Rochelle Park School District

Google Chromebook 1:1

Guidelines, Procedures, and Information

September, 2019
Parent/Student Handbook

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1. GENERAL INFORMATION

1.1 Receiving Your Chromebook

- Chromebooks will be distributed during the first week of school once the student and parent/guardian have signed the RPSD Chromebook Agreement.

- Parents & students must sign and return the Chromebook Computer Agreement and Acceptable Use Policy before a Chromebook can be issued to their child.

1.2 Chromebook Check-in

- Chromebooks will be returned before the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of the district during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided must be returned at that time.

- Students who graduate early, withdraw, or terminate enrollment for any reason must return their Chromebook, charger, case, and any other peripheral devices/tools provided on or before the date of termination.

- If a student fails to return the Chromebook, charger, case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment, that student may be subject to criminal prosecution, district records may be withheld, access to grades in Genesis will be denied, and 8th grade students will not be eligible to receive their diplomas. The student will also pay the replacement cost of the Chromebook, charger, case, and any other peripheral devices/tools provided.
1.3 Repair Costs

• If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact the administration immediately.
• Any technical issue with the device must be brought to the attention of administration immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
• Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however any accidental or intentional damage to the device will incur the cost of repair after 1 incident.
• The district will repair a Chromebook once if damaged due to accidental cause. This could be a screen replacement, keyboard replacement, charger replacement, charger jack, etc. Additional damage due to accidental cause will result in the student incurring the cost of repair.
• All reports will be investigated and addressed on a case by case basis.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school’s administration for an evaluation of the equipment.

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the technology staff. Students are responsible for backing up their data to protect from loss. Users of technology provided by the Rochelle Park School District have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

2.1 General Precautions

• The Chromebook is school property and all users will follow this policy and the Rochelle Park School District’s "School District Provided Technology Devices to Pupils" policy (#7523).
• Only use a clean, soft cloth to clean the screen, no cleansers of any type.
• Cords and cables must be inserted carefully into the Chromebook to prevent damage.
• Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Rochelle Park School District.
• Chromebooks must never be left unattended, in an unlocked car or any unsupervised area.
• **Students are responsible for keeping their Chromebook’s battery charged for school each day.**
• 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.
• Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
• **Keep in bump armor case ALL OF THE TIME.**

### 2.2 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are **extremely** sensitive to damage from excessive pressure on the screen.

• Do not lean on the top of the Chromebook when it is closed.
• Do not place anything near the Chromebook that could put pressure on the screen.
• Do not place anything in the carrying case that will press against the cover.
• Clean the screen with a soft, dry cloth or anti-static cloth.
• Do not “bump” the Chromebook against walls, car doors, floors, etc. as it will eventually break the screen.

### 3. USING YOUR CHROMEBOOK IN AND OUT OF SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

Updated as of 08/16/2019
3.1 Chromebook Undergoing Repair

- Replacement Chromebooks may be used by students when they leave their Chromebooks for repair.

3.2 Charging Your Chromebooks Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- In cases where “in-school” use of the Chromebook has caused batteries to become discharged, students may check out a spare Chromebook from the main office.

3.3 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of weapons, inappropriate language, alcohol, drug, and gang related symbols or pictures or any other violation of district policy will result in disciplinary actions and may also result in a loss of Chromebook privileges or other disciplinary action.
- Photos/videos require a large amount of storage space on the device. All photos/videos should be stored in Google Drive.
3.4 Sound, Music, Games, or Programs

• Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
• Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored.
• **Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.**
• Only music/sound files that are obtained legally for educational purposes are allowed.

3.5 Printing

Printing will not be available with the Chromebook. Students may print school assignments using the desktop computers in their classrooms. Chromebooks provide a paper free user experience.

3.6 Home Internet Access

• Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
• Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
• If parents/guardians are interested in providing additional content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

3.7 Monitoring Software

• Each chromebook has pre-installed software called GoGuardian to monitor content. The content filter will work both in and out of school. GoGuardian keeps a record of student use including the time, date, and content accessed on the device.

Updated as of 08/16/2019
• Chromebooks are equipped with software that provides the location of the device. If a device is lost or stolen, the Rochelle Park School District will use this service to locate the device.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook
• Students will save work to their Google accounts via the Chromebook.
• Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or reimaging.
• It is the student’s responsibility to ensure that their work backed up and therefore not lost due to mechanical failure or accidental deletion.
• Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity
The Rochelle Park School District makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the District will not be responsible for lost or missing data. 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. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software
The Extensions/Apps originally installed by the district must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

5.2 Additional Software
• Extensions and Apps permissions will be centrally managed by the technology staff and monitored with software.
• Any attempt to “jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action.
• Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3 Inspection
• Students may be selected at random to provide their Chromebook for inspection.
• Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software
• If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.

