West Orange Public Schools

1:1 Chromebook Parent/Student Handbook

2020-2021

TABLE OF CONTENTS

6. SECURITY AND PRIVACY

7. REPAIRS, FEES, AND INSURANCE

1.   OVERVIEW OF WEST ORANGE PUBLIC SCHOOLS CHROMEBOOK PROGRAM

1.1 Program Overview

The focus of the 1:1 Chromebook Program in West Orange 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 process. The primary technology tool of these 21st century students in West Orange Public Schools is the Chromebook: a web-oriented device that provides the opportunity to connect student learning to all the resources and information available online, anywhere at any time.

The policies, procedures, and information contained herein apply to Chromebooks and all other technology devices provided to students in the West Orange Public Schools. The Chromebook, other District-issued devices, and email/Google accounts are owned and managed by the West Orange Public Schools and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials when using District-Owned Chromebooks and all District services, including Gmail accounts, where applicable.

1.2 Installed Software: G Suite for Education

- All Chromebooks are supplied with the latest Google Chrome Operating System (OS). The Chrome OS will automatically install updates when the computer is shutdown and restarted. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption.
- Chromebooks seamlessly integrate with Google's G-Suite of productivity and collaboration tools (previously called GAFE -- Google Apps for Education). G-Suite includes Google Docs (word processing), Google Sheets (spreadsheets), Google Slides (presentations), Google Drawing, Sites, and Forms. G-Suite is a free service that is designed to:

    - Provide students with access to current technology applications and free tools designed to promote collaboration between students and teachers;
    - Give students the ability to work on their documents in school, home, or any location that is connected to the Internet via a laptop, desktop, or mobile device.
    - Provide students with the ability to work collaboratively, engage in peer-editing of documents, and publish their work to be viewed by teachers and other students in the classroom.

- The District provides G-Suite accounts for all administrators, teachers, students, and support staff. Additional apps may be installed (pushed out) remotely to Chromebooks by the Technology Department to support teaching and learning. The list of approved apps and extensions will be listed on our District Website under the Technology Department Webpage.

- Students will create and save their school-related files to Google Drive, which is stored in the cloud (Google servers). Students can access their West Orange Public Schools' Google Drive from their Chromebook or any other computer device with Internet access.

1.3 Student GMail Accounts

- Students in grades 7-12 are assigned a District email through G-Suite that is managed by West Orange Public Schools. The @*westorangeschools.org* e-mail access provides a standardized e-mail address to every student for school-related communications. If you wish, you may read more about the privacy, domain concerns, and parental controls, as per the Google Academic AcademicAgreement: **http://www.google.com/apps/intl/en/terms/education_terms.html**

- Students in grades 9-12 will have extended services on their email addresses that permit them to receive and communicate with users outside of the West Orange Public Schools. For example, students in grades 9-12 may have their District email addresses in Naviance in order to communicate with colleges.
    - **Grades K-5**: Gmail is turned off
    - **Grades 6-8:** Walled Garden (only internal communication is possible with @westorangeschools.org domain; external emails are blocked)
    - **Grades 9-12**: Complete Gmail functions
- Email is monitored by the District and is subject to the filtering of inappropriate content. Students are expected to adhere to District's Acceptable Use Policy and the rules/regulations outlined in the WOBOE policies, including, but not limited to the following: **Internet Safety and Technology (6142.10); Cell Phone and Other Electronic Portable Communications Devices (5131.20)**

1.4 Additional Software Apps 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 staff/administrators and reviewed, approved by the Department of Technology. The list of approved apps will be listed on the District's Website under the Technology Department Website.
- Any software app that does not conform to the District's policies or that is deemed inappropriate for use in school will not be accessible by students via their network accounts.

1.5 Home Use

● Students are encouraged to use their Chromebooks at home and other locations outside of school. 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 using District-issued Chromebooks are bound by the policies and procedures of the West Orange Board of Education as well as local, state, and federal laws.

● The District provides content filtering both on and off site, however, parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. The District's Internet filter is compliant with CIPA (Children's Internet Protection Act), allowing for the protective measures that 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).

