.
- Chromebooks seamlessly integrate with Google's G-Suite of communication, productivity and collaboration tools (previously Google Apps for Education). The District will provide G-Suite accounts for all administrators, teachers, students, and support staff; these accounts will be managed and monitored by the district administration and should not contain personal files.
- Students should create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Nutley Public Schools' Google Drive not only from their Chromebook, but from any device that has Internet access.
- Students in grades 6-12 are assigned a district email, property of Nutley Public Schools, through G-Suite. Nutley Public Schools reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system. Email is monitored by the district and is subject to filtering of inappropriate content.
- EMAIL - Student Responsibilities
  - The primary purpose of the student electronic mail system is for students to communicate with school staff and fellow students to collaborate on school-related matters. Students should use their district assigned email, not a personal email, for school communication.
  - Students are expected to adhere to the rules and regulations for email use as outlined in *Board policy 2361 Acceptable Use of Networks/Computers and Resources* as well as the signed District Technology Acceptable Use Agreement.
  - Students are responsible for good behavior/character while using school email at all times, both on and off campus. Do not use email to send chain letters, viruses, hoaxes or forward social or non-school related email to others students or staff. Do not use email to bully, harass, or threaten other students or individuals. Do not send harmful, anonymous or misleading communications for any purpose.
  - Students are responsible for messages sent from their accounts. Students are responsible for protecting their account information; they should not share their login credentials or allow others to use their account.



- Students should immediately notify a teacher, school official, or parent in the instance of receiving an email containing inappropriate or abusive language, or if the subject matter is questionable.
- Accounts and access deletion: Upon graduation or other termination of official status as a NPS student, students will no longer have access to district assigned email and other accounts. We recommend saving all personal data stored on school technology to a removable hard drive and set up an alternative email account.
- Students are responsible for saving their information to their Google account.
- Students are responsible for monitoring all posted assignments on their Google account, teacher's Google Classroom, or other sites as designated by the teacher.

## 5.2 ADDITIONAL SOFTWARE, APPLICATIONS AND EXTENSIONS

- Extensions and Add-Ons are custom features that users can add to the Google Chrome browser to enhance the functionality of apps. The district will install additional apps, extensions and add-ons as they are recommended by teachers and approved by site administrators for a particular course.
- Students will be able to install additional apps on their Chromebooks for educational purposes through the Chrome Web Store. Any software app that does not conform to the *Acceptable Use* or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks and will be blocked.

## 5.3 STUDENT ACTIVITIES STRICTLY PROHIBITED

Any action that violates existing Board policy and regulations, District Technology Acceptable Use, student code of conduct, or state and federal law.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, intimidate or bully recipients.
- 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.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Illegal installation or transmission of copyrighted materials.
- Use of non-educational chat rooms and/or sites selling research papers, book reports and other forms of student work.
- Spamming-Sending mass or inappropriate emails.
- Use of anonymous and/or false communications from messaging services.
- Changing District settings, removing District identification tags or barcodes from District issued devices.
- Using NPS network, services, devices or equipment in a manner that is not disruptive to others. Do not disseminate inappropriate content, spam/viruses, transfer large amounts of data across the network, or attempt to hack into network/online systems.

- Attempting to bypass the NPS web filter, attempt to gain access, or use/change other students' accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.

#### 5.4 CHROMEBOOK SECURITY AND INSPECTION

The district uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks will be made throughout the year. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, behavior and various violations of the Technology Acceptable Use Agreement when using the Chromebook. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as district property.
- Any attempt to change the configuration settings of the Chromebook will result in an immediate disciplinary action.

#### 5.5 NETWORK SECURITY

Nutley Public Schools will be responsible for providing network access and content filtering at school, adhering to the requirements set forth by the United States Congress in the [Children's Internet Protection Act \(CIPA\)](#). Protective measures block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors).

- Attempting to disable or bypass restrictions on the computer or district Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action.
- While the District provides Internet content filtering both on and off campus, parents/guardians are responsible for monitoring student internet use when off campus and at home.
- The NPS District makes no guarantee that their network will be up and running 100% of the time. In the rare instances that the network is down, the District will not be responsible for lost or missing data. In addition, students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.

#### 5.6 PASSWORDS

Students are expected to keep their passwords and login information safe and secure.

- Student passwords for logging into their Google Accounts will be handed out at the start of each school year, or upon enrollment in Nutley Public Schools.
- **PASSWORDS ARE NOT TO BE SHARED.**
- Passwords should not be written and stored in agenda books, notebooks, post-its or anywhere that is easily accessible to others. Passwords should be memorized by students.

## 5.7 PRIVACY

The Chromebook and other district-issued devices, as well as email/Google accounts are the property of Nutley Public Schools and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of their internet history and materials found on a Chromebook, their Google Drive, or Gmail account.

- As per the Anti-Big Brother Act (N.J.S.A. 18A:36-39 (P.L. 2013, c. 44), school-issued electronic devices have the ability to record or collect information on user's activity, both online and offline. The Nutley Public Schools will not use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.
- **IMPORTANT REMINDER:** All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information. Keep personal information and identity secure and private. NEVER reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.

