

West Milford Township Public Schools

Chromebook 1:1 Program

Student/Parent Handbook

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Program Overview

The West Milford Township Public School District is committed to making available to all students and staff members, a wide range of electronic learning facilities, equipment, and software including computers, computer network systems, and the Internet. The goal in providing this technology is to support the educational objectives and mission of the West Milford Township Public School District, to be prepared to meet future educational challenges, and empower creative & self-sufficient learners.

The West Milford Township Public School District is continually working to transform teaching and learning. This initiative will provide students the tools to have greater access to information and content thus further promoting the philosophy that we want our students to be producers - rather than just consumers of - information. A sound technology foundation for each and every student needs to be based on a continual professional development as well as the appropriate acquisition and maintenance of technological resources.

Equipment Ownership

The West Milford Township Public School District retains sole right of possession and ownership of all devices utilized in the 1:1 initiative and grants permission to the student to use the device according to the rules and guidelines of this document, the **Board of Education Policy 2361**, Acceptable Use of Computer Networks/Computers and Resources, **Board of Education Policy 5513**, Care of School Property and **Board of Education Policy 7523**, School District Provided Technology Devices to Students. Failure to follow the terms of these policies will result in disciplinary action, including, but not limited to, confiscation of any and all devices lent to the student and revocation of the student's access to the West Milford Township Public School District's technology, as well as any other disciplinary action deemed appropriate by the West Milford Township Public School District.

Chromebook Overview

Receiving your Chromebook

Chromebooks are distributed in the fall during scheduled times at orientation and distribution sessions. A student may receive the Chromebook only after the following have been electronically signed off in Realtime:

- **Acceptable Use Policy 2361**
- **District Policy 7523 Acknowledgement Form**

Grades K - 1

Chromebooks for Kindergarten and First Grade students will be stored in carts in their classrooms. Students will have access to their devices during the school day but will not bring them home.

Grades 2 - 12

Students in Grades 2 through 12 are issued devices and chargers for use at both school and at home. Students are encouraged to leave their chargers at home and to ensure their device is fully charged at the start of each school day. Students will retain their devices until instructed to return them including over the Summer months to facilitate participation in summer instructional programs. Chromebooks will be replaced periodically based upon their anticipated lifespan and on a schedule set by the district.

Returning your Chromebook

Chromebooks are issued to students with the intent that they remain with the student **until**:

1. The student withdraws from school for any reason
2. The student is instructed to return the device by their teacher or other District representative
3. The device needs to be serviced or replaced

Chromebooks must always be returned with their charger. Chromebooks are district-owned devices and students may be requested to turn in their Chromebooks and/or accessories for maintenance or inspection at any time.

The district-issued device and all the accessories must be returned in good condition. If a student fails to return a district-issued device when instructed, the student's records, report card and access to Realtime will be withheld. Failure to return the district-issued device may result in a theft report to the West Milford Police Department. A student will be fiscally responsible for the loss of or intentional damage to a district-issued device.

Annual Protection Plan

Parents/Guardian(s) of all students may choose to enroll in an optional Chromebook Protection Plan (annual) to take home a district-issued device. Our plan protects the district-issued Chromebook for repairs and replacement in the cases of accidental damage (up to two incidents per year [more than 2 incidents in one year may be deemed as neglect and will not be fully covered by the agreement]). There is a family maximum enrollment cost of \$50 annually.

Chromebook incidents

If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact **their teacher 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 intentional damage will be covered without cost. Any intentional damage to the device will incur a cost (for repair) regardless if enrolled in the Annual Protection Plan or not. Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the West Milford Township Public Schools and its administrators.

After two incidents of accidental damage, the student may lose some privileges of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.

All reports will be investigated and addressed on a case-by-case basis.

Issue	Action(s) Necessary	Fine
Accidental Damage (1 st and 2 nd Instances)	A report must be made immediately to administration . The device, charger and case must be returned to the school so that a new or spare device may be issued.	Cost of Repair (no cost if enrolled in Protection Plan)
Accidental Damage (3 rd and additional instances)	A report must be made immediately to administration . The device, charger and case must be returned to the school. However, a spare device may not be issued. The student may need to wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: <ul style="list-style-type: none"> ● Limiting participation in the Chromebook program ● May not be permitted to take the device home. ● This may also result in a referral and disciplinary action. 	Cost of Repair (up to \$50 if enrolled in Protection Plan for 3rd instance, 4th instance and above - full cost of repair)