5.5 Software Upgrades
• Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
• Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS
6.1 Parent/Guardian Responsibilities
• Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Updated as of 08/16/2019
• Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
• **Ensure that siblings and other family members are not using the device for personal use.**

### 6.2 School Responsibilities are to:

- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school property. The Rochelle Park School District reserves the right to review, monitor, and restrict information stored on or transmitted on school owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

### 6.3 Students are responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid the district in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- 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
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary and legal action. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
• If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
• Returning their Chromebook to the technology staff at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in the district for any other reason must return their individual school Chromebook and other peripherals on or before the date of termination.
• Monitoring all activity on their account(s).

6.4 Student Activities Strictly Prohibited:
Students are strictly prohibited from the following actions while using their Chromebook (Rochelle Park School District reserves the right to modify this list at any time.):
• Illegal installation or transmission of copyrighted materials
• Any action that violates an applicable existing or future Board policy and any applicable laws.
• Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene material.
• Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
• Spooling (sending mass or inappropriate emails)
• Using the internet to access personal (non-school related) accounts i.e. non-school provided email accounts (Yahoo, Hotmail), Facebook, other social media sites, etc.
• Gaining access to other student’s accounts, files, and/or data
• Use of the school’s Internet/Email accounts for financial or commercial gain or for any illegal activity
• Sending anonymous or misleading communications for any inappropriate purpose via any means
• Vandalism (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) of school equipment will not be allowed
• Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

Updated as of 08/16/2019
• Bypassing the Rochelle Park School District's web filter.

6.5 Chromebook Care
Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.
• Chromebook batteries must be charged and ready for school each day.
• Only labels or stickers approved by the district may be applied to the device.
• Chromebook cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
• Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
• Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
• Chromebooks that are stolen must be reported immediately to the Rochelle Park Police Department (the police report must be submitted) and to school administration.

6.6 Legal Propriety
• Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
• Use or possession of hacking software is strictly prohibited and violators will be subject to applicable state or federal law and could result in criminal prosecution or disciplinary action by the District.
6.7 **Student Discipline**

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will disciplined in accordance with our discipline policy (outlined in the student handbook and board policy).

7. **PROTECTING & STORING YOUR CHROMEBOOK**

7.1 **Chromebook Identification**

The school will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device. Each student will be assigned the same Chromebook for the duration of his/her time in the district. They will be collected at the end of each year.

7.2 **Storing Your Chromebook**

- Do not leave your Chromebook unattended.
- To prevent damage, nothing should be placed on top of the Chromebook.

7.3 **Chromebooks Left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

Updated as of 08/16/2019
8. DIGITAL CITIZENSHIP

School issued Chromebooks should be used for educational purposes and students are to adhere to board and school policies and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual Property.** I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.
Chromebook Approximate Cost of Replacement Parts (subject to change)

2019-2020 School Year

Screen Replacement - $49

Screen Bezel Replacement - $29

Lower Case Replacement - $42

Battery Replacement $48

Motherboard Replacement - $119

Keyboard Replacement - $65

Back Cover - $49

Power Jack Replacement - $12

Replacement Charger - $18
Rochelle Park School District
Parent/Guardian/Student Chromebook Agreement Form

Student Name: _____________________________________________________ Grade: ________

Home Address: ___________________________________________________________________

Parent/Guardian Name: _____________________________________________________________

A “student issued device” is defined as anything that is dedicated or assigned to a particular student. All fifth (5th) sixth (6th), seventh (7th), and eighth (8th) grade students of the Rochelle Park School District are issued a Chromebook computer for their educational use. It is our belief that if reasonable precautions and care are taken in the use of the Chromebook, the Chromebook should not experience physical damage. However, there is the possibility that a student’s Chromebook may be lost, stolen, or damaged. Should that occur, the student’s parent/guardian shall be fully liable for any damage or loss occurring to the equipment during the period of its use unless the student is entitled to an exemption based on the student’s disability or financial status. The cost for district Chromebook use has been established at $35 for the 2019-20 school year. Payment can be made on the district RevTrack system at https://rochellepark.revtrak.net/chromebooks/ Each student and parent/guardian is asked to read this form carefully as well as the Chromebook FAQs and then sign at the bottom of this form.

