Winfield Township School District 1:1 Chromebook Program Student Guidlines Agreement

Excellence, Equity & Engagement via Partnership

WTS is excited to release this guideline agreement in advance of students being able to take home a school-owned chromebook as part of our 1-to-1 chromebook program roll-out. Providing students and teachers with technology tools, such as chromebooks, will make their education more engaging, collaborative, and accessible.

By signing below I acknowledge and agree with the following statements:

- I have received, read and understand the WTS 1:1 chromebook program Student Guidelines, for the 2020-21 school year including the district's notification that pertains to New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act".
- Accidental Damage Protection is provided through the District for student-issued chromebooks. This protection provides warranty repair coverage against accidental damage and normal wear on the device. I understand that chromebooks that are found to be damaged due to misuse, deliberate damage, or neglect may result in a fine (see page 8) being issued to the students/parents of the responsible parties and/or disciplinary action.
- All equipment issued to a student must be returned at the end of the school year. Failure to return each item will result in a fine for the replacement cost.
- Use of an WTS chromebook also falls under the rules of the Winfield Acceptable Use Agreement that parents and students sign each year.
- 1:1 chromebooks might NOT have any web filtering on them when they are away from the WTS network. So, there is no web content filtering on the chromebook when they are used at home. Parents/ Guardians accept full responsibility for supervising their child's chromebook use away from school.

Please fill out, sign, and return this cover sheet to your homeroom teacher. No Chromebook will be sent home with students until this form is returned. Please keep the rest of the document for your records.

Student Printed Name: _____

Student Signature:_____

Student is allowed to take the chromebook home: _____Yes _____No

Parent/ Legal Guardian Printed Name:_____

Parent/ Legal Guardian Signature:_____

Date: _____

Winfield Township School

1:1 Chromebook Program-Student Guidelines

I. Vision

Winfield Township School (WTS) is preparing students to meet the challenges of a dynamic global society in which they participate, contribute, and achieve their educational and personal goals. We wish to allow for flexibly advancing the learning of all students toward attainment of college and career-readiness standards. WTS provides students and teachers with the technology tools and skills necessary for student-directed learning. The Winfield Township Board of Education recognizes the use of technology in the educational process is an essential part of the schooling experience. Through purposeful use of Internet-enabled technology at school and away from school, students, teachers, and staff are able to access current information, laws, news, and a variety of other valuable resources from sources across the world.

II. Goals

a. Students use reasoning, creativity, and collaborative problem solving related to authentic, real-world issues.
b. Students are productive and engaged in their learning experiences.
c. Students practice good digital citizenship in their online behavior.
d. WTS provides consistent and appropriate access to technology for students for instructional purposes.

III. Terms of Chromebook Loan

Students in grades 5-8 will be issued a chromebook. The chromebook will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the chromebook for the remainder of the school year in which it was issued, until the student withdraws from school, or until thechromebook is removed from the student's possession for administrative reasons. All equipment must be returned to the school by the last week of the school year. Students are responsible for bringing the chromebook to school, taking it home each day, and ensuring it is charged for use the following day. WTS reserves the right to change the terms of the loan or this guidelines document at any time or to terminate the 1:1 chromebook program at any time and for any reason.

General Usage Rules

In conjunction with the Board's Acceptable Use Policy for technology and other applicable Board Policies, Regulations and procedures, these 1-to-1 Chromebook Program Guidelines shall apply to all student chromebooks issued by and used in the District, including any other similar District electronic equipment and/or devices considered by the District Administration to come under these Guidelines. Teachers may set additional requirements for use of chromebooks in their classrooms in accordance with District Policy and curricular standards. The use of the chromebook both in school and at home will be monitored by the Administration through a mobile device management software. Any violation of Board policy, these Guidelines, or the WTS Acceptable Use Agreement will result in school discipline according to the Board's Student Discipline Guidelines. The chromebook is the property of the Board and subject to review and monitoring.

Chromebooks Left At Home

If students leave their chromebooks at home, they remain responsible for getting all course work completed as if they had their chromebook present. Repeated failures to bring chromebooks to school (totaling minimum of three (3) consecutive or nonconsecutive days) will result in a loss of home chromebook use privileges for one (1) week, and students must leave their chromebook in school in a designated area. Continued or consistent failures to bring chromebooks to school may result in a total loss of chromebook privileges and/or other disciplinary action in accordance with the Board's student disciplinary policies.

