

Chromebook Parent & Student Handbook

Dear Mullica Township Middle School Family,

At Mullica Township Middle School we are dedicated to providing an education that prepares our students for life in the 21st century. This not only includes teaching students how to think critically, work collaboratively and be creative, we must also prepare our students by providing the tools to do so. We are fortunate that all students in 5th through 8th grade have access to a personal Chromebook to use each day. This use of technology is a strong step forward in preparing our students to be college and career ready and to better compete on a global level. As more educational materials become available online, we are able to save on the cost of textbooks and workbooks while providing your child with a more effective, engaging learning experience.

Just like textbooks, library books or musical instruments that are provided by the school district, students are responsible for the Chromebook they are issued. We certainly expect general depreciation of the laptop and sometimes damage is unavoidable. However, please discuss with your child the importance of treating the laptop with care. You may be held financially responsible for any willful or repeat damages.

Please review the following:

- A yearly \$10 nonrefundable usage fee is required for Chromebooks.
- Once the fee is received, your child will be issued a Chromebook, protective case, and charger. The Chromebook and charger will be labeled. The charger must be kept at home.
- Your child will be responsible for charging the Chromebook each night and bringing the Chromebook to school each day. If your child forgets his/her Chromebook on a regular basis, the privilege may be revoked.
- Internet access is required in order for the Chromebook to work. The parent/guardian is responsible for providing such access and the school district is not responsible for wireless access at home.
- The Chromebook should be used for school related tasks only.
- Your child may be held financially liable for any damage to the Chromebook whether at home or at school.
- The Chromebook, case and charger must be returned at the end of each school year.

Please sign the attached Chromebook Use Agreement. This is an exciting opportunity for our students and staff. We are so grateful to the community for your financial support of the school and programs like this.

Sincerely,

Principal

Chromebook Use Agreement

STUDENT AGREEMENT (Grades 5-8)

I understand and agree to accept and abide by the Chromebook Parent & Student Handbook. I also understand that if I fail to follow the regulations outlined in the handbook, my access to the district network, electronic resources and the Internet may be suspended. I may be subject to other discipline, and there may even be criminal consequences to my behavior depending upon the severity of my actions.

PARENT AGREEMENT

As a parent/guardian, I hereby give my permission for my child to access the district network and electronic resources, which includes access to the Internet, an email account and a Chromebook. I have read Policy & Regulation 2361, and I understand that my child is expected to abide by it. I understand that my child will be educated regarding appropriate online behavior as mandated by CIPA. I understand that the district is employing filtering software, but that it is not always effective. I also understand that when my child is accessing the district computer system from outside of school, I am responsible to provide appropriate supervision.

I have attached the \$10 nonrefundable usage fee. I understand that my child will be issued a protective case for transporting the Chromebook and a charger to keep at home. I understand that my child is responsible for charging the Chromebook each night and bringing the Chromebook to school each day. I understand that if my child forgets on a regular basis, his/her privilege may be revoked. I understand that Internet access is required for the Chromebook to work, that I am responsible for providing such access and that it is not the responsibility of the school district to do so. I understand that my child may be held financially liable for damage to the Chromebook whether at home or at school. I understand that the Chromebook should be used only for school related tasks. I understand that the Chromebook, case and charger must be returned at the end of the school year.

Parent Signature

Date

Student Signature

Date

Student Name (Please Print)

Grade

For Office Use Only:

Paid \$ _____ ONLINE CASH CHECK # _____

Insurance Purchased _____

Chromebook Parent & Student Handbook

General Care of the Chromebook--

- For prolonged periods of inactivity, close the lid to protect the Chromebook as well as conserve battery life.
- Keep the Chromebook on a flat, solid surface.
- 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.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use cleansers of any type unless provided by the school.
- Do not bump the Chromebook against walls, floors, etc as it could break the screen.
- Liquids, food and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Chromebooks will be used on a daily basis in all classes. Students will complete, organize and submit assignments and communicate via email with teachers and other students.
- Chromebooks should be charged at the end of each day so that students are prepared to use devices during class.
- All work is to be saved to Google Drive via the Chromebook.
- NEVER clear your history unless directed to do so by a staff member. A cleared history appears suspicious should it need to be checked due to questionable situations.

Chromebooks & Media--

- Chromebooks are owned by the school district and each device must be used appropriately. Pictures, photos, games and programs must be educationally appropriate and approved by a staff member.
- The Chromebook comes with a webcam and limited tracking capability. The webcam and/or tracking mechanism on a student's device will NEVER be used by the school to infringe upon the privacy rights of a student. Webcams are to be used for educational purposes only under the direction of a teacher for recording videos or taking pictures.
- Guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are not permitted on district owned devices and will result in disciplinary action.
- Photos/videos require a large amount of storage space on the device. Only photos that are for educational purposes should be saved to the device.
- Personal music is not permitted on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet games are not permitted on the Chromebook. If game apps are installed, it will be by the direction of Mullica Township School District staff.

