Kenilworth Public Schools

District Chromebook Use Agreement 2023-2024

Updated: August 15, 2023

TABLE OF CONTENTS

Receiving and Returning Your Chromebook

Issuing Your Chromebooks

- Chromebooks are considered a learning tool, like a textbook, and therefore are a required component of a student's learning toolbox.
- Chromebooks will be distributed at the beginning of the school year. Students will be given an orientation to their device and information on being a good digital citizen.
- The following items and accessories will be distributed and recorded in the district inventory system:
  - Chromebook, with name and barcode affixed to device
  - Charging cord
  - Protective Case/Sleeve
- Students will continue to get the same device issued to them each year.

Returning Your Chromebook

- Students leaving the district must return district owned Chromebooks and accessories from the Kenilworth Public Schools to the IT Department prior to withdrawal.
- If a Chromebook and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost and law enforcement agencies may be notified.

Taking Care of Your Chromebook

General Care

- Students are responsible for the general care of the Chromebook they have been issued by the Kenilworth District.
- Students are responsible for bringing a fully charged Chromebook to school each day.
- All district labels and barcodes must remain on the equipment.
- It is important to use chargers created for the specific device model when one is lost to avoid permanent damage to the device.
- Chromebooks must remain free of any personalization, such as: writing, drawing, stickers, etc.
- Be mindful of food, drink, etc. that may come in contact with the Chromebook.
- Chromebooks should not be left unsupervised; they are in danger of being stolen.
  - Please turn an unsupervised Chromebook into a staff member.

- If a Chromebook has been stolen, report the information to the Building Administration immediately.
- Chromebooks should not be stored in a vehicle for security and temperature control reasons.
- Store Chromebooks on the top shelf of the locker when not in use in order to avoid any possible pressure from books.
- Chromebook Case Damage will be assessed a charge up to replacement cost.
  - Coloring or Stickers
  - Crumbs or food in or on case

Reported Damage	Description	Cost
Chromebook	Lost/Fully Damaged Chromebook - Unable to produce unit at time of collection	$290.00
Charger	Lost/Damaged - Missing Charger and/or Inoperable Charger	$45.00
Cracked Screen/Glass	Cracked Screen/Glass – Visible Sign of Accidental or Intentional Damage (May Require a New Chromebook to be Ordered Which is Covered by Insurance the First Time it is Utilized)	**First Time** Covered by Insurance **Second Time** $200.00
Sticker	Unauthorized Sticker(s)	$5.00 per sticker
Missing Key(s)	Visible Signs that Key(s) Have Been Removed and/or The Rubber Caps Damaged	$40.00
Case/Chassis Damage	Visible Damage Caused by Accidental Damage Including the Protective Bezel	Back Cover $30.00 Bottom Cover $35.00 Palmrest $40.00 Hinge $35.00
Asset Tag Missing	Asset Tag- Student and School Information on Back of Chromebook	$5.00
Trackpad Damage	Trackpad Does Not Function Due to Accidental Damage	$25.00

For students receiving a replaced Chromebook the parent must initial under the description invoice that they understand and are responsible for additional damages to the new Chromebook.

Carrying Chromebooks

- Transport Chromebooks with care.
  - Use provided case, zipped, when carrying.
  - No additional accessories should be plugged in (power cord, USB drives, etc) when in the case.
- Chromebook lids should always be closed when moving.

Screen Care

- The Chromebook screens can easily be damaged, particularly by excessive pressure.
- Actions that tend to damage the screen:
  - Pressure on the top of the Chromebook when it is closed.
  - Placing anything in the protective case that will apply additional pressure against the cover.
  - Poking the screen with anything that will mark or scratch the screen surface.
  - Placing anything on the keyboard before closing the lid (pens, pencils, papers, earbuds etc).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
  - Window cleaners, household cleaners, or other sprays may damage the Chromebook.

Technical Support

- Chromebooks that are broken, or fail to work properly, must be taken to the Main Office as soon as possible so that the issue can be properly resolved.
- ***Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***
- Steps to get assistance

  Brearley: Fill out form "Google Assistance" located on the student's grade level. Googleclassrooms. Teachers will have placed this link on their Googleclassrooms.

If students have issues in school, they should bring their Chromebook down to the main office. The Tech Facilitator will review the issue and try to fix on site. If the problem cannot be remedied; it will be referred to the IT Department. Students will be provided a loaner Chromebook if quantities are in supply.

