



CPS Chromebook Handbook for Remote Learning

Policies and Agreements

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The Clinton-Glen Gardner School District is a community who values traditions. Our MISSION is to nurture and cultivate each child to be a compassionate, curious, and creative thinker, entrusted and empowered to build and lead the future.

New this year

You will be provided a school-issued chromebook for use at school and at home for the purpose of remote learning. This is a temporary arrangement while remote learning is needed. This handbook will help clarify the expectations during this time. ***We recognize the financial difficulties that many families are going through during this financial crisis, and have suspended our insurance plan enrollment cost for this year. For the school year 2020-2021, all students will be able to take home their chromebooks and we will not be collecting the one-time \$50 insurance plan enrollment fee that we typically collect when families choose to bring their chromebook home.***

There will be no cost for accidental damage to the chromebook during this time. Deliberate damage and/or damage due to neglect will not be covered and you will be responsible for the cost of the repair.

Check-out and Check-in

Chromebooks (with a case and charger) will be distributed to students. Parents and students must sign and return the Parental Consent Form and Student Acceptance Form before the chromebook can be issued to the student.

If a student transfers out of Clinton Public School, the chromebook will be returned prior to leaving the school. The chromebook, case, and charger must be returned in the same shape in which each was given. If the original components cannot be returned in the same shape in which they were given, the student will be responsible for the cost of the replacements.

Individual school chromebooks and accessories must be returned to Clinton Public School at the end of the remote learning period. Students who withdraw, are expelled, or terminate enrollment at CPS for any other reason must return their individual school chromebook prior to the date of termination.

If a student fails to return the chromebook and its accessories, the student and his/her parent(s) will be subject to criminal prosecution or civil liability. Failure to return the chromebook will result in a theft report being filed with the Clinton Police Department. The student's parent(s) will also pay the replacement cost of the chromebook, case, charger, and any other components that were provided to the student.

Students must return the chromebook and accessories in satisfactory condition. In cases of abuse, neglect, or intentional damage, student will be charged a fee for any needed repairs, not to exceed the replacement cost of the chromebook, its components, or both, regardless of the enrollment in the insurance policy.

Chromebook Care

The chromebook that each student is issued is the property of Clinton Public School and is made available to you as a tool for learning. **The chromebook is provided for the sole use of the student to whom it is assigned. Students are prohibited from tampering with other student's chromebooks.** Students are responsible for the general care of the chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the technology department for an evaluation.

- The chromebook must remain in the district-provided case at all times. **Do not attempt to remove any part of the case for any reason, including placing pictures underneath the case.**
- **Do not mark the chromebook or the District-issued case in any way with markers, stickers, or place any stickers or papers under the case.**
- Each chromebook is labeled with a district identification label. DO NOT REMOVE this label.
- Do not lean on the top of the chromebook or place anything on top of it. Do not wedge it tightly in a backpack or where anything can press on the screen. Pressure on the chromebook screen may cause damage. Make sure the chromebook is in the closed position before placing it in a backpack.
- **NEVER PLACE ANY PAPERS OR ANYTHING IN THE CHROMEBOOK AND CLOSE THE LID. IT MAY CAUSE THE SCREEN OR HINGES TO BREAK.**
- Do not eat or drink near the chromebook. There should not be food or drink around the chromebook.
- Make sure hands are clean before using the chromebook.
- Only use a clean, soft cloth to clean the screen. **Please do NOT use commercial liquid or ANY cleaners on the chromebook screen.** If there is something on the screen that will not easily wipe off, see a teacher or Mr. Reilly for assistance.
- When charging cable is connected, be sure to line it up correctly when inserting and removing. NEVER YANK THE CABLE OUT BY THE WIRE; gently remove it by grasping the plastic tip of the cable and pulling straight out. Students are responsible for damage to the chromebook or charger resulting from mishandling.
- Never leave the charger connected to the chromebook while transporting it in a bag. Always disconnect the charger first.
- If students encounter problems with their chromebook, they should stop using the device and ask a teacher for help.
- Chromebooks must never be left in an unsupervised public area.
- Chromebooks are very sensitive to extreme heat and extreme cold; therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Keep the chromebook off the floor where it could be stepped on or tripped over.
- Do not leave the chromebook unattended in public places.