Applications on Chromebooks--

- The district will install applications on all Chromebooks and those applications are to remain on the Chromebook and be accessible at all times.
- From time to time, the school may add applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Any attempt to "jailbreak" the Chromebook or change the configuration of the device as provided at the start of each school year will result in immediate disciplinary action.
- Any applications that break the Acceptable Use Policy or that are deemed inappropriate for use in school are not to be downloaded or installed on the Chromebook. This includes, but is not limited to music, games, videos, images, e-Books and apps as noted above. Immediate removal of material (or

a full reset of the device), contact with parents and disciplinary action may take place.

- If technical difficulties occur or illegal applications are discovered, the Chromebook will be restored from backup. This will result in the loss of applications or documents due to the need to reformat and/or re-image the device.

Digital Citizenship--

- Use the Chromebook in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to technology use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. Take a proactive role to aid the district in the protection of the Chromebook by contacting an administrator regarding any security problems.
- 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.
- Plagiarism is a violation of the Code of Student Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Use or possession of hacking applications is strictly prohibited.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, s/he is to make a staff member aware immediately.

Ethical Behavior--

- The following is prohibited:
 - Installing or transmitting copyrighted materials
 - Participating in action that violates any Board policy and any applicable laws
 - Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials
 - Using sites that sell term papers, book reports and other forms of student work
 - Using outside data disks or external attachments without prior approval from administration
 - Changing the Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
 - Spamming- Sending mass or inappropriate emails
 - Gaining access to other students' accounts, files, and/or data
 - Use of the school's Internet/email accounts for any illegal activity
 - Sending anonymous or misleading communications for any inappropriate purpose via any means
 - Giving out personal information without the permission and supervision of a parent or staff member- this includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
 - Participating in credit card fraud, electronic forgery or other forms of illegal behavior
 - Vandalizing of school equipment will not be allowed as defined by any malicious attempt to harm or destroy hardware, applications 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 applications components
 - Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
 - Bypassing the district web filter through a web proxy

Children's Internet Protection Act (CIPA)--

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. We follow the Protecting Children in the 21st Century Act by blocking or filtering Internet access to

materials that are harmful to minors and by providing instruction in Internet Safety.

Email for Students--

All students are issued a school email account. This allows students to communicate and collaborate with staff and classmates. These accounts will be used for school or educational purposes. The email account does not allow students to receive email from anyone outside of the school district.

- The primary use of email is for students to communicate with school staff and other students to collaborate on school activities.
- Students are responsible for their behavior while using school email.
- Access to email is given to students who agree to act in a considerate and responsible manner.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students will not use email to bully, harass or threaten other students or staff.
- Students will report any unusual activities such as “spam” communication, obscene email or attempts by adults to lure them into dangerous behaviors to staff of administration.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- The district will filter email accounts and messages containing inappropriate language or content.
- Email is provided by the school district and is its property. We have the right to archive, monitor and/or review all email, and users should not have any expectation of privacy in any electronic message created, sent or received.

Upgrades--

- Each time a Chromebook is turned on, the system automatically checks for updates and applies any updates that it finds.
- Students should 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.

Chromebook Service and Repair--

- If a Chromebook is in need of service, a replacement Chromebook will be issued. There may be an extended time in getting a replacement Chromebook due to demand.
- Replacements will be swapped for the original system when and if it is repaired. Otherwise the replacement becomes the new assigned system.

Returning/Annual Inspection of Chromebook--

- At the beginning of June, all Chromebooks will be returned to the Technology Department for inspection. Chromebooks will be evaluated and serviced if necessary.
- If a student transfers out of Mullica Township School District during the school year, s/he must return the Chromebook, charger, and case if applicable.
- If a student fails to return the Chromebook, district records may be withheld. Failure to return equipment could result in the district filing a theft report with the Mullica Township Police Department.
- The student will be responsible for any damage to the Chromebook and must return the computer in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

Fine List--

- If at any point during the school year there is damage, loss or theft of a Chromebook, the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or the technology coordinator immediately.

- Any hardware or software repairs that are not due to misuse or damage will be covered without cost. However, accidental or intentional damage to the device may incur a cost.
- Fines will be imposed in accordance with the following chart or as the circumstances may warrant at the discretion of administration.
- After two incidents of accidental damage, the student may lose some privilege of Chromebook use. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1st instance)	A report must be made immediately to administration. The device must be returned to the technology office so that a new or spare device may be issued.	Deductible depending on investigation
Accidental Damage (2nd instance)	A report must be made immediately to administration. The device must be returned to the technology office so that a new or spare device may be issued. The student may need to wait until the original device is returned from service. Some loss of privileges may occur, such as limited use of the Chromebook and/or detention.	Deductible or up to full cost of the device depending on investigation
Intentional Damage	A report must be made immediately to administration. The device must be returned to the technology office so that a new or spare device may be issued. Some loss of privileges may occur as well as disciplinary action as described in the Code of Student Conduct.	All costs associated with replacing or repairing the device
Lost	A report must be made immediately to administration.	Full cost of the device
Theft	A report must be made immediately to administration.	May require insurance deductible