

## R 2361 ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

For the purpose of this Policy and Regulation, “computer networks/computers” includes, but is not limited to, the school district’s computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.

For the purpose of this Policy and Regulation, “school district personnel” shall be the person(s) designated by the Superintendent of Schools to oversee and coordinate the school district’s computer networks/computer systems. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district’s computer networks/computers must adhere to strict regulations. Regulations are provided to assure staff, community, pupils, and parent(s) or legal guardian(s) of pupils are aware of their responsibilities. The school district may modify these regulations at any time. The signatures of the pupil and his/her parent(s) or legal guardian(s) on a district-approved Consent and Waiver Agreement are legally binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules and regulations established under Policy and Regulation 2361.

Pupils are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district’s networks, Internet access, and computers are provided for pupils to conduct research, complete school assignments, and communicate with others. Access to computer networks/computers is given to pupils who agree to act in a considerate, appropriate, and responsible manner. Parent(s) or legal guardian(s) permission is required for a pupil to access the school district’s computer networks/computers. Access entails responsibility and individual



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users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed users will comply with district standards and will honor the agreements they have signed and the permission they have been granted. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.

The following prohibited behavior and/or conduct using the school district's networks/computers, includes but is not limited to, the following:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;



9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another's password;
12. Trespassing in another's folders, work or files;
13. Intentionally wasting limited resources;
14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

## INTERNET SAFETY

### Compliance with Children's Internet Protection Act

As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6, and 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

### Compliance with Neighborhood Children's Internet Protection Act

Policy 2361 and this Regulation establish an Internet safety protection policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;



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3. Unauthorized access, including “hacking” and other unlawful activities by minors online;
4. Cyberbullying;
5. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
6. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
7. Measures designed to restrict minors’ access to materials harmful to minors.

Notwithstanding the material or visual depictions defined in the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act, the Board shall determine Internet material that is inappropriate for minors.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety protection policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year’s annual public hearing will also be discussed at a meeting following the annual public hearing.

#### Information Content and Uses of the System

Pupils may not publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to a reasonable person, or which, without the approval of the Superintendent of Schools or designated school district personnel, contains any advertising or any solicitation to use goods or services. A pupil cannot use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) should be advised the Board and school district personnel have no control over content. While most of the content available on the Internet is not offensive and much of it is a valuable educational resource, some objectionable material exists. Even though the Board provides pupils access to Internet resources through the district’s computer networks/computers with installed appropriate technology protection measures, parents



and pupils must be advised potential dangers remain and offensive material may be accessed notwithstanding the technology protection measures taken by the school district.

Pupils and their parent(s) or legal guardian(s) are advised some systems and Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material. The Board and the school district personnel do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having Internet access available to their children at home should be aware of the existence of such materials and monitor their child's access to the school district system at home. Pupils knowingly bringing materials prohibited by Policy and Regulation 2361 into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts or access on the school district's computer networks and their independent use of computers.

#### On-line Conduct

Any action by a pupil or other user of the school district's computer networks/computers that is determined by school district personnel to constitute an inappropriate use of the district's computer networks/computers or to improperly restrict or inhibit other persons from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending person's access and other consequences in compliance with Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Pupils and their parent(s) or legal guardian(s) specifically agree to indemnify the school district and school district personnel for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the pupil.

Computer networks/computer resources are to be used by the pupil for his/her educational use only; commercial uses are strictly prohibited.



## Software Libraries on the Network

Software libraries on or through the school district's networks are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of appropriate school district personnel. Any software having the purpose of damaging another person's accounts or information on the school district computer networks/computers (e.g., computer viruses) is specifically prohibited. School district personnel reserve the rights to refuse posting of files and to remove files. School district personnel further reserve the right to immediately limit usage or terminate the pupil's access or take other action consistent with the Board's policies and regulations of a pupil who misuses the software libraries.

## Copyrighted Material

Copyrighted material must not be placed on any system connected to the computer networks/computers without authorization. Pupils may download copyrighted material for their own use in accordance with Policy and Regulation 2531 Use of Copyrighted Materials. Pupils may only redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author or authorized source.

## Public Posting Areas (Message Boards, Blogs, Etc.)

Messages are posted from systems connected to the Internet around the world and school district personnel have no control of the content of messages posted from these other systems. To best utilize system resources, school district personnel will determine message boards, blogs, etc. that are most applicable to the educational needs of the school district and will permit access to these sites through the school district computer networks. School district personnel may remove messages that are deemed to be unacceptable or in violation of Board policies and regulations. School district personnel further reserve the right to immediately terminate the access of a pupil who misuses these public posting areas.

## Real-time, Interactive, Communication Areas

School district personnel reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the access of a pupil who misuses real-time conference features (talk/chat/Internet relay chat).