## 6. USING THE CHROMEBOOK

Students will be expected to utilize their district-issued device. Obey BOE Policies and Regulations, District Technology Acceptable Use, student code of conduct and general school rules concerning behavior and communication that apply to technology use. Follow each teacher's rules and expectations regarding Chromebook use in the classroom.

Students should use the device assigned to them and not lend their device to others or leave it unattended.

### 6.1 BRINGING CHROMEBOOK TO SCHOOL

Chromebooks must be charged each evening and brought to school each day. Students are responsible for bringing fully charged Chromebooks to school every day to all classes, unless specifically instructed not to do so by a teacher or administrator.

- If students leave their Chromebook at home, they are responsible for completing their coursework as if they had their Chromebook present.
- In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their device to a power outlet in class or at designated charging stations within the school, such as the Library Media Center.

### 6.2 PRINTING

- **At School:** In an effort to reduce paper usage, printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers will encourage and facilitate digital copies of homework and projects.
- **At Home:** The Chromebook does not support a physical printer connection. Instead, students may print to their home printers from their Chromebooks using the Google Cloud Print service. A wireless home network is required for this: <https://www.google.com/cloudprint/#printers> Alternately, G-Suite for Education documents can be printed from any other computer, in or out of school, that has a printer connection.

### 6.3 PHOTOS, SCREENSAVERS, AND BACKGROUND PHOTOS

- Inappropriate media may not be used as a screensaver or background.
- Inappropriate images including violence, abuse, illegal activities, alcohol, drugs, or gang related symbols are not permitted and will result in disciplinary actions.
- Only photos and videos that are for an educational purpose should be saved to student Google Drive accounts. Any inappropriate photos or videos stored in student Google Drive accounts can result in disciplinary action if necessary.

### 6.4 SOUND, EARBUDS/HEADPHONES

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- The uses of ear buds/headphones in class and/or during study times are at the teacher and/or school's discretion.
- Earbuds/headphones are not provided for day-to-day use by the district.

### 6.5 CHATTING

- Chatting should be used for educational purposes to collaborate with teachers and fellow students on school based projects only.
- Chat applications that are part of G-Suite for Education, such as Hangouts, is managed by NPS and can be monitored if used inappropriately.
- Similar to supervision at school, we recommend parent/guardian supervision of device use at home.

### 6.6 WEBCAMS

- Devices are equipped with a webcam which offers students an extraordinary opportunity to develop 21st century communication skills. Webcams are to be used for educational purposes only, under the direction of a teacher or parent/guardian. Examples of educational purposes include:
  - Recording videos or taking pictures to include in a school project.
  - Recording a student giving a speech and playing it back for rehearsal and improvement.
- Access to webcams can be turned off by the District.
- Permission must be granted for visual and audio recording.
- In areas where there is reasonable expectation of privacy, visual and audio recording is prohibited.
- As per the Anti-Big Brother Act (N.J.S.A. 18A:36-39 (P.L. 2013, c. 44)), school-issued electronic devices have the ability to record or collect information on user's activity, both online and offline. The Nutley Public Schools will not use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.

### 6.7 INTELLECTUAL PROPERTY

Students are expected to maintain academic honesty. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.

- Abide by the principles of digital citizenship, which are part of the Nutley Public Schools' curriculum.
- Users must respect the intellectual property of others by crediting sources and following all copyright laws. 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.

## 6.8 HOME USE AND PARENT/GUARDIAN RESPONSIBILITIES

Parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. Students may set up access to home wireless networks on their Chromebooks. This will assist students with the ability to successfully complete, retrieve, access, etc., educational content used in classes with the Chromebook.

- Parents/Guardians or students will need to know the home Wi-Fi password.
- Please notify your child's teacher if your child will not have access to Wi-Fi at home.
- A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the policies and procedures of the *BOE Policy 2361 Acceptable Use of Computer Network/Computers and Resources* and the *District's Technology Acceptance Use Agreement (AUA)* wherever they use their Chromebooks.

Parents/Guardians are also encouraged to:

- Set rules for student use at home.
- Allow use in common areas of the home where student use can easily be monitored.
- Demonstrate a genuine interest in student's use of device.
- Reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
- Become familiar with internet safety resources such as:
  - <http://www.common sense media.org/blog/digital-citizenship>
  - <http://www.connectsafely.org>
  - <http://wiredsafety.org>
  - <https://www.fbi.gov/resources/parents>

## 7. RETURNING THE CHROMEBOOK

Students withdrawing or transferring from school, by either promotion, graduation, or relocation must return their Chromebooks to the Registrar's Office or the building principal (or designee), along with all district-issued accessories **ONE WEEK PRIOR TO DEPARTURE DATE.**

- Chromebook and all accessory items included when disbursed, including, but not limited to carry cases, carrying straps, power cords, and chargers, must be returned undamaged and in good condition.
- If upon inspection of the device, there is evidence of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- Failure to turn in the Chromebook and accessories will result in the student/parent/guardian being

charged the full replacement cost and will delay issuing of report card and/or diploma. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

Students/families will have an option to buy-out their district-issued Chromebook device upon graduation. Prices will be determined by the District, and subject to change on an annual basis.