Harding: Pre-K to Grade 2 students/parents/teacher will fill out form "Seesaw Assistance" located on the students account. Teachers will have placed this link on the seesaw platform.

Grades 3-6 students/parents/teacher will fill out form "Google Assistance" located on the student's grade level Google Classrooms. Teachers will have placed this link on their Google Classrooms.

If students have issues in school, they should bring their Chromebook down to the main office. The Tech Facilitator will review the issue and try to fix on site. If the problem cannot be remedied; it will be referred to the IT Department. Students will be provided a loaner Chromebook if quantities are in supply.

Using Your Chromebook at School

Chromebooks Left at Home

- Students are expected to have their Chromebook present and charged on a daily basis.
- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- There will be a limited number of Chromebooks available for checkout through the library media center.
- Repeat violations may result in academic/disciplinary action.

Chromebooks Under Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred to the loaner while in possession of the student.

Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged.
- If a Chromebook needs to be charged during the day, each teacher will have a charging policy/procedure.

Account Security

- Students are required to use their own individual username and password which was issued by the school district. This password is and should be kept confidential.

Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, sexualized material, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Saving Your Digital Work with a Chromebook

Saving to your Google Apps Account

- With a wireless Internet connection, Google documents and files uploaded to Google Drive can be accessed from any device, anywhere, at any time.
- Prior to leaving the district, or graduating, students are encouraged to transfer any documents to a personal account. Accounts may not be available after graduation.

Saving to Removable Storage Devices

- Chromebooks are equipped with a USB port so portable hard drives and USB drives can be used as an alternative way to transfer and/or save files.

Saving to your Chromebook

- It is not recommended to save documents/files to your Chromebook.
  - In the event that repairs need to be done, files saved to the Chromebook could be deleted.
  - Save all files to the unlimited storage in Google Drive to ensure you will have continued access.

Operating System on Your Chromebook

Updating your Chromebook

- Chromebooks automatically update to the most recent version of the Chrome operating system thus eliminating time-consuming installs, updates, or re- imaging.
- Students must power down the Chromebook weekly to keep their Chromebook updated.

Acceptable Use Guidelines for District Chromebooks

General Guidelines

- Students are responsible for ethical and educational use of technology as in accordance with the KSD Acceptable Use Policy 2361 outlined in the student handbook.
- Access to KSD technology is a privilege and not a right.

Privacy, Safety, and Digital Citizenship

- GoGuardian is a monitoring software that the district utilizes to monitor student activity within their school account.
- Teaching our students how to be productive, ethical, and successful digital citizens is a top priority.
- As required by the Children's Internet Protection Act (CIPA), Internet access is filtered both within our school district and when the devices are taken home outside of the district and used on the public internet.
- Parents and guardians are responsible for monitoring a student's use of the device at home. While the devices are filtered, there are no guarantees that all inappropriate content will be caught by the filter.
- Students must abide by Copyright and Plagiarism Laws.
- Students will report to staff or administration if online experiences ever become uncomfortable including but not limited to receiving harassing messages, accidentally viewing offensive or inappropriate content, or being asked to meet someone they met online without parental approval.
- Students will not use profanity or offensive media in any type of communications. Such actions may fall under the Board's HIB Policy 5512
- Proper conduct in electronic communication and internet usage must be used. Giving out personal information, such as telephone numbers and home addresses, is inappropriate, unless specifically authorized for instructional or administrative purposes.

Legal Property

- Chromebooks issued are Kenilworth Public Schools property, and all KSD Board Policies apply.
- The Board shall not be responsible for any damages suffered, including loss of data or service interruptions, caused by user negligence, error, or omission.
- The Board reserves the right to monitor students' use of the network at any time and make determinations on whether uses of the network are consistent with the acceptable use practice.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

Email Electronic Communication

- Email and communications sent/received should be related to educational needs.
- Email and communications are not private and subject to inspection by the district at any time.
- Transmitting spam messages, chain letters, or inappropriate email may be considered a violation of district policies and may result in disciplinary action.

Consequences

- The student in whose name a system account and/or hardware is issued will be responsible at all times for its appropriate use. The devices may not be loaned to anyone else.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the New Jersey Open Records Act; proper authorities will be given access to their content.
- Students who violate board policy or this handbook face disciplinary action and/or financial responsibility.