2. GENERAL INFORMATION/GETTING STARTED

2.1 Receiving Your Chromebook

Chromebooks will be distributed in schools during selected dates and times. In addition to receiving a Chromebook, each student will receive an AC charger and a protective cover/sleeve. Before a Chromebook and accessories are issued to a student, the parent(s) and students must read, accept and sign the following:

● West Orange Public Schools 1:1 Chromebook Agreement Form

2.2 Insurance Plan

● The Chromebooks issued to students in grades 7-12 are fully insured. The insurance protection covers any type of device malfunction, including:
   ○ Hardware
   ○ Accidental Damage (drops/spills/cracked screens)
   ○ Theft
● Damages that result from abuse or neglect are the responsibility of the student and subject to fees, including the cost of full replacement of the device and the per unit Google EDU device management license fee.
● In the event of theft, vandalism, or other criminal acts, the student/parent/guardian **MUST** file a report with the local police department and submit a copy to the school administrator (principal, assistant principal). A replacement device will not be issued to the student until a police report is submitted to the school administrator(s).

- The fee for a lost Chromebook will be the full replacement cost of the device, which is approximately $250. A replacement device will not be issued to the student until payment is submitted for the replacement cost of the Chromebook.

2.3 Returning Your Chromebook

- Students withdrawing or transferring from school, by either promotion, graduation, or relocation must return their Chromebooks and all District-purchased accessories to the Principal **ONE WEEK PRIOR TO DEPARTURE DATE.**
- 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 the issuing of student/transfer records. If payment is not received, the matter will be turned over to a collection agency. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.
- If the Chromebook is not returned in good condition and the District refers the matter to a collection agency and/or files a complaint in the Superior Court of New Jersey to obtain a judgement for the full replacement cost of the Chromebook and accessories, the District will be entitled to have included in any judgement amount awarded reimbursement of the costs of collection, including reasonable attorneys' fees.

3. <u>CHROMEBOOK USAGE</u>

3.1 Student Responsibilities for Care and Maintenance

Student responsibilities include:

- Following the recommendations for handling and maintaining chromebooks as outlined in section 4 of this document: Handling and Maintenance of Chromebook
- Following each teacher's rules and expectations regarding Chromebook use in the classroom.
- Students never use another student's device nor lend their device to others or leave it unattended.

3.2 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.

3.3 Sound, Ear Buds/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.
- The District will provide students with headphones as necessary: NJSLA, online benchmark assessment, etc.

3.4 Printing

- Printing functionality with Chromebooks will be limited. 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.

3.5 Webcam

- 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 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
    - 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 West Orange 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. (**Appendix B)**

3.6 Home Internet Access

In order for students to have Internet connectivity, students are permitted to access home wireless networks on 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.

3.7 Student Passwords

- Student passwords for logging into their Google Accounts will be handed out each September.

- Students must keep personal information secure and private. NEVER reveal your full name, phone number, home address, passwords, or those of other people.

4. <u>HANDLING AND MAINTENANCE OF CHROMEBOOKS</u>

Students are responsible for the general care of the District owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported immediately to the teacher/library media specialists, in accordance with school procedures. If a loaner Chromebook is needed, one may be issued to the student until his/her Chromebook can be repaired (subject to availability).

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

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

4.1 General Care and Precautions

- Chromebook battery fully charged on a regular basis.
- Do not tamper with the identification tag, or asset tag on the Chromebook.
- Chromebook vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks and chargers should be kept away from food and drinks.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the West Orange Public Schools District.
- Chromebooks must never be left in unsupervised areas in or outside of school. Unsupervised areas include the school grounds, the lunchroom, bathrooms, unlocked classrooms, and hallways.

4.2 Chromebook Screen Care

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.
- 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.
- 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.

4.3 Carrying Chromebooks

- 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 Chromebook with the power cord inserted

4.4 Storing Your Chromebook

- 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 book bag as this may break the screen.
- Chromebooks should never be stored in your backpack with the power cord inserted.

4.5 Asset Tags (Labels)

- All Chromebooks have labels (Asset Tags) attached to each Chromebook.
- Asset tags may not be modified or tampered with in any way.
- Only labels, decals, and stickers approved by West Orange Public Schools may be applied to the device.

5. RESPONSIBILITIES

5.1 Parent/Guardian Responsibilities

The parent/guardian is responsible for the replacement cost of the Chromebook if it is intentionally or negligently damaged or not returned to the District when due. A stolen Chromebook must be reported immediately to the school and the police for the parent/guardian not to be held personally liable for the cost of replacement.