Opt Out of Take-Home Portion of Chromebook Program

Although take-home participation in the Program is strongly encouraged, it is not mandatory. If parents/guardians of students eligible to participate in the Program do not wish for their student to take home a chromebook as part of the Program, the parent/guardian must notify the school principal. If, at any time after the student receives a chromebook, the student's parents/guardians do not wish for the student to participate in the take-home portion of the Program any longer, the parent must notify the school principal in writing and return the chromebook and all District issued accessories in the same condition they were issued - that equipment may still be used by the student during the school day, but must be returned to a designated location at school at the end of every day. Once a student's parents/guardians have opted out of take-home,

the student may not resume participation in that aspect of the Program unless a request for same is submitted in writing and approved by the District Administration. Any loss, damage, or other unauthorized use will be handled as provided herein.

Chromebook/Network/Internet General Functionality

The district can make no guarantee that the chromebook will function properly, that it will operate with a student's home computer network (or any other network) properly, nor that the computer network at school will function properly 100% of the time. The District is not responsible for lost or missing data as a result of these and is not responsible for proper network functionality while the chromebook is attempting to use a non-WTS computer network.

IV. Hardware and Software Issued

a. Chromebook with integrated web camera
b. AC adapter/power cord

The chromebooks run on Google Operating System and are Internet capable. All chromebooks have a logging/monitoring system that is activated when the chromebook is logged on. The school does not have remote access to the web camera installed on each chromebook.

Students may not install additional software except software specifically chosen by WTS and approved by WTS tech staff.

V. General Chromebook Care Guidelines

Students are responsible for the general care of the chromebook, including, but not limited to, the following.

a. For prolonged periods of inactivity, close the lid to protect the chromebook screen and conserve battery life.
b. Liquid, foods, and other debris can damage the chromebook. Avoid eating or drinking while using the chromebook.
c. Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the chromebook by the screen or placing fingers directly on the screen with any force.
d. Never attempt to repair or reconfigure the chromebook. Never attempt to open or tamper with the internal components of the chromebook... doing so will render our warranty void and will be considered intentional damage.
e. Take care when inserting cords, cables, and removable storage devices to avoid damage to the chromebook ports.
f. Do not expose the chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the chromebook.
g. A label has been applied to the chromebook for ID purposes and must not be removed, altered, covered, or destroyed. Do not place additional stickers/items on the chromebook. Remember the chromebooks are the property of WTS.
h. Keep the chromebook away from magnets and magnetic fields, which can erase or corrupt data. This includes, but is not limited to, large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

VI. Cleaning The Chromebook

a. Wash hands frequently when using the chromebook to avoid buildup on the touchpad or touch screen. Grease and dirt can cause the cursor to jump around on the screen.
b. Always disconnect the chromebook from the power outlet before cleaning.
c. To clean the laptop, wipe it down with a soft, dry cloth.

VII. Screen Care

a. Do not pick up the chromebook by the screen.
b. Avoid touching the screen with pens, pencils, or any sharp instrument.
c. Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
d. Do not lean on top of the chromebook and avoid placing excessive pressure or weight on the chromebook screen.
e. Clean the screen with a soft, dry cloth, or antistatic cloth.
f. A cloth dampened with a very small amount of water can be used to wipe down the LCD screen if it is particularly dirty. There are also "screen wipes" sold in the electronics department of local stores that may be used.
g. NEVER clean the screen with glass cleaner.

VIII. Carrying the Chromebook

a. Chromebook should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case in order to prevent damage.
b. Close the lid before moving or carrying the chromebook.
c. Do not leave the chromebook in a vehicle for extended periods of time or overnight.
d. Carefully unplug all cords, accessories, and peripherals before moving the chromebook or placing it in the bag. Do do not overload bookbags since it is likely to cause damage to the chromebook.

IX.Security

a. NEVER leave chromebooks in unsupervised areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, and/or hallways. Secure your chromebook in your locker before going to class in an unsecured area.

b. Avoid using the chromebook in areas where damage or theft is likely (such as bathrooms/restrooms - where the chromebook could get wet, or airport/bus/train terminals - where it might get misplaced and stolen).
c. When students are not using them, chromebooks should be stored in their secured lockers. NOTHING should be placed on top of the chromebook in the locker. Students are expected to take their chromebook home every night, regardless whether or not they are needed.
d. Chromebooks should not be stored in a vehicle. If a chromebook is placed in a vehicle temporarily, it must not be visible from the outside.
e. During after-school events, students are still expected to maintain the security of the chromebook. Students participating in sports events will secure the chromebook by locking them inside their student-assigned lockers. Unsupervised chromebooks will be confiscated by staff.
f. Continued or consistent failures to secure chromebooks may result in a total loss of chromebook privileges, and/or disciplinary action in accordance with the Board's student disciplinary policies.

X. Loaning Equipment to Others

a. Students may not lend chromebooks or chromebook components to others for any reason.
b. Parents/legal guardians may use the chromebook to assist their child who is assigned the chromebook with homework and school assignments.