Using the chromebook

- The chromebook is intended for educational use only; it is not a personal device. It is not a gaming device.
- Only teacher-approved apps may be installed.
- The **Clinton Public School Acceptable Use Policy** must be followed at all times. The use of a chromebook is a privilege that can be revoked. Inappropriate use or neglect of a chromebook can result in limits to or loss of use of the chromebook.
- **A dead battery is not an excuse, and students will be marked unprepared.**
- The software/apps installed by Clinton Public School must remain on the chromebook.
- Students must not leave the chromebook unattended at any time while in a public place.
- Inappropriate media may not be used as a screensaver, background photo, Avatar or stored on the chromebook.
- Depictions of guns, other weapons, alcohol and drugs, pornographic materials, inappropriate language, and gang-related symbols or pictures are not permitted on the chromebook and will result in disciplinary actions.
- Students may save work on their chromebooks; however, there is always the possibility that files may be lost. Limited storage space will be available on the chromebook - BUT it will NOT be backed up by the school. Files will be lost if it becomes necessary to re-image the device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- If the chromebook runs out of storage space, students will be asked to remove apps, movies, and pictures that are not specifically part of a current class project.
- Chromebooks are not allowed in bathrooms.
- Do not eat or drink near the chromebook. There should not be food or drink around the chromebook.
- Students must abide by the school's Acceptable Use Policy and Student chromebook Acceptance at all times inside and outside of school hours.
- The chromebook is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way.
- Students must honor the school's restrictions of access to sites and not attempt to gain access to blocked sites or content.
- In order to access the internet at home, students will need wireless access. Students are allowed to connect to wireless networks on their chromebooks for use outside of school.
- Students are expected to check their emails nightly.
- Installation of teacher-approved apps by students is permitted.
- File-sharing, including downloading music or any other activity that violates copyright laws, is not permitted.
- Food and/or drink are not permitted on the table-top with the chromebook.
- Students must secure their chromebook whenever it is not in their direct possession. Never leave the chromebook unattended in public.
- Do not attempt repairs. Seek assistance from the Network Administrator, Mr. Reilly, to arrange for repairs.
- Do not expect that files stored on your chromebook will be private. This is a school-owned and issued device. Upon request, students must immediately surrender their chromebook for review by any staff member.

- Students are responsible for the appropriateness of all files, data, and Internet history on their chromebook.
- No one may take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.
- Students may not access another individual's materials, information, or files without permission.
- Students must leave their chromebook's identifying label in place.
- **Plagiarism** is a violation of the CPS Code of Conduct. Give credit to all sources used, whether quoted or rephrased. This includes all forms of media on the Internet, such as pictures, videos, music, and text.
- Students may not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless doing so under the supervision of a teacher, administrator, or member of the Technology Department.

Personalization

- **Students may NOT place stickers or objects on or under the chromebook case or anywhere on the chromebook, itself.**

Student Responsibilities

With use of a school issued chromebook, students are expected to:

- take good care of the chromebook;
- know where the chromebook is at all times;
- charge the chromebook's battery daily;
- keep food and beverages away from the chromebook, so it is not damaged;
- protect the chromebook by keeping it in the provided case at all times;
- use the chromebook in appropriate ways, as a learning tool that will help meet the educational goals and objectives set forth in each of course of study;
- follow the policies outlined in the Acceptable Use Policy and the Student chromebook Acceptance inside and outside of school hours;
- file a police report in case of theft, vandalism, and/or other acts covered by insurance;
- be responsible for all damage or loss caused by neglect or abuse; and,
- return the chromebook, case, and charger to the district in good working condition.

Students will refrain from:

- downloading apps that are not teacher approved;
- disassembling any part of the chromebook or attempting any repairs;
- leaving the chromebook unattended in public;
- loaning the chromebook to other individuals;
- ***placing decorations (such as stickers, markers, etc.) on the chromebook or on or under its case;*** and,
- tampering with other students chromebook; and,
- defacing the serial number on the chromebook.

Acceptable Use of Technology Policy

Any student seeking to use the technological resources of the district must sign an **Acceptable Use of Technology form** (distributed at the start of each school year) to ensure that he/she will not attempt to acquire data for purposes not related to the educational goals of the school. This form must be signed by the student using the resources and their parent/guardian. These terms and conditions supersede all prior oral or written agreements and understandings. Any student who does not submit a signed **Acceptable Use of Technology form** will not have access to the computers, chromebooks, or related technologies available in the schools. All users are prohibited from the following actions:

- Using technology for illegal activities such as downloading or installing personal, inappropriate, or illegal software as outlined in federal or state law.
- Disrupting, vandalizing, or gaining unauthorized access to equipment, software, files, or the operation of any system and/or violating copyrights or otherwise using the intellectual property of another individual or organization without permission or citation.
- Obtaining or creating pornographic text, graphics, or photographs.
- Using abusive or obscene language to send hate mail or harass another individual violates the law and school policy.
- Using technology for personal, financial, or business gain.
- Logging on to the network or emailing using another's identity.
- Developing bulletin boards, chat groups, or e-mail broadcasting.

Students are given storage space to save their school-related work. This storage space belongs to Clinton Public School and **is not guaranteed to be private**. Using the space to store non-school-related files is a violation of the Acceptable Use of Technology agreement. Messages related to or in support of illegal activities may be reported to the authorities. In the event that there is a violation, the consequences will follow the existing Clinton Public School Student Code of Conduct. If students use the Internet, computer, email, or any other means to copy another user's material, both or all members will receive the same discipline. It is important that each user safeguard his/her work.

Consequences of Inappropriate Behavior

The student operating the chromebook shall accept personal responsibility for any information obtained via the Internet or other electronic sources. The student operating the chromebook shall accept personal responsibility for his/her actions on the Internet.