## Electronic Mail

Electronic mail (“e-mail”) is an electronic message sent by or to a person in correspondence with another person having Internet mail access. The school district may or may not establish pupil email accounts. In the event the district provides email accounts, all messages sent and received on the school district computer networks/computers must have an educational purpose and are subject to review. Messages received by a district-provided email account are retained on the system until deleted by the pupil or for a period of time determined by the district. A canceled account will not retain its e-mails. Pupils are expected to remove old messages within fifteen days or school district personnel may remove such messages. School district personnel may inspect the contents of e-mails sent by a pupil to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the policy, regulation, or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any e-mail transmitted or any other information on the school district computer networks/computers.

## Disk Usage

The district reserves the right to establish maximum storage space a pupil receives on the school district’s system. A pupil who exceeds his/her quota of storage space will be advised to delete files to return to compliance with the predetermined amount of storage space. A pupil who remains in noncompliance of the storage space allotment after seven school days of notification may have their files removed from the school district’s system.

## Security

Security on any computer system is a high priority, especially when the system involves many users. If a pupil identifies a security problem on the computer networks/computers, the pupil must notify the appropriate school district staff member. The pupil should not inform other individuals. Passwords provided to pupils by the district for access to the district’s computer networks/computers or developed by the pupil for access to an Internet site should not be easily guessable by others or shared with other pupils. Attempts to log in to the system using either another pupil’s or person’s account may result in termination of the account or access. A pupil should immediately notify the Principal or designee if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any pupil identified as a security risk will have limitations placed on usage of the computer networks/computers or may be terminated as a user and be subject to other disciplinary action.



## Vandalism

Vandalism to any school district owned computer networks/computers may result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

## Printing

The printing facilities of the computer networks/computers should be used judiciously. Unauthorized printing for other than educational purposes is prohibited.

## Internet Sites and the World Wide Web

With permission from the Building Principal, designated school district personnel may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by designated school district personnel who shall ensure the content of the site complies with Federal, State, and local laws and regulations as well as Board policies and regulations.

Parents/guardians and students must read the Haddon Heights School District 1:1 Chromebook Student Guidelines. Parents/guardians and students must sign the Haddon Heights School District 1:1 Chromebook Program Student Guidelines Agreement OR the Haddon Heights 1:1 Chromebook Program Opt-Out Form. All forms are listed below.

### **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





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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 monitored 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 monitoring 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.



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- 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.



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- 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 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.
- 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.



ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND  
RESOURCES

- 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

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



#### **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.

Haddon Heights School District  
1:1 Chromebook Program Student Guidelines Agreement

The Haddon Heights School District encourages students to use a variety of technologies to enhance their learning. To ensure the safety and privacy of our students and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's technology policies are available on the district website.

Please read the following statements and sign below:

- Students and Parents have received, read, and understand the Haddon Heights School District 1:1 Chromebook Program Student guidelines for the 2016-2017 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."
- Chromebooks are intended for educational use.
- Student must have Chromebooks in school every day.
- Student must report any problem or damage to the Chromebook.



# REGULATION

- 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/We understand that Chromebooks that are found to be damaged due to misuse, deliberate damage, or neglect may result in fine being issued to the students/parents/guardians and/or disciplinary action.
- The Chromebook and all equipment must be returned at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Haddon Heights Schools for any reason must return their individual Chromebook on the date of termination. Failure to return Chromebook will result in fine and possible theft charges.
- The use of Chromebooks will be governed by all terms and conditions of the Haddon Heights School District technology policies and regulations.

Student Printed Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Legal Guardian Printed Name: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Haddon Heights School District  
1:1 Chromebook Program Opt-Out Form

Please read the following statements and sign below:

- Students will be provided a Chromebook for use during the school day. It must be signed out in the morning and returned at the end of the school day.
- Students are responsible for loaner Chromebook throughout the school day as documented in 1:1 Chromebook Program Student Guidelines Agreement.



# REGULATION

- Students are responsible for getting all course work completed in the same timeframe as those students who take their Chromebooks home.

I \_\_\_\_\_ (printed parent name), choose to Opt Out of the take home portion of the 1:1 Chromebook Program Student Guidelines Agreement.

Student Printed Name: \_\_\_\_\_ Grade: \_\_\_\_ School: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Legal Guardian Printed Name: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Violations

Violations of the Acceptable Use of Computer Networks/Computers and Resources Policy and Regulation may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and/or Regulation, 2361 Acceptable Use of Computer Networks/Computers and Resources, 5600 Pupil Discipline/Code of Conduct, 5610 Suspension and 5620 Expulsion as well as possible legal action and reports to the legal authorities and entities.

## Determination of Consequences for Violations

The particular consequences for violations of this Policy shall be determined by the Principal or designee. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities is the appropriate course of action.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:



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ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND  
RESOURCES

1. Use of computer networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

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