XI. Power Management

a. It is the student's responsibility to recharge the chromebook battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classroom for recharging.
b. Dimming the brightness of the screen will extend the life of the battery.
c. Uncharged batteries or failure to bring the chromebook to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.
d. All students are required to carry their chargers (AC Adapters) to school.
e. Students will only use AC power adapters supplied by the school.
f. Be careful not to cause a tripping hazard when plugging in the chromebook.

XII. Software and File Management General Information

a. Chromebooks come with a standard pre-loaded software image. This image may not be altered by students or parents.
b. Do not remove any software or change computer settings, unless directed by school staff.
c. Software applications may be installed by members of the WTS technology services department.
d. The software installed by WTS must be left in usable condition by users of the chromebook.
e. Do not change the chromebook name.
f. Do not remove or change operating system extensions.
g. Do not attempt to circumvent any security restrictions or security settings on the chromebook.
h. The school does not accept responsibility for the loss of any data deleted due to re-imaging or maintenance performed on the chromebook.
i. Periodic software updates will automatically install on the chromebooks as they become available.

Music, Games, or Programs

The Winfield Acceptable Usage Agreement states that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws. Music, videos, and games may not be downloaded, installed, or saved to the hard drive. Music and games can be disruptive during class and may not be used in school unless the student has permission from the teacher for an educational project.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the chromebook.

Student Storage/Saving Files

a. Students are expected to use their WTS Google account (@winfieldschool.org) and Google Drive to save school-related files.
b. The use of thumbdrives or other external storage media is not recommended.

Screensavers/Wallpapers

The chromebook is equipped with a standard screensaver and wallpaper which should not be modified.

Passwords

Students will log in using their assigned usernames and passwords. Students will not share their password with others.

Sound

Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with given permission from the teacher.

Printing

a. Help conserve our instructional resources by using "print preview" or digital transmission of work when possible.
b. Student will be able to utilize one or more common-area printers in the school during the school day. Appropriate school printers will be automatically installed and available on the chromebook.
c. If students have a printer at home, they may plug it into the chromebook and attempt to use it for printing, but at-home printing functionality is NOT GUARANTEED NOR SUPPORTED by WTS.

XIII. Email and Internet Use

a. Email accounts are provided by the school. Email correspondence will be utilized for educational purposes only. Electronic communication coming from or going to the school issued laptops can and will be monitored to make sure the terms of the agreement are being followed. Digital communications etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, and online collaboration sites.
b. As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district on the district's wired and wireless network. THERE IS NO FILTERING OF INTERNET CONTENT ON WTS CHROMEBOOKS WHEN THEY ARE NOT CONNECTED TO THE WTS NETWORK AND ARE AWAY FROM SCHOOL GROUNDS. Parents are asked to discuss appropriate ground rules for use of the chromebook while away from school with their child to ensure that the child is supervised and using the laptop appropriately. It is the primary responsibility of the student to appropriately use the chromebook, network, and the Internet. Winfield Township School will not be responsible for any harm suffered while on the Internet or network.
c. Students are required to notify building personnel if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety

As part of our curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. We ask students to:

a. Immediately report any unauthorized activity on the Internet or network.
b. Notify a teacher immediately if they accidentally access an inappropriate site.
c. Never read someone else's email or open other's folders or files without permission.
d. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
e. Never arrange to meet an unknown person.
f. Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
g. Protect their accounts by keeping passwords secure and logging off or locking when not at a chromebook. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the chromebook at the time of the activity. If a student's account is logged in to a chromebook, that student is responsible. Keep your password a secret.
h. Protect personal information. Never give full name, addresses, phone numbers, passwords, or social security numbers for oneself or others. Use a "code name" with online viewers/organizations you do not know!
i. Do not falsely represent one's age to websites that require users to be a certain age to use their services.
j. Avoid online sites and materials that do not support the curriculum or are inappropriate for educational use.

Off-Site Internet Use

a. WTS will not serve as a home internet service provider. Additionally, the District will NOT provide Internet filtering for the chromebook while connecting to the Internet away from school and/or on a non-district network connection. It is the responsibility of the parent or guardian to set any additional rules for use while away from school and monitor their child's laptop use, especially Internet access, while away from school.
b. WTS is not responsible for providing Internet access outside of school. The ability to access the Internet from home varies from situation to situation. No guarantee is implied.