Parents are encouraged to provide a safe environment for their child to use their Chromebook at home for school assignments. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google's G-Suite for Education, can be used while not connected to the Internet.

Parents/Guardians are also encouraged to:

- Set rules for student use at home.
- Allow use in common areas of the home where the student use can easily be monitored.
- Demonstrate a genuine interest in the child'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.commonsensemedia.org/blog/digital-citizenship
    - http://www.netsmartz.org/Parents
    - http://www.connectsafely.org
    - http://wiredsafety.org
    - http://www.fbi.gov/stats-services/publications/parent-guide/parent-guide

By signing the West Orange Public Schools 1:1 Chromebook Agreement Form (Appendix A), parents/guardians commit to the student expectations and understand the consequences for violations.

5.2 District Responsibilities:

The District will:
- Provide Internet access to students using devices in the District
- Provide Internet filtering of inappropriate materials and content on the device at home, school, and outside the District. West Orange Public Schools' Internet filter is applied to devices regardless of location.
- Provide a network data storage area. The West Orange Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via the Chromebook and to investigate inappropriate use of Chromebook resources.
- Provide staff guidance to teach students in doing research and to help assure student compliance of the Acceptable Use Agreement, Trademark and Copyright Laws, and License Agreements.
- Investigate instances of improper student usage or incidents involving inappropriate conduct.
- Have access to all student data and can review student email and G-Suite accounts in instances of inappropriate conduct or behavior.
- Provide support, troubleshoot, repair, and, if necessary, replace chromebooks
- ***** The Technology Department does not support personal student-owned devices

5.3 Student Responsibilities

The student will:
- Take care of and maintain his/her Chromebook as outlined in Section 4 of this document (Handling and Maintenance of Chromebooks).
- Bring a fully charged Chromebook to school every day.
- Use the Chromebook in a responsible/ethical manner and in ways that are educationally appropriate, following the guidelines outlined in the Acceptable Use Policy (Appendix C) and all district policies.
- Follow school rules concerning behavior and communication that apply to Chromebook use.
- 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.
- Abide by the principles of digital citizenship, which are part of the West Orange Public Schools' curriculum. Users must respect the intellectual property of others by crediting sources and following all copyright laws.
- Help protect the West Orange Public Schools' computer system or technological devices by contacting a teacher or administrator immediately about any security problems they may encounter.
- Keep passwords and login information safe and secure.
- Understand that the Chromebook is subject to inspection at any time without notice and remains the property of West Orange Public Schools.

5.4 Student Discipline

- If a person violates any part of the Technology Acceptable Use Agreement or any Board policy privileges may be terminated. Access to the school District technology resources may be denied, and the appropriate disciplinary action shall be applied.
- Violations may result in disciplinary action up to and including suspension. When applicable, law enforcement agencies may be involved.

6. SECURITY AND PRIVACY

6.1 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.
- Any attempt to change the configuration settings of the Chromebook will result in immediate disciplinary action.

- All activity on the Chromebook and District-issued email account, whether conducted at school or off site, is subject to search as District property.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, behavior and violations of the Acceptable Use Policy (Appendix C)

6.2 Network Security

- West Orange Public Schools will be responsible for providing network access and content filtering at school.
- While the District provides Internet content filtering both on and off school property, parents/guardians are responsible for monitoring student Internet use when off campus and at home.
- The West Orange Public Schools makes no guarantee that their network will be 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.
- 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.
- The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the District both inside and outside of school. If an educationally valuable site is blocked, teachers and/or administrators should contact the Technology Department to request that the site be unblocked.
- Attempting to disable or bypass 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. Student use of the Internet is monitored on school issued devices.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the Acceptable Use Policy (AUP) and appropriate disciplinary action will be taken.

6.3 Privacy

- 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 West Orange 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.

- All files stored on the West Orange Public Schools Google G-Suite accounts or digital network are the property of the District and are subject to regular review and monitoring for responsible use. The review of emails and Internet history may occur at the discretion of the District Administration. Students have no expectation of confidentiality or privacy with respect to the usage or viewing content when using a District-issued Chromebook.

