

# Kingsway/South Harrison School Districts

## SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

### TECHNOLOGY USE AGREEMENT

(Revised- August 2020)

#### I. Terms of Chromebook Loan

All students enrolled at Kingsway Regional or South Harrison School Districts who need access to technology for COVID-19 hybrid school will have the opportunity to borrow a district provided Chromebook. The student will retain possession of the Chromebook for the school year in which it was issued unless the school requests return of device or until the student withdraws from school. Students are responsible for bringing the Chromebook to school each day, taking them home each day, and ensuring they are charged for use the following day. The Chromebook is not to be left unsupervised at home or at school in unsecured locations.

#### II. Hardware and Software Issued

- A. Chromebook Computer
- B. AC Adaptor and Power Cord

### USERS WILL NOT BE PERMITTED TO ADD SOFTWARE OF ANY KIND.

#### III. General Chromebook Care Guidelines

- A. For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help conserve the battery.
- B. Please be aware that overloading a backpack or case WILL damage the Chromebook. Take precaution when placing the case on a flat surface. When using the Chromebook, keep it on a flat, solid surface for air to circulate. For example, using a Chromebook while on a carpet or bed can cause damage due to overheating.
- C. Liquid, foods, and other debris can damage the Chromebook. You should avoid eating or drinking while using the Chromebook. DO NOT keep food or food wrappers in the Chromebook case.
- D. Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen.
- E. Dimming the LCD brightness of your screen could extend the battery run time.
- F. Never attempt to repair or reconfigure the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook...doing so will render our warranty void.
- G. Take care when inserting cord, cables, and other removable storage devices to avoid damage to the Chromebook ports.
- H. Do not expose your Chromebooks to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

- I. A label has been applied to your Chromebook for ID purposes. Do not remove this sticker. Please do not place additional stickers/items on the computer. Remember the Chromebooks are the property of the Kingsway Regional or South Harrison School Districts.
- J. Keep your Chromebooks away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

#### IV. **Chromebook Care**

- A. Always disconnect the Chromebook from the power outlet before cleaning.
- B. Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti-static screen cleaners or wipes.
- C. Do not pick up the Chromebook by the screen.
- D. Do not lean on top of the Chromebook.
- E. Avoid placing excessive pressure or weight on the Chromebook screen.
- F. Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- G. Clean the screen with a soft, dry cloth, or anti-static cloth.
- H. NEVER clean the screen with glass cleaner.

#### V. **Carrying the Chromebook**

- A. Chromebooks should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case.
- B. Always close the lid before moving or carrying the Chromebook.
- C. Do not leave the Chromebook in a vehicle for extended periods of time or overnight.
- D. Carefully unplug all cords, accessories, and peripherals before moving the Chromebook or placing it in the case.
- E. Do not overload the Chromebook carrying case since it is likely to cause damage to the Chromebook. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the Chromebook carrying case.

#### VI. **Security**

- A. NEVER leave Chromebook in unsupervised areas. Unsupervised areas include, but are not limited to the cafeteria, outdoor tables, benches, computer labs, buses, LOCKER ROOMS, media centers, classrooms, gyms, dressing rooms, restrooms, hallways.
- B. Avoid using the Chromebook in areas where damage or theft is likely.
- C. Chromebooks should not be stored in a vehicle at home. If a Chromebook is placed in a vehicle temporarily, it must not be visible from the outside.
- D. During after-school events, students are still expected to maintain the security of the Chromebook. Unsupervised Chromebooks will be confiscated by staff if seen out in public.

#### VII. **Loaning Equipment to Others**

- A. Students may not lend Chromebooks or Chromebook components to others for any reason.
- B. Parents/legal guardians may use the Chromebooks to assist their child who is assigned the Chromebook with homework and school assignments.
- C. Parent/Guardians are not to TEST the Chromebook's capabilities regarding blocked sites by typing inappropriate sites into the computer. All sites that students access that are

considered inappropriate are to be reported to a teacher, administrator, and/or technician as soon as possible.

#### VIII. **Power Management**

- A. It is the student's responsibility to recharge the Chromebook's battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classroom for recharging.
- B. Chromebooks should be placed in standby mode or hibernate, if they will be used within the next 30 minutes; otherwise, the Chromebook should be shut down. Hibernate mode will use less battery charge but will start back up a little slower.
- C. Dimming the brightness of the screen will extend the life of the battery.
- D. Uncharged batteries or failure to bring the Chromebook to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.
- E. All students are required to carry their chargers (AC Adapters) to school just in case there is an opportunity to recharge in a classroom (if possible).
- F. Be careful not to cause a tripping hazard when plugging in the Chromebook.
- G. For prolonged periods of inactivity, shut down the Chromebook to conserve battery.