Any student who does not comply with this policy may have their chromebook confiscated for a period of time and may be subject to one or more of the consequences stated in the "Violations" section of this Policy.

Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

- Suspension or Revocation of computer/chromebook privileges;
- Suspension or Expulsion from school; and/or
- Legal action and prosecution by the authorities.

Anti-Big Brother information

New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44) requires notification to students about the usage of certain electronic devices effective July 1, 2013.

- The chromebooks that students have been issued are capable of recording or collecting information on the user's activity and/or use of the device both during school and out of school.
- These capabilities will not be utilized by the district in any way that violates privacy rights of the student or that of any individual residing with the student.
- Parents are required to acknowledge receipt of this notification, which will occur through the chromebook Parental Consent Form.

Further information regarding *The Anti-Big Brother Act* may be found at http://www.njleg.state.nj.us/2012/Bills/PL13/44_.HTM.

Damage and Loss

The student and/or the student's parent/guardian shall be responsible for compensating Clinton Public School for any theft, loss, intentional damage, or damage caused by neglect. If the device is lost or stolen, submit a Damage and Loss Form. Parents are required to report the loss/theft to the local police department.

In the event of accidental damage, a Damage and Loss Form must also be completed and the device returned to the Network Administrator. A loaner chromebook will be issued for the student's use, if available, until the repairs can be completed.

Damage and Loss Form

Date: _____

Please check below to indicate the type of claim being reported:

Damage

Loss

Theft

Description of damage to device:

Description of events leading to loss or theft:

Incident reported to the local police department

Student Name: _____

Homeroom: _____

Parent Name: _____

Signature: _____

For School Use Only

Action Taken:

Student Chromebook Acceptance Form

Return to Student's Homeroom Teacher ASAP

As a student attending Clinton Public School, you have been issued a chromebook, which has been assigned the District ID number _____.

The serial number assigned to this chromebook is _____.

Student Pledge for Chromebook Use

I will:

- take good care of the chromebook;
- know where the chromebook is at all times;
- charge the chromebook's battery daily;
- keep food and beverages away from the chromebook, so it is not damaged;
- protect the chromebook by carrying it in the provided case at all times;
- use the chromebook in appropriate ways, as a learning tool that will help meet the educational goals and objectives set forth in each course of study;
- follow the policies outlined in the Acceptable Use Policy and the Student Chromebook Acceptance Form inside and outside of school hours;
- file a police report in case of theft, vandalism, and/or other acts covered by insurance;
- be responsible for all damage or loss caused by neglect or abuse; and,
- return the chromebook, case, and charger to the district in good working condition.

I will not:

- download apps that are not teacher approved;
- disassemble any part of the chromebook or attempting any repairs;
- leave the chromebook unattended in public;
- loan the chromebook to other individuals;
- place decorations (such as stickers, markers, etc.) on the chromebook or on or under it's case;
- tamper with other student's chromebook; and,
- deface the serial number on the chromebook.

By signing this form, I understand that this chromebook is subject to inspection at any time without notice and remains the property of the Clinton-Glen Gardner Board of Education. I agree to return the chromebook, its case, and charger at the end of the school year or upon no longer attending Clinton Public School. Devices not returned within seven (7) days of student withdrawal from the district will be reported as stolen and will become a student obligation. Grades will be withheld until all student obligations are met. I agree to the stipulations set forth in the above documents including the Chromebook Handbook; the Acceptable Use Policy; Chromebook Protection Plan; and the Student Chromebook Acceptance Form. Students may be required to forfeit their privilege of the chromebook device if it is deemed that his/her actions were in violation of the User Agreement Policy.

Student Name/Homeroom

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Chromebook Parental Consent Form

Return to Student's Homeroom Teacher ASAP

Parent/Guardian Agreement:

- I will be responsible for the chromebook repair or replacement costs as specified in the chromebook Policy Handbook.
- I have read and acknowledged that my student and I are to follow the expectations in the Chromebook Policy Handbook and the Clinton Public School Acceptable Use Policy and that a violation of these guidelines could result in the student facing disciplinary action.
- I will be responsible for monitoring my student's use of the Internet when he/she is not at school.
- I agree to immediately return the chromebook and peripherals in good working condition upon request, graduation, or withdrawal from the school district.
- I acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

By signing the Clinton Public School Chromebook Parental Consent Form, the parent/guardian agrees to the above terms.

Student Name: _____ Homeroom: _____

Parent Name: _____ Signature: _____

Date: _____

I have received and read the Anti-Big Brother Act information contained in the Chromebook Handbook and acknowledge:

- The chromebook is equipped with a camera and other features that are capable of recording and collecting information on the user's activity and use of the device.
- The district will not use any of the features of the chromebook in a manner that would violate the privacy rights of the student or any individual residing with the student.
- The chromebook is subject to inspection at any time without notice and remains the property of the school.

Parent Name: _____ Signature: _____