Intentional Damage	<p>A report must be made immediately to administration. The device, charger and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to administration.</p> <p>Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.</p>	All costs of whatever kind that are associated with replacing or repairing the device.
Loss	A report must be made immediately to administration .	Full cost of device
Theft	A report must be made immediately to administration and a police report MUST be filed with the West Milford Police Department. A copy of that report MUST be brought to administration.	No cost
Damage or Loss of power adapter, extension cable, case	, A report must be made immediately to administration : the Chromebook, charger, case etc. must be returned to the West Milford Schools Technology Center (<i>hereafter referred to as the Technology Center</i>) ¹	<p>Minimum: \$25 each</p> <p>Cost of replacement.</p> <p>(No cost to replace if enrolled in Protection Plan, and is 1st or 2nd instance)</p>

Content Filtering

The West Milford Township Public School District complies with the Children’s Internet Protection Act (CIPA) by providing content/internet filtering of inappropriate websites. All Chromebooks will be filtered both at school and off campus. While filtering software is present on these devices the district cannot guarantee that all inappropriate websites and content will be blocked.

Restrictions / Responsibilities

Screensavers / Background Photos / Photos

Inappropriate media should not be placed or installed on the device and may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

¹ The location of the Technology Center will vary from school to school. Please contact your classroom teacher for the Tech Center location in your school..

Sound

Sound must be muted during school hours unless permission has been granted by the teacher for instructional purposes.

Games

Online gaming (Internet-based) is not allowed on the device unless you have been given permission by a teacher or parent/guardian. Any games must be in support of the district's educational program.

Music

Listening to music on your Chromebook is only allowed with permission granted from a teacher or parent/guardian.

Watching Movies / Youtube

Watching movies/YouTube videos on the Chromebook is only allowed with permission from a teacher or parent/guardian for educational purposes only.

Webcam

Chromebooks are equipped with webcams. Recording through the webcam is prohibited unless permission has been granted by the teacher or parent/guardian for educational purposes.

Printing

When printing is necessary, students will discuss with their teacher the best options and optimal printing location.

Expectations for Use of Your Chromebook at 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.

Chromebooks left at home and/or not fully charged

- If students did not bring their Chromebook to school fully charged, they are to visit the Technology Center, to charge their Chromebook for a period of time. The student will be responsible for any missed school work that results from the Chromebook not being charged.
- If a student repeatedly (three or more times in a month or as determined by any staff member) leaves their Chromebook at home or does not come to school with an adequate charge, it may result in disciplinary action.
- If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

Chromebook Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair in the Technology Center. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Loaner Chromebooks may not be issued for use until all fines have been paid.

Expectations for Use of Your Chromebook at Home

Chromebooks are intended for use at school each day. Students are expected to use their Chromebooks at home to complete schoolwork, access school messages, announcements and calendars. Students are expected to follow the same guidelines and procedures outlined in this document as well as the Acceptable Use policy and district policies.

- A wireless internet connection is required to use the chromebook at home. Please refer to the following information on how to [Connect your Chromebook to Wi-Fi](#)
- Student chromebooks used at home are still filtered by the district's content filtering policy.
- Students are allowed to set-up printing capabilities at home (if the printer is "Cloud Print" enabled).
- Chromebooks must be brought to school in a **fully charged state each school day**. Therefore it is the child's responsibility to charge their Chromebook every night in a safe place. There is no need to transport the charger back and forth to school since a fully charged battery will have no trouble getting through the day.
- Chromebooks should be stored in a safe location, on a desk or table, never on the floor.

Software / Apps on the Chromebooks

Originally Installed Software

- The Operating System & Extensions/Apps originally installed by West Milford Township Public Schools 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.
- Any attempt to “jailbreak” the Chromebook or change the configuration of the device as provided will result in an immediate disciplinary action.

Additional Software

Students are not allowed to install apps.

Taking Care of Your Chromebook

Students are responsible for the care of the Chromebook that they have been issued by the school. The Chromebook is district property and all students must follow all district and school policies and procedures. Chromebooks that are broken or not optimally functional must be brought to the Technology Center for evaluation.

General

- No food or drink should be near the Chromebook.
- At home, Chromebooks should be protected from pets and small children.
- Do not stack heavy books or objects on top of the Chromebook as this could cause the screen to break.
- Power chargers, cables and other removable media needs to be inserted and removed carefully from the Chromebook to prevent damage to ports.
- Chromebooks should not be subjected to extreme heat or cold conditions as exposure to this may cause damage to the device (i.e. left in a car)
- Students are responsible for keeping their Chromebook charged in preparation for the next school day.
- Students should use the device assigned to them and not loan their Chromebook to other students.

