

**Haddon Heights School District**  
**1:1 Chromebook Program - STUDENT GUIDELINES**

**I. Vision**

The Haddon Heights School District 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. The Haddon Heights School District provides students and teachers with the technology tools and skills necessary for student-directed learning. The Haddon Heights Board of Education recognizes the use of technology in the educational process as an essential part of the learning 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 around 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. The Haddon Heights School District provides consistent and appropriate access to technology for students for instructional purposes.

**III. Terms of Chromebook Loan**

Students in grades 4-12 will be issued a Chromebook. The Chromebook will be assigned to each individual student and serial numbers will be recorded. The student will retain possession of the Chromebook for the remainder of the school year in which it is issued, until the student withdraws from school, or until the Chromebook 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 each school day. The Haddon Heights School District 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.

Students in grade 3 will utilize the Chromebooks in their classroom and in specials for approximately the first half of the year. This will serve as a transition time period to allow teachers to prepare students for proper care and requirements for Chromebook usage outside of school. Students will then be issued a Chromebook. The Chromebook will be assigned to each individual student and serial numbers will be recorded. The student will retain possession of the Chromebook for the remainder of the school year in which it is issued, until the student withdraws from school, or until the Chromebook 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 each school day. The Haddon Heights School District 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.

Students in Grades K-2 will utilize the Chromebooks in their classroom and in specials throughout the school year.

### **General Usage Rules**

In conjunction with the Board's Acceptable Use Policy for technology and other applicable Board Policies, Regulations and procedures, these 1:1 Chromebook Program Student Guidelines shall apply to all Chromebooks issued and utilized 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. Every student's school Google account, whether at home or at school, will be filtered by the Administration through a web-based monitoring service. Any violation of Board policy, these Guidelines, or the Haddon Heights Acceptable Use Agreement will result in school discipline according to the Board's Student Discipline Code of Conduct. The Chromebook is the property of the Haddon Heights School District and subject to review and monitoring.

### **Chromebooks Left At Home**

If students leave their Chromebook at home, they remain responsible for getting all course work completed as if they had their Chromebook present. Repeated failure to bring Chromebooks to school (totaling a minimum of three (3) consecutive or nonconsecutive days) will result in the 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 failure to bring their Chromebook 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 and complete the Opt-Out form. 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, complete the Opt-Out form 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. If a parent/guardian chooses to

opt-out of the program, the student remains responsible for getting all course work completed as if they had their Chromebook present.

#### **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, or 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 this and is not responsible for proper network functionality while the Chromebook is attempting to use a non-Haddon Heights School District computer network.

#### **IV. Hardware Issued**

- a. Chromebook with battery and integrated web camera
- b. AC adapter/power cord (should be left at home)
- c. Carrying case

Chromebooks are web-based devices which are internet capable. Use of a student's school Gmail account will be filtered at all times by a mobile device management system, Go Guardian. The devices also have a filtering system that is activated when the Chromebook is logged-on.

#### **V. General Chromebook Care Guidelines**

Students are responsible for the general care of the Chromebook, including, but not limited to, the following:

- a. Chromebooks are required to be kept in the district issued carrying case at all times.
- b. Only the Chromebook should be carried in the case. Placing other items in the case can damage the Chromebook. Take precaution when placing the case on a flat surface.
- c. For prolonged periods of inactivity, close the lid to protect the screen and hold the power button to shut down the Chromebook to conserve battery life.
- d. Liquid, foods, and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook. DO NOT keep food or food wrappers in the carrying case.
- e. 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. Avoid putting writing instruments on the Chromebook.
- f. 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 the warranty void and will be considered intentional damage.
- g. Take care when inserting cords, cables, and removable storage devices to avoid damage to the Chromebook ports.
- h. 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.

- i. A label has been applied to the Chromebook and to the carrying case for ID purposes and must not be removed, altered, covered, or destroyed. Do not place additional stickers/items on the Chromebook. Remember, the Chromebook is the property of the Haddon Heights School District.
- j. 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. 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. Do not leave items such as pens, pencils, 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 screen.
- e. Clean the screen with a soft, dry cloth, or antistatic cloth.
- f. Do not use water to clean the screen. If a screen becomes particularly dirty use “screen wipes” sold in the electronics department of local stores.
- g. NEVER clean the screen with glass cleaner.

## **VII. Carrying the Chromebook**

- a. Chromebooks are to be carried in the school-provided carrying case at all times. If a student carries the Chromebook outside the carrying case or in a non-district provided case and damage occurs as a result, that is considered damage through negligent care, resulting in a fine and/or disciplinary action.
- b. Close the lid before moving or carrying the Chromebook.
- c. Carefully unplug all cords, accessories, and peripherals before moving the Chromebook.

