



# Chromebook Handbook



**BOE Adoption: August 22, 2024**

\*The contents of this handbook are subject to change based upon administrative discretion. Students and parents/guardians are responsible for staying up-to-date on the contents of this book.

## **Parent/Guardian/Student User Agreement: Chromebook Guidelines**

**This cover sheet should be accessed and electronically signed through OnCourse via the Parent/Guardian portal.**

- All families must submit this completed form in order to receive a Chromebook. Families with multiple DTS students must complete one form per student.

**By electronically signing, I acknowledge and agree with the following statements:**

- I have read and understand the DTS Chromebook Guidelines, as published in the DTS Chromebook Handbook on the DTS website, [www.deerfield.k12.nj.us](http://www.deerfield.k12.nj.us).
- I understand that Chromebook and Chromebook accessories found to be damaged or lost may result in a fine being issued to the parent/guardian.
- Each student is issued a Chromebook and a charger that must be kept in good, usable condition for the school year.
- The electronic device may record or collect information on the student's activity/location or the student's use of the device. DTS 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.

By electronically signing this sheet through OnCourse, I acknowledge that I have read and understand the Chromebook Guidelines that will apply for the length of the DTS School Year. I acknowledge and agree with the guidelines as stated above.

***Electronic Signature/Initials captured through OnCourse.***

## **Technology Goals**

All students will be prepared to excel in the community, work place, and in our global society equipped with key technology skills and responsible digital citizenship practices.

All educators will effectively integrate educational technology in the classroom in order to enable students to achieve the goals of the New Jersey Student Learning Standards as they relate to specific college majors and careers.

Educational technology will be accessible by students, teachers, support staff, and administrators and will be utilized to enhance instructional purposes in all learning environments, including classrooms, media centers, and other educational settings.

## **Items Issued**

- Chromebook Computer
- AC Adaptor and Power Cord

## **Chromebook Care Recommendations:**

### **Basic Chromebook Care**

Students are expected to take appropriate care of their Chromebooks throughout the school year. It is the student's responsibility to ensure that his/her own Chromebook is functioning properly and kept within its case.

A label has been applied to the Chromebook for ID purposes. Please do not remove this label or place additional stickers/items on the computer. Remember the Chromebook is the property of the Deerfield Township Board of Education.

### **Acceptable Use**

The DTS Acceptable Usage Policy and Internet Safety Agreement states that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws (which also pertain to generative artificial intelligence platforms). Music and games can be disruptive during class and may not be used in class unless the student has permission from the teacher for an educational project.

### **Carrying the Chromebook**

**Chromebooks are to be carried in the school-provided Chromebook protective cases at all times.**

Chromebooks should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case.

Always close the lid before moving or carrying the Chromebook.

Do not leave the Chromebook in a vehicle for extended periods of time or overnight.

Carefully unplug all cords, accessories, and peripherals before moving the Chromebook or placing it in the case.

Do not overload the Chromebook carrying case since it is likely to cause damage to the Chromebook. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the Chromebook carrying case.

Take precaution when placing the case on an uneven surface. When using the Chromebook, keep it on a flat, solid surface so that air can circulate (For example, using a Chromebook while on a carpet or bed can cause damage due to overheating).

### **Loaning Equipment to Others**

Students may not lend Chromebook or Chromebook components to others for any reason; this includes other family members.

### **Maintaining the Chromebook**

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 Chromebook case.

Never attempt to repair or reconfigure the Chromebook. Under no circumstances should there be any attempt to open or tamper with the internal components of the Chromebook.

Take care when inserting cords, cables, and other removable storage devices to avoid damage to the Chromebook ports.

Exposing the Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time will cause damage.

Keep your Chromebook away from magnets and magnetic fields, which can corrupt the data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

### **Passwords**

Students will login under their assigned Google usernames and passwords. Students will not share their password with other students.

## **Power Management**

It is the student's responsibility to fully recharge the Chromebook battery for each school day.

For prolonged periods of inactivity, shut the Chromebook down completely before closing the lid. This will help conserve the battery. Dimming the LCD brightness of the screen can extend the battery run time.

Chromebooks should be placed in standby or hibernate mode if they will be used within 30 minutes; otherwise, the Chromebook should be shut down. Hibernate mode will use less battery charge but will start back up a little slower.

Uncharged batteries or failure to bring the Chromebook to class will not be acceptable excuses for late or incomplete work or the inability to participate in class activities.

All students are recommended to label their chargers (AC Adapters) and carry them to school just in case there is an opportunity to recharge in a classroom.

## **Screen Care**

Picking the Chromebook up by the screen can cause damage. Please refrain from doing this.

Avoid touching the screen with fingers, pens, pencils, or any sharp instruments.