#### IX. **Software and File Management General Information**

- A. Chromebooks come with a standard pre-loaded image. This image may not be altered or changed in any way.
- B. Do not remove or add any software or change computer settings, unless directed.
- C. All software must be approved and installed by Kingsway Regional or South Harrison School Districts.
- D. The school does not accept responsibility for the loss of any data deleted due to re-imaging Chromebooks
- E. **Music, Games, or Programs:** The Kingsway Regional/South Harrison Regional Accessible Use Agreement states that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws. Music, videos, and games may not be downloaded, installed, or saved to the hard drive. Music and games can be disruptive during class and may not be used in school unless the student has permission from the teacher for an educational project.
- F. **Network Student Storage/Saving Files:** Students' "Google Drive" folders will give students access to storage space through a unique student login
- G. **Passwords:** Students will login under their assigned usernames and passwords. Students will not share their password with other students.
- H. **Sound:** Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with expressed permission from the teacher.

#### X. **Email and Internet Use**

- A. Email accounts are provided by the school (Grades 7-12). Email correspondence will be utilized for educational purposes only. Electronic communication coming from or going to the school issued Chromebooks can and will be monitored to make sure the terms of the agreement are being followed. Digital communications etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses and online collaboration sites.
- B. As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for school and home use on the Chromebook. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all

kinds. Kingsway Regional/South Harrison School Districts cannot guarantee that access to all inappropriate sites will be blocked. NO FILTER IS AS RELIABLE AS ADULT SUPERVISION! Log files are maintained on each Chromebook with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the Chromebook, network, and the Internet. Kingsway Regional/South Harrison School Districts will not be responsible for any harm suffered while on the Internet or network.

- C. Students are required to notify building personnel if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

## XI. **Internet Safety**

As part of our curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. We ask students to:

- A. Immediately report any unauthorized activity on the Internet or network.
- B. Notify a teacher immediately if you accidentally access an inappropriate site.
- C. Never read someone else's email or open their folders or files.
- D. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- E. Never arrange to meet an unknown person utilizing social networks from the Internet.
- F. Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; accurately cite sources of information.
- G. Protect your user account by keeping your password secure and logging off or locking when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged on you are responsible. Keep your password a secret.
- H. Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know!
- I. Avoid on-line sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

## XII. **Monitoring Chromebook Usage**

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

"The Anti-Big Brother Act" - A school district or charter school that furnishes a student with a Chromebook computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.

- A. Students should never be left unsupervised while using Chromebooks or other computers. While at school, this is the responsibility of the school-district personnel. While at home, this is the responsibility of the parent and/or guardian. Students will provide access to the Chromebook and any accessories assigned to them upon request by the school or district. A search of the Chromebook and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

- B. Kingsway Regional/South Harrison technicians and personnel will be able to monitor student Chromebooks at any point during the day through remote transmission.

**XIII. Privacy**

- A. There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. Kingsway Regional/South Harrison School Districts reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via Kingsway Regional/South Harrison equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned Chromebooks, computers, or other equipment.
- B. All Chromebooks have a tracking/monitoring system that is activated when the Chromebook is logged on. The school does not have remote access to the web camera installed on each computer. CAPTURING VIDEO, AUDIO, OR PHOTOGRAPHY WITHOUT THE CONSENT OF A CLASSROOM TEACHER IS FORBIDDEN.

**I. Damages and Replacement Costs**

**A. Theft**

1. If at any point a Chromebook is stolen/lost during the school day; the student is to immediately report it to the administration. At that time, theft report will be filled out by the student.
2. If at any point a Chromebook is stolen off school property, it must be reported to their local municipal police department by the parent or students and a copy of the police report must be brought to the school within 24 hours (barring weekend) to be given to the administration.
3. Filing a false police report and insurance claim is punishable by law.

**B. Financial Responsibility**

1. The District will impose a "zero tolerance" policy for Chromebook damage, accidental or otherwise. Chromebooks must be returned to the district in the condition it was initially provided to the student considering reasonable use and care by the student. All repairs for Chromebook damage will be charged back to the parent/guardian. The chart below outlines the most common repair costs.

<b>Part/Component</b>	<b>Cost</b>
Broken LCD Screen	\$75.00
Chromebook Keyboard	\$45.00
Replacement Hinges	\$25.00
AC Power Adapter	\$28.00
Carrying Case / Bag	\$20.00
<b>TOTAL COST OF CHROMEBOOK REPLACEMENT</b>	<b>\$250.00</b>