- **IMPORTANT REMINDER:** All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

7. REPAIRS, FEES, AND INSURANCE

7.1 Chromebook Repairs

- Chromebooks that are damaged or fail to work properly must be reported immediately to the teacher and/or library media specialist so that the proper assessment and insurance claim can be created by the Technology Office for immediate repair. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- If deemed necessary, a replacement Chromebook will be issued if there is one available.
- The Technology Department will document the issue and collect the device for repair.
- A student borrowing a Chromebook must sign a loaner agreement. Students will be responsible for caring for the loaner and are subject to charges for damages, theft, or loss.
- If a repair is needed due to abuse or neglect, there will be a fee for the repair (see below), not to exceed the replacement cost of the Chromebook. *The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages.*

7.2 Fees and Fines

- Any hardware/software repairs unrelated to misuse or intentional damage will be covered by the Insurance Plan; however, any intentional damage to the device will incur a cost.
- After two incidents of accidental damage, the student may lose the privilege of taking the device home, and the misuse of the Chromebook may also result in disciplinary action. The District may also require the student to buy additional insurance.
- The following is an estimated cost for the replacement of hardware:
    - Chromebook= $250
    - Chromebook Protective Sleeve: $15
    - PowerPack= $40

APPENDIX A: WEST ORANGE PUBLIC SCHOOLS 1:1 CHROMEBOOK AGREEMENT FORM

APPENDIX B: WEST ORANGE PUBLIC SCHOOLS ANTI-BIG BROTHER ACT COMPLIANCE NOTICE

The Anti-Big Brother Act, New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c.44), requires that parents/guardians of students who have been assigned a District or school owned device for use outside of school in connection with the District's academic program, must be notified and informed of the following:

"If a school District furnishes a student with a laptop computer, cellular telephone, or other electronic device, the District 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."

This document serves as notice that the West Orange Public Schools 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 while they are using the device outside of school. Before your child is permitted to use any District owned device outside of school, parents/guardians **must sign the** "Consent to Anti-Big Brother Act" stating that you understand and accept the Anti-Big Brother Act and agree to discuss it with your child.

APPENDIX C: ACCEPTABLE USE POLICY

BACKGROUND

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. It provides access to the World Wide Web, information and news groups, experts in various fields, university library catalogues, the Library of Congress, etc.

Internet access is available to students and teachers in the West Orange Public Schools. We are very pleased to bring this access to West Orange and believe the Internet offers diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

However, with access to computers and people all over the world also comes the availability of material that is not of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility the users may find material not consistent with the educational goals of the District.

1. Guidelines

   - Vandalism and/or harassment will result in the cancellation of the offending user's access.
   - Vandalism is defined as any malicious attempt to harm or destroy data of another user or any networks that are connected to the system or the Internet backbone. This includes, but is not limited to, the uploading or the creation of computer viruses.
   - Must be in support of education and research consistent with District policy.
   - Must be consistent with the rules appropriate to any network being used/accessed.
   - Unauthorized use of copyrighted material is prohibited.
   - Threatening or obscene material is prohibited.
   - Distribution of material protected by trade secret is prohibited.
   - Use for commercial activities is not acceptable.
   - Project advertisement or political lobbying is prohibited.

2. Netiquette

   - Be polite. Do not get abusive in your messages to others.
   - Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
   - Do not reveal your personal address or phone number or that of anyone else.
   - Note that electronic mail (email) is not guaranteed private.
   - Do not intentionally disrupt the network or other users.

- All communications and information accessible via the network should be assumed to be private property.
- Using the network for non-school related activities is not acceptable.
- Copying software which is copyright protected is illegal. Illegal activities are strictly forbidden.

3. Security

- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher/system administrator. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. Such conduct would include but not be limited to:
- Not following general rules of "netiquette" listed above.
- Use of another individual's account [when they are assigned] without permission from that individual.
- Attempts to log-in to the computer as a system administrator.
- The placing of unlawful information on a system.
- The sending of messages that are likely to result in the loss of recipients' work or system functionality.
- The sending of "chain letters" or "broadcast" messages to lists or individuals, and any other types of use which would cause congestion of the network or otherwise interfere with the work of others.
- The attempt and/or the intention to bypass any security that has been established.
- The attempt and/or the intention to access or transmit pornographic material.
- The sending of messages that infringe upon the privacy of a third party.
- Student use of the Internet for commercial gain.