## **VIII. 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 an unsecured area.
- b. When entering the locker room, Chromebooks must be locked in assigned locker.
- c. Avoid using the Chromebook in areas where damage or theft is likely (such as bathrooms where the Chromebook could get wet).
- d. 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 Chromebooks home every night, regardless of whether or not they are needed.
- e. 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.
- f. During after-school events, students are still expected to maintain the security of the Chromebook.

- g. Students participating in sports, activities, or other events will secure the Chromebooks by locking them inside their assigned lockers. Unsupervised Chromebooks will be confiscated by staff.
- h. Continued or consistent failure to secure Chromebooks may result in a total loss of Chromebook privileges and/or disciplinary action in accordance with the Board's student disciplinary code of conduct.

**IX. Loaning Equipment to Others**

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

**X. Power Management**

- a. It is the students' 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. Chromebooks should be closed if not in use during the school day and shut down at the end of the day to conserve battery life. For prolonged periods of inactivity, close the lid to protect the screen and hold the power button to shut down the Chromebook to conserve battery life.
- 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. Charging stations will be available during the day but are only to be used at teacher's discretion.

**XI. Software File Management General Information**

- a. Chromebooks come with a standard pre-loaded image. This image may not be altered by students or parents.
- b. Do not change computer settings unless directed by school staff.
- c. Do not attempt to circumvent any security restrictions or security settings on the computer.
- d. The school does not accept responsibility for the loss of any data deleted due to reimaging or maintenance performed on the Chromebook.
- e. Periodic software updates will automatically install on the Chromebooks as they become available.

**Music, Games, or Applications**

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.

### **Student Storage/Saving Files**

- a. Students are expected to use their Haddon Heights School District Google Account\_ [a.student#@hhsd.k12.nj.us](mailto:a.student#@hhsd.k12.nj.us).
- b. Students will use Google Drive and Google Classroom.

### **Passwords**

Students will log-in using their assigned username and password. Students will not share their password with others.

### **Sound**

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

### **Printing**

Printing will not be permitted on school network.

## **XII. Email and Internet Use**

- a. Email accounts are provided by the school. Email correspondence will be utilized for educational purposes only.
- b. Electronic communication coming from or going to the school-issued Chromebooks can 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.
- c. 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. Although not required by CIPA, Haddon Heights School District will filter a student's account wherever that device is being utilized.
- d. 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 computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If a student's account is logged in to a computer, that student is responsible. Keep passwords 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. Haddon Heights School District will not serve as a home Internet service provider.
- b. Haddon Heights School District is not responsible for providing Internet access outside of school.
- c. The ability to access the Internet from home varies from situation to situation. No guarantee is implied.

### **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 Chromebook 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 students' 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. Haddon Heights technicians, teachers, and personnel can monitor student web browsing and Google Classroom activities through Go Guardian while they are logged into their school account.
- 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 computer files or communication using any school-provided computer, network, or service. Haddon Heights School District reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Haddon Heights School District's equipment.
- b. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned Chromebooks, computers, or other equipment.
- c. All Chromebooks have a tracking/monitoring system that is activated when the Chromebook is logged on. The school will not access the web camera installed on each computer 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.
- d. Capturing video, audio, or photography while on school grounds must be used for educational purposes and follow all school policies.

### **XIII. Warranties, Damages, Malfunction, and Theft Hardware Warranty and Accidental Damage Coverage**

- a. Haddon Heights School District has purchased a warranty with each Chromebook that covers accidental damage.
- b. Damage should be reported to the school within one (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 Code of Conduct and/or fines, even if the damage is covered by the warranty.

#### **Damage Not Covered by Warranty**

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

#### **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.
- b. At that time, an appropriate report will be filled out by the student.
- c. 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 Haddon Heights Police Department by the parent or student and a copy of the police report must be brought to the school within 24 hours (excluding weekends/holidays) to be given to school administration.
- d. Filing a false police report and/or insurance claim is punishable by law.

#### **Malfunction and Loaner Equipment**

- a. General malfunctions of a Chromebook 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 Chromebook computers.
- 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, a charger and carrying case that all must be returned at the end of the school year. Failure to return each item may result in a fine.

**ESTIMATED Pricing for Non-Accidental Damage/Loss**

<b>Parts/Repairs</b>	<b>Fine</b>
<b>Total Replacement of Chromebook</b>	<b>\$329</b>
<b>Replacing Screen</b>	<b>\$120</b>
<b>Touchpad</b>	<b>\$30</b>
<b>Power Cord</b>	<b>\$55</b>
<b>Carrying Case</b>	<b>\$25</b>
<b>Hinge</b>	<b>\$25</b>
<b>Display Bezel</b>	<b>\$25</b>
<b>Other parts/accessories not listed</b>	<b>100% cost to district</b>

**XIV. Limitation of Board Liability**

The Chromebooks permit students access to the Internet and other online 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.