Cases

- Each student will receive an “always-on” case with their Chromebook.
- The case is to **always remain on** the Chromebook at all times. The case does not need to be removed for charging or to access any of the ports.
- Only the district-issued case can be used to protect the Chromebook.
- The protective cases provide sufficient padding to protect the Chromebook from everyday wear and tear, however they **are not** guaranteed to prevent all damage. With this in mind, students still need to take extra care and precaution in protecting their Chromebook.

Screen Care

- Screens are particularly sensitive to damage.
- Do not place anything heavy on top of the Chromebook that puts pressure on the screen.
- Do not put excessive pressure on the screen when opening the lid.
- Always use district provided case to protect screen from possible damage
- Clean the screen with a dry microfiber or anti-static cloth, never use any liquid cleaners to clean the screen.

Lockers

There will be times when a student needs to store their Chromebook in their school or gym locker.

- Do not place books or any other items on top of the Chromebook.
- Do not leave a Chromebook in a locker overnight.
- Chromebooks should never be left in an unlocked locker

Unsupervised Areas

- Chromebooks should never be left in an unsupervised area (cafeteria, hallway, bathroom).
- Chromebooks left unattended will be returned to the Technology Center to be tracked and logged.
- If a student leaves their Chromebook unattended they will be subject to administrative consequences if a continual problem.

Asset Tags

- For inventory and security purposes Chromebooks will be logged and tagged for individual identification.
- Do not modify, tamper with, or remove this tag.

Personalization of Chromebooks

- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers or labels that are not the property of the West Milford Township Public School District.

Technical Support

- Students having technical issues (Chrome OS, battery issues, loss of Internet connectivity, failure of apps to launch, etc.) with their Chromebooks should bring them to the Technology Center for evaluation. When there, the student will detail the issue and a loaner Chromebook will be provided, if available.
- The Technology Department is responsible for the investigation of the issue as well as the proper procedure for equipment repair when necessary.
- All issues will be investigated on a case by case basis.
- When the Technology Department deems the issue resolved the student will be emailed in a timely fashion that their Chromebook has been fixed and is ready to be picked up. Upon pick-up the loaner Chromebook will be returned.

Disciplinary Actions

As outlined in this handbook, students may be subject to disciplinary actions for not following the information in this document and the Acceptable Use Policy. The following are conditions for disciplinary action but are not limited to:

- Resetting Chromebook to factory settings.
- Lack of adequate care.
- Using the Chromebook without the district provided case.
- Removal of school settings, apps or extensions.
- Use of a proxy server to bypass district content filtering.
- Intentional damage to Chromebook and/or case.
- Loaning Chromebook to other students or intentionally modifying the settings of another student's Chromebook.
- Leaving Chromebook unattended or in unsecured lockers..
- Downloading unapproved apps without receiving appropriate permission.
- Logging onto personal Google accounts to either purchase apps or bypass district security settings.

Disciplinary action will be determined by school administration.

Additional Responsibilities and Expectations

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.
- Use of the Chromebook should take place in areas of the home where their activities can be monitored.
- 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.
 - The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use.

School Responsibilities are to:

- Provide Internet and online Course Materials access to its students while on school grounds..
- Provide Internet filtering and blocking of inappropriate materials to the best of our ability
- Chromebooks will be treated similar to the policy surrounding school lockers. The West Milford District reserves the right to review, monitor, and restrict information stored on or transmitted via West Milford district-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.

Students are responsible for:

- Using computers/devices in a responsible, ethical, and educational 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 West Milford 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
- Plagiarism is a violation of the West Milford District Code of 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 software is strictly prohibited and violators will be subject to West Milford Township Public Schools Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at West Milford Township Public Schools for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).

Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (West Milford 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, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming/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/E-mail accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer malware or computer programs that can infiltrate computer systems and/or damage software components) of school equipment is expressly prohibited
- Bypassing the West Milford District web filter through a web proxy.

Additional Information

For additional questions, information or something not referred to in this document, please contact Robert Winston, Supervisor of Technology, via email at robert.winston@wmtps.org.