Chromebook FAQs

- What is a Chromebook?
    - o Chromebooks are mobile computing devices that run Google's Chrome operating system. Chromebooks have a fully functioning internet browser so students will be able to utilize email, access the internet, and complete work online.

- Do you need Internet access to use a Chromebook?
    - o Chromebooks work best when connected to the internet. District survey results have indicated that the vast majority of students have internet access at home. If a student does not have internet access at home several local businesses provide free wifi such as the public library, or there are a limited number of Kajeet hotspots available for checkout through the Library Media Center.
    - o Some Chromebook functions are able to be performed offline (e.g. Gmail, Google Drive, apps). It is important to understand though that after completing work offline on a Chromebook it needs to be connected to wifi to sync the work to the cloud after working offline.

- Does a Chromebook need virus protection?
    - o Chromebooks are designed so that they do not require virus protection.

- How is the Chromebooks software Updated/Upgraded?
    - o Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and synching.

- Can I opt my student out of receiving a Chromebook?
  - The Chromebook is a necessary tool to be used in the instruction process. Students cannot opt out of a district issued Chromebook and may be required to use it during the school day.

- What about insurance?
  - Please see section 7 for information about insurance available for $50/year through the KSD.

- Does a student need to bring their Chromebook to school everyday?
  - Yes, fully charged.

- Who else can use my child's device?
  - Your child will be held responsible for Chromebook usage. We do not authorize others to use a student's Chromebook.

- Is there an option to buy the Chromebook?
  - No, Chromebooks issued by the KSD are not available for purchase.

- Are there any accessories recommended?
  - Students should have inexpensive earbuds available for use in class.

- Will students be able to keep their Chromebooks over the summer?
  - No. Chromebooks will be turned in to the KSD within the last two weeks of the school year.

- Will charging stations be available for my student's device?
  - There will not be specific stations available at this time. Students are reminded to charge their device fully each night before returning to school.

- Will students be able to print from their personal devices at school?
  - No, students will not be able to print from a personal device at school.

- When can my student use their device at school?
  - As a reminder the device is owned by the district, students must still follow the direction of staff. This means they may be asked to put the device away or the screen down if the time for use is not appropriate.

Unacceptable Uses

1. Giving out personal information about another person, including home address and phone number.

2. Any use of the network for commercial or for-profit purposes.

3. Any use of the network for product advertisement or political lobbying.

4. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the network.

5. Disruption of the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

6. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

7. The unauthorized installation of any software, including shareware and freeware, for use on Board of Education computers.

8. Use of the network to access or process pornographic material, inappropriate text files or files that are dangerous to the integrity of the local area network.

9. Downloading entertainment software or other files not related to the mission and objectives of the Board for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Board of Education.

10. Downloading, copying, otherwise duplicating, and or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

11. Use of the network for any unlawful purpose.

12. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user. These acts may also fall under the Kenilworth Board of Education's HIB Policy (5512).

13. Playing games, unless specifically authorized by a teacher for instructional purposes.

14. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

15. Sending any communications not required for class (i.e. IM, Facebook, Snapchat, Instagram, WhatsApp, Twitter or other social networking), except when directed by a faculty member.

16. Lending or trading their Chromebook to anyone else.

17. Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or networks that are connected to any of the Internet backbones. This includes, but not limited to, the upload or creation of computer viruses.

Consequences of Inappropriate Use of the Chromebook or Other District Technology

The use of any District technology is a privilege and not a right. Students are expected to use their computer in accordance with these Responsible Use Guidelines, the District Acceptable Use Policy, and any applicable laws. Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration of Kenilworth School District which may include but is not limited to the "Termination of student use or access to Chromebook privileges."

The privilege of using the technology resources provided by the Kenilworth School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Kenilworth School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Kenilworth School District's Student Code of Conduct and District Acceptable Use Policy shall be applied to student infractions. Violations may result in disciplinary action, when applicable; law enforcement agencies may be involved.

Student Pledge for Chromebook Use

- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will use my Chromebook in ways that are appropriate, that meet Kenilworth Public School District expectations, and that are educational.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
- I will not deface the serial number or Chromebook sticker on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Kenilworth Public Schools.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District Chromebook and power cords in good working condition.
- I will be a proactive digital citizen when using my Chromebook.
- I understand that my use of the Chromebook is subject to all applicable District policies and regulations, as well as any applicable provisions of the Student Handbook and any individual building policies and procedures.