



East Amwell Township School

1:1 Chromebook Device Use Policy



Please read and review the procedures below. Sign and return the last page of this document to the school's Technology Department.

1. Receiving & Returning Devices

- a. Receiving Your Device
 - i. Parents & students must sign and return the Student/Parent Pledge form
 - ii. Devices will be distributed after guidelines and policies have been reviewed with students and parents.
- b. Device Return
 - i. Devices will be returned on date provided by the school to a designated location.
 - ii. Devices should be returned in the same condition they were received at the beginning of the year.
 - iii. Students who leave East Amwell Township School (EATS) before the date of device return must return the Chromebook and charger to a school technology department.
- c. Fees for Missing or Damaged Devices
 - i. Devices and accessories must be returned to the school at the end of its use. If a student fails to return the device at the end of the year or duration of use, they may be subject to financial liability until the device is returned or legal action may be taken.
- d. Stolen Device
 - i. The family must report a stolen device to the school immediately. The family may be charged the replacement costs unless the device is recovered.

2. Device Care

Students are responsible for the general care of their device they have been issued by the school. Devices that are broken or fail to work properly must be reported immediately by the student in order for the School Technology department to evaluate the problem. Loaner Chromebooks will be provided for students whose Chromebook is being repaired.

- a. General Precautions
 - i. The device is school property and all users will follow all guidelines in the *East Amwell Township School Google Accounts Permission Form* and the *Internet and Network Use Agreement* within the EATS Student Handbook.
 - ii. If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
 - iii. If a student repeatedly (three or more times) comes to school without their Chromebook, they may be required to "check out" their Chromebook. "Check out" identifies that the student will only be able to utilize the Chromebook during school hours for a specified time. The Chromebook will be checked out in the morning from a designated location and returned at the end of the school day to the same designated location.
 - iv. After the first "check out" period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the Principal and may be forced to "check out" their Chromebook again for a longer period of time.
 - v. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
 - vi. Cords and cables must be inserted and disconnected carefully and properly to prevent damage to the device.



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- vii. Devices must be accounted for and never left unsupervised.
- viii. Students are responsible for arriving at school with a fully charged Chromebook each day. (a Chromebook fully charged lasts an entire school day.)
- ix. If a student needs to charge their Chromebook at school three or more times, there may be disciplinary consequences.
- x. Only labels/stickers applied by the technology department will be acceptable on School Chromebooks. Identification labels on Chromebooks and chargers must not be removed by the student or parent.
- xi. During state testing dates, devices must be returned prior to testing on dates provided by the school.

b. Carrying Devices

The protective cases provided with devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- i. Devices should always be within the protective case and secured.
- ii. Students should be careful placing devices in backpacks to avoid placing too much pressure and weight on the device screen.
- iii. Each student will receive a Chromebook case to use that case for the duration of school use. The case is not covered by the Chromebook Protection plan. If the case becomes damaged or unusable over the four years, the student/parent/guardian will be responsible for purchasing a new case.
- iv. Carrying cases will not be used during the pilot program, from January to June, 2020.

c. Screen Care

- i. The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure, banging or dropping.
- ii. Do not lean on the top of the device when it is closed.
- iii. Do not place anything near the device that could put pressure on the device (ex: backpacks, books, etc.) Do not "bump" the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- iv. Clean the screen with a soft, dry cloth or anti-static cloth; do not apply/spray any liquid cleaner to the electronic device.

3. Home Internet Access

- a. Students are allowed to connect to wireless networks on their devices. While at home, students will be able to access the internet through our web filtering and Chromebook management software to prevent inappropriate use of the internet. The rules and policies on *East Amwell Township School Google Accounts Permission Form* and the *Internet and Network Use Agreement* are also applicable at home.
- b. Any device that is logged into an @eastamwell.org account via the Chromebook & Chrome browser will be automatically managed by proxy servers.
- c. Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.
- d. If a student does not have Internet access at home, information on affordable Internet plans are available through Comcast at www.internetessentials.com.



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4. Managing Your Files and Saving Your Work

- a. Students that wish to save documents or other work should use their Google Drive. Storage space will be available on their devices – BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that their work is not lost due to mechanical failure or accidental deletion.
- b. Network Connectivity - EATS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.
- c. If the Network is down, students will not be penalized for not sharing their work with a teacher.
- d. Chromebook malfunctions are not an excuse for incomplete work.

5. Software on Devices

- a. Originally Installed Apps/Extensions - The apps/extensions originally installed by EATS must remain on the device at all times. From time to time the school may add software apps/extensions for particular use.
- b. Inspection - As with all other school technology, student devices may be looked at for security or other purposes. If a student's device is requested for an inspection, passwords to unlock device must be provided. EATS reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.
- c. Procedure for re-loading software - If technical difficulties occur, illegal, or non-EATS installed software or apps are discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat or reset to original device settings.
- d. Software upgrades - Upgrade versions of licensed software/apps or OS are available from time to time. Students may be required to check their devices for periodic updates.
- e. It is highly recommended that students completely power off their Chromebooks at night. This will allow the device to update on its own when powered on.
- f. Any attempt to install or access 3rd party software to circumvent school filters or install apps or extensions on the Chromebook will result in immediate disciplinary action and possible return of school device.