Student Pledge for Responsible Chromebook Use

Student Pledge

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will have my locker properly secured when my Chromebook is in it.
4. I will never loan out my Chromebook to other individuals.
5. I will know where my Chromebook is at all times.
6. I will charge my Chromebook's battery daily.
7. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
8. I will not disassemble any part of my Chromebook or attempt any repairs.
9. I will protect my Chromebook by always carrying it in the always-on case provided.
10. I will use my Chromebook in ways that are appropriate, meet West Milford Township Public School District expectations and are educational.
11. I will not place decorations (such as stickers, markers, etc.) on the Chromebook, supplied case or charger.
12. I will not deface the serial number Chromebook sticker on any Chromebook.
13. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the West Milford Township Public School District.
14. I will follow the policies outlined in the *Chromebook Handbook* and the *Use of Technology Resources Policy 7523* while at school, as well as outside the school day.
15. I will file a police report in case of theft, vandalism, and other acts covered by the protection plan.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to return the West Milford Township Public School District's Chromebook, case and charger in good working condition.
18. I will be a proactive digital citizen when using my Chromebook.
19. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, including but not limited to the Board of Education Policy 2361, as well any applicable provisions of the Student Handbook and any individual building policies and procedures.

Student/Parent Pledge

20. I/we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications on the Chromebook.
21. I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.
22. I/we understand the terms and conditions of the device protection plan for the Chromebook that was purchased by the West Milford Township Public School District.
23. 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 everyday.
24. I/we understand that students must return Chromebooks at the end of the school year in the condition it was received.
25. I/we understand that I must report any problems or damage to the Chromebook to my homeroom teacher.

26. I/we understand that the West Milford Township Public School District reserves the right to conduct unannounced inspections of student Chromebooks.
27. I/we understand that the use of Chromebooks will be governed by all terms and conditions of the West Milford Township Public School District policies and regulations, including but not limited to the West Milford Township Public School District Use of Technology Policy 2361.

West Milford Township Public Schools

Chromebook Permission Slip

PLEASE RETURN THIS FORM

I / We agree to the stipulations set forth in the above documents including the Google Chromebook 1:1 Program: Student/Parent Handbook, the Board of Education Policy 2361, Acceptable Use of Computers Networks/Computers and Resources, the Board of Education Policy 7523, School District Provided Technology Devices to Students, the Board of Education Policy 5513, Care of School Property, the Acceptable Use Policy and the Student Pledge for Responsible Chromebook Use.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Student Name (Please Print): _____

Student Signature: _____

Student ID: _____ School: _____ Grade: _____

Individual school Chromebooks and accessories must be returned to the West Milford Township Public Schools at the end of each school year. Students who graduate early, withdraw, are suspended, expelled or terminate enrollment at West Milford Township Public Schools for any other reason must return their individual school Chromebook on the date of termination. Failure to hand in a Chromebook under any of these circumstances will result in the withholding of student transcripts.

Chromebook Protection Plan

2022-2023 School Year

West Milford Township Public Schools is offering parents/guardians the option to purchase a Protection Plan for the Chromebook to help cover the costs if the device is accidentally broken or damaged. The cost of the Protection Plan is \$25 annually and is nonrefundable. There is a family maximum of \$50 annually. While there is no cost to use the Chromebook, it is imperative that the student issued Chromebook be maintained and handled in a responsible way. The protection plan also covers the power adapter, case, and any loaner devices that are issued to the student in the event their Chromebook needs to be repaired.

The table below shows the most common damages and the associated repair/replacement costs (without the Protection Plan or in the case of intentional damage)

Item	Replacement Cost*	Item	Repair Cost*
Chromebook	\$220-375	Cracked / Broken LCD	Up to \$150
Charger	\$20-50	Keyboard/Casing/Touchpad	Up to \$100
Cover/Case	\$50		

* Costs are model specific and depend on the extent of damage as determined by the Technology Dept.

The Protection Plan does not cover misuse, neglect, intentional damage or loss/permanent misplacement. The parent/guardian will be responsible for the entire cost of repairs or replacement to devices damaged through student misuse, neglect, intentional damage or loss/permanent misplacement. In the event of theft, an official police report will be required.

The Protection Plan covers up to two incidents per year; additional incidents (more than two) may be deemed neglect and will not be covered under this plan.

If you do not purchase the Protection Plan, you are responsible to pay for the cost of any repair(s) deemed necessary to the student's Chromebook, any loaner Chromebook issued to the student, power adapter and case. If the Chromebook is unable to be repaired, the cost/charge may be the full replacement cost.

We highly recommend that parents/guardians take advantage of this Protection Plan. The fee to enroll is \$25. Payment can be made by check or money order made payable to "West Milford Township Public Schools". To enroll, please complete/return this form with payment to the Main Office of your school no later than **September 30th**.

(Do not detach)

Please submit a separate copy for each student

____ Yes, I would like to participate in the Annual Protection Plan for Chromebooks. (\$25)

Parent/Guardian Name (please print)

Parent/Guardian Signature

Student Name (please print)

Student ID

School

Grade