XIV. Monitoring Chromebook Usage

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act" - *A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device 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. The notification shall also include a statement that the school district or charter school 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. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.*

a. When students are away from school, it is the responsibility of the parent and/or guardian to supervise the student's activity. Students will provide access to the chromebook and any accessories assigned to them upon request by the school or district. A search of the chromebook and student files may be conducted if there is suspicion that any policies, procedures, guidelines, or laws have been violated.
b. Winfield technicians and personnel will be able to monitor student chromebooks at any point during the day through remote transmission.
c. Students may be selected to provide their chromebook for inspection. Students with damaged chromebooks who fail to report the damage will be subject to additional fines and disciplinary actions.

Privacy

a. There is no expectation of privacy regarding the contents of chromebook files or communication using any school-provided computer, network, or service. Winfield Township School reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via WTS's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned chromebooks, computers, or other equipment.

b. All chromebooks have a tracking/monitoring system that is activated when the chromebook is logged on. The school does not have remote access to the web camera installed on each chromebook and will not use the web camera in a manner that would violate the privacy rights of the student or any individual residing with the student.

c. Capturing video, audio, or photography while on school grounds must be used for educational purposes and follow all school policies.

XV. Warranties, Damages, Malfunction, and Theft

Hardware Warranty and Accidental Damage Coverage

a. WTS has purchased a warranty with each chromebook that covers repair/replacement of the chromebook chassis, LCD screen, hard drive, and motherboard caused by ***normal use, factory defect, and accidental damage***.

b. Damage should be reported to the school within 1 school day of the damage occurring.

c. Frequent accidental damage, negligent care, and/or deliberate damage to the equipment may result in school discipline according to the Board's Student Discipline Guidelines and/or fines, even if the damage is covered by the warranty.

Damage Not Covered by Warranty

a. Peripherals such as chargers (AC adapters) and batteries are not covered under the accidental damage warranty. A replacement or repair fee will be charged for damaged chargers and batteries

b. Frequent damage, negligent care, and/or deliberate damage to the equipment will result in fines and may result in school discipline according to the Board's Student Discipline Guidelines.

Theft/Loss/Vandalism

a. If at any point a chromebook is stolen or lost during the school day or is vandalized or linked to a criminal act; the student is to immediately report it to their teacher or school administration. At that time, an appropriate report will be filled out by the student.

b. If at any point a chromebook is stolen while off school property or is vandalized or linked to a criminal act, it must be reported to the Winfield Police Department by the parent or student and a copy of the police report must be brought to the school within 24 hours (excluding weekend/holiday) to be given to school administration.

c. Filing a false police report and insurance claim is punishable by law.

Malfunction and Loaner Equipment

a. General malfunctions of the chromebook or the software on it should be reported to the student's teacher who will relay that to the technology department.

b. Loaner equipment may be provided to a student if it is malfunctioning, damaged, or otherwise in need of repair and will not be usable or accessible to the student for an extended period of time. This is subject to the availability of spare equipment in the district on a first-come, first-served basis.

c. Students are responsible for loaner equipment as if it were the equipment assigned to them for the school year.

Financial Responsibility

a. Accidental Damage Protection (ADP) from the chromebook vendor is provided through the District for student-issued chromebooks.

b. The ADP is meant to protect against accidental damage and normal wear on the device. It does not cover intentional damage, theft, or loss of the device.

c. Chromebooks that are found to be damaged due to misuse, deliberate damage, or neglect may result in a fine being issued to the students/parents of the responsible parties.

d. Each student is issued a chromebook with integrated battery, and charger that all must be returned at the end of the school year. Failure to return each item may result in a fine if proper police reports have not been filed.

XVI. LIMITATION OF BOARD LIABILITY

The chromebooks permit students' access to the Internet and other on line materials. The Internet and certain sources of online materials accessible through the chromebook constitute an unregulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that student chromebook users may locate.

The Board cannot and does not guarantee the accuracy of the information or the appropriateness of materials that a student chromebook user may encounter or access. Furthermore, the Board will not be responsible for any damage any student chromebook users may suffer, including but not limited to, loss of data or interruptions of service; nor shall the Board be responsible for financial obligations arising through the unauthorized use of the chromebook. By virtue of a student's participation in the chromebook Program, both the student and his/her parents/guardians agree to indemnify and hold the District and the Board harmless for any inappropriate material encountered or acquired through the use of a chromebook.

Table of Estimated Pricing for Non-Accidental Damage/Loss*

	Parts/Repairs	Fine
	Screen (LCD panel)	$250.00
	Keyboard	$100.00
	Trackpad/Touchpad	$150.00
	Power Adapter, model varies	$90.00
	Battery	$150.00
	Hinge	$150.00
	Built-in camera	$150.00
	Bottom housing /cover panel	$10.00
	Asset Tags/Labels	$5.00
	Top housing/cover panel	$100.00

**The costs of these and any other parts needed for repairs will be based on the vendor's current price list.*