Use of Proper Care and Precautions

Personal Responsibilities

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<tbody>
<tr>
<td>1</td>
<td>I/We understand that the Chromebook and its accessory equipment are the property of the Rochelle Park Board of Education.</td>
</tr>
<tr>
<td>2</td>
<td>I/We understand that the student, with the support of the parent/guardian, is responsible for the daily care and maintenance of the Chromebook.</td>
</tr>
<tr>
<td>3</td>
<td>In accordance with the Anti-Big Brother Act, P.L. 2013, c.44. I understand that any Chromebook or tablet computing device issued to me may be capable of recording or collecting information on my activity or my use of the device if said device is equipped with a camera, GPS, or other feature capable of recording or collecting information. If I am granted permission to use the device outside of school, I understand that the Rochelle Park School District shall not utilize the aforesaid capabilities in any manner that may violate my privacy rights or those of any individual residing in my home.</td>
</tr>
<tr>
<td>4</td>
<td>I/We understand and agree to abide by the rules and regulations of Board Policy – 2361, Acceptable Use. Failure to abide by this policy will result in disciplinary action and/or loss of Chromebook privileges.</td>
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<tr>
<td>5</td>
<td>I/We understand that the Chromebook will be retained throughout the summer by students, but it may be returned at the end of a school year for maintenance, if necessary.</td>
</tr>
<tr>
<td>6</td>
<td>I/We understand that the Chromebook will be subject to periodic inspection for physical damage and appropriate usage throughout the school year by the Technology Department.</td>
</tr>
<tr>
<td>7</td>
<td>I/We understand that I/we must report all Chromebook damages, or the theft/loss of the Chromebook to the technology department through the school’s main office.</td>
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<tr>
<td>8</td>
<td>I/We understand that the Chromebook must be in its case when being transported throughout the school day as a reasonable precaution against damage, theft, or loss.</td>
</tr>
<tr>
<td>9</td>
<td>I/We understand that I/we will be responsible for all repair/replacement charges associated with Chromebook damages caused intentionally, through a lack of reasonable precautions or loss/theft. Costs will be set by repair professionals authorized to act in such capacity as part of the agreement between the school district and the manufacturer and/or between the school district and its maintenance provider. In the case of total loss, when available, a lesser charge for refurbished Chromebook will be assessed, but failing this the total cost of replacement will be born by the student/parent/guardian.</td>
</tr>
<tr>
<td>10</td>
<td>I/We understand that I/we will be responsible for all repair/replacement charges for the Chromebook Case due to damages caused intentionally, through a lack of reasonable precautions or loss/theft.</td>
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</tbody>
</table>

Class Usage
I/We understand that, unless instructed otherwise by a teacher, all students must have their Chromebook computer with them each day for every class.

I/We understand that the teachers may decide not to allow Chromebook usage in their classroom on certain days and I/we must abide by their decisions.

Damage and Replacement

Damage

I/We understand that each Chromebook includes accidental damage coverage one time per school year. I/We understand that in order to receive this coverage, damages must result from an accident. Details of the accident must be submitted with every accidental damage claim.

I/We understand that if, in the opinion of the school administration, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the Chromebook, the cost of the repair will the responsibility of the student/parent/guardian. I/We also understand that if the cost of the repair exceeds the replacement cost of the unit, or is deemed nonrepairable, the full replacement cost will be the responsibility of the student/parent/guardian. Examples of damage as a result of not exercising proper care and/or taking appropriate precautions are noted at the end of this document.*

I/We understand that in the event there are repeated “accidents” of a similar nature, the school administration may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions. In the event this should be the case, the cost of the repair will become the responsibility of the student/parent/guardian.

I/We understand that additional damage caused by “accidents” within a school year after the one-time repair by the district will be the responsibility of the student/parent to pay for repairs as per the Chromebook Policy.

Theft/Loss Coverage

I/We understand that in the event my Chromebook is stolen, I/we must contact the school administration immediately. I/We understand that a police report must also be filed.

I/We also understand that in the event that my Chromebook was stolen as a result of my own carelessness, then this coverage may not be made available to me and I will be responsible for the full replacement cost of the Chromebook.

I/We also understand that in the event that my Chromebook was stolen, I/we may be responsible for the full replacement cost of the Chromebook.

* Examples of damage as a result of not exercising proper care and/or taking appropriate precautions are included, but not limited to:

- Picking off keys from the keyboard;
- Prying apart the corners of the Chromebook on the lower housing and the display;
- Breaking/snapping off corners of the Chromebook near and around the hinges;
- Peeling up the corners of the trackpad;
- Breaking off pieces of the housing near air vents and ports;
- Marking the housing of the Chromebook with a permanent form of ink or stickers; and/or
- Removal of screws and damage to the air vents on bottom of case.

I/We understand and agree to all of the nineteen (19) foregoing terms and conditions for use of the Chromebook and case issued to me by the Rochelle Park Board of Education and that I am responsible for any damage, loss, or theft of the Chromebook whether by accident or negligence.
Please carefully review, sign, and return this form to your HOMEROOM teacher or the MAIN OFFICE. Payment can be made on the district RevTrack system at https://rochellepark.revtrak.net/chromebooks/, after which the student will have their Chromebook issued by the Technology Department.

NOTE: Students who qualify for the free/reduced lunch program may be eligible for a waiver of the $35 fee. Contact Cheryl Jiosi our Business Administrator for validation of your waiver status at cjiosi@rochellepark.org or at 201-843-3120 ext. 516.