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6. **Anti-Big Brother.**

"The Anti-Big Brother Act" was signed into law as a response to incidents that occurred in the Lower Merion School District of Pennsylvania in which laptop cameras, furnished by the school district, recorded the activity of students without their knowledge. Images from the cameras were transmitted to administrators of that school district.

The law requires that all New Jersey school districts provide written notice to parents if any district device that students use at home has the capability of recording or collecting "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 district-provided device that your student is using at home has such capabilities. However, be assured that although the device is physically capable of recording such information, the district has not configured any system to remotely access the recording or monitoring capabilities of the device while it is off the district network. Under no circumstances will the district configure or use the capabilities of any device to surreptitiously monitor or record the activities of a student or an individual residing with the student while they are using the device outside of the district.

7. **Acceptable Use**

a. Parent/Guardian Responsibilities

- i. Talk to your children about values and the standards that should be followed 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.
- ii. Read this *1:1 Chromebook Device Use Policy* with your child/children. Review the *East Amwell Township School Google Accounts Permission Form* and the *Internet and Network Use Agreement* within the EATS Student Handbook
- iii. Read and sign off on the *EATS 1:1 Chromebook Device Student/Parent Acknowledgement* form located on the last page of this document.

b. School Responsibilities

- i. Provide information on home [Internet options](#).
- ii. Provide academic Google account (username@eastamwell.org) to its students & parents.
- iii. Provide Internet filtering of inappropriate materials as able while utilizing EATS Internet or logged on Chrome web browser with your @eastamwell.org account.

c. Student Responsibilities

- i. Student will demonstrate and act as model Digital Citizens as they have acknowledged when they signed and received their East Amwell Google Accounts.
- ii. Use computers/devices in a responsible and ethical manner.
- iii. Obey general school rules concerning behavior and communication that applies to device as outlined in the Student Handbook.
- iv. Technology resources shall be used in an appropriate manner that does not result in the damage of school equipment.
- v. Physical damage to devices should be reported immediately to school staff.
- vi. Secure devices against theft or loss.



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- vii. Monitor all activity on their account(s) if applicable.
- viii. Help EATS protect our computer system/device by contacting an administrator about any security problems or suspicious behavior they may encounter.
- ix. Students should always turn off and secure their device after they are done working to protect their work and information. Securing the device includes storing device out of sight and in a safe location.
- x. Return their device to their teacher or the school technology department at the end of duration of use.



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Student & Parent Acknowledgment Permission Form (to be signed and returned)

1. I have read all the points outlined in this *1:1 Chromebook Device Use Policy*
2. I will take care of my device as identified in the *East Amwell Township School Google Accounts Permission Form* and the *Internet and Network Use Agreement* within the EATS Student Handbook.
3. I will know where my device is at all times and I will do my best to never leave the device unattended.
4. I will not leave my device in the hallway, floor or empty rooms within the school.
5. I will not loan my Chromebook to other individuals and understand the device is my responsibility.
6. I will bring a charged device to school daily.
7. I will keep food and beverages away from my device since they may cause damage to the device.
8. I will not disassemble any part of my device or attempt any repairs.
9. I will protect my device by only carrying properly and storing it in a safe place.
10. During the school day, I will store my device safely in my school bag or locker..
11. I will use my device in ways that are responsible, appropriate, educational and meet EATS expectations.
12. I will not place decorations (such as stickers, markers, etc.) on the Chromebook or device charger.
13. I understand that my device is subject to inspection at any time, without notice and remains the property of EATS. I will also provide the device passcode to staff, immediately upon request.
14. I will follow the policies outlined in the *East Amwell Township School Google Accounts Permission Form* and the *EATS Student Handbook* while at school, as well as outside the school day.
15. I understand that inappropriate content found on the device is subject to disciplinary action.
16. I agree to return the school's Chromebook, charger, and any other accessories in good working condition.
17. I will be responsible for any damage caused by neglect or misuse.
18. I understand that I am responsible for my device if it is lost or stolen.
19. I will not deface the serial number or school identification label on my Chromebook or charger.
20. I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any unauthorized applications unless specifically approved by the EATS technology department or administration.
21. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
22. I/we understand that students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school charged everyday.
23. I/we understand that students must return Chromebooks at the end of the school year in the condition it was received.
24. I/we understand that any problems or damage to the Chromebook must be reported immediately to my homeroom teacher or technology department.
25. I/we understand that the use of Chromebooks will be governed by all terms and conditions of the East Amwell Township School policies and regulations.

I agree to the stipulations set forth in the above documents including the *East Amwell Township School 1:1 Chromebook Device Use Policy* and the *Student & Parent Acknowledgment Form*.

Parent Name: _____

Date: _____

Parent Signature: _____

Student Name: _____

Date: _____



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Student Signature: _____