Avoid placing excessive pressure or weight on the Chromebook screen.

Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.

Clean the screen with a soft, dry cloth, or anti-static cloth.

Never clean the screen with glass cleaner.

## **Security**

NEVER leave Chromebooks unsupervised. Unsupervised areas include but are not limited to the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, or hallways.

Avoid using the Chromebook in areas where damage or theft is likely.

It is recommended that students take their Chromebook home every night, regardless of whether or not they need to be charged for the next day.

Chromebooks should not be stored in a vehicle. If a Chromebook is placed in a vehicle temporarily, it should not be visible from the outside.

## **Sound**

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

## **Email and Internet Use**

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 Chromebook may 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, online training, online courses, and online collaboration sites.

As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for use on the Chromebook while students are in school. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials. DTS cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. It is the responsibility of the user to appropriately use the Chromebook and the Internet.

Students are required to notify Administration if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

## **Internet Safety and Security**

As part of our curriculum, students will be instructed about appropriate online behavior. We ask students to:

Immediately report any unauthorized activity on the Internet or network.

Notify a teacher immediately if an inappropriate site is accidentally accessed.

Never read someone else's email or open their folders or files.

Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.

Never arrange to meet an unknown person utilizing social networks from the Internet.

Observe all copyright laws; do not claim authorship of work copied from a web site, generative artificial intelligence platform, or from any other source; accurately cite sources of information.

Protect user account information by keeping passwords secure and logging off or locking the device when not at the 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 on, that student is responsible. Keep passwords private.

Protect personal information. Never give full names, addresses, phone numbers, passwords, and social security numbers. Use a "code name" that does not personally identify the student user to unknown online viewers/organizations. This also applies to platforms that utilize artificial intelligence.

Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use. The usage of generative AI on any school-related assignments must be approved by the instructor.

Students should not pose as anyone other than themselves when participating in CCTEC course-specific online class forums related to Google.

Offenders will be subject to disciplinary action.

### **Off-Site Internet Use**

DTS will not serve as a home Internet service provider. It is the responsibility of the parent or guardian to monitor student Chromebook use, especially Internet access, in the home.

Parents/guardians may contact Comcast to see if they qualify for Comcast's Internet Essentials \$10-A-Month Service.

DTS 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.

### **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.

Students should never be left unsupervised while using Chromebooks or other computers. While at school, this is the responsibility of the school/district personnel. While at home, this is the responsibility of the parent/guardian. A search of the Chromebook may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated. Students will be required to provide access when requested.

DTS personnel will be able to monitor/access student Chromebooks at any point during the day through remote transmission and/or in-person. Students may be randomly selected to provide the Chromebook for inspection. Students who fail to report damage to a Chromebook will be subject to additional fines and disciplinary actions.

Students do not reserve the right to use their own personal devices as a substitute for the Chromebook. They are required to utilize the school-issued Chromebooks during instructional time. Offenders will be subject to disciplinary action.

### **Privacy**

There is no expectation of privacy regarding the contents of DTS Google accounts and communication using any school-owned computer or network. DTS reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via DTS's equipment or online accounts. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned Chromebooks, accounts, computers, or other equipment.

The district utilizes a program called GoGuardian for filtering needs and for digital classroom management purposes. All Chromebooks have this system and it is monitored by school personnel (including teachers). To access GoGuardian's privacy policy, please visit: <https://www.goguardian.com/product-privacy/>. All Chromebooks have a monitoring system that is activated when the Chromebook is logged on. This enables the school to track all devices. The school does not have remote access to the web camera installed on each computer. Capturing video, audio, or photography without the consent of a classroom teacher is forbidden.

### **Damaged/Lost/Stolen Devices**

Should the Chromebook be accidentally lost (this includes stolen devices) or damaged beyond repair, a parent/guardian will be responsible to cover a \$50.00 deductible for the first incident. Should the second device become lost, stolen, or damaged beyond repair, the school reserves the right to charge an additional deductible or the full cost of the device. Students do not reserve the right to supplement the school-issued device with a personal device, should theirs become damaged, lost, or stolen. Regardless of how the damage to a Chromebook is incurred, it is the responsibility of the student who has been issued the Chromebook to care for it and take responsibility for damages (including financial obligations).

Administration reserves the right to charge an additional deductible or the full cost of the Chromebook device depending on the circumstances of the damage incurred or theft that may have taken place. Additionally, administration reserves the right to apply its code of conduct to student misuse of devices.



Incidents of broken screens or repairable damages (with parts required and under the cost of \$25) will require students to pay a \$25.00 per incident fee.

Chromebooks should not be removed from their hard shell cases. If they are removed, the warranty is voided and could potentially incur fees that will be the responsibility of the student.

### **In-School Maintenance/Repair**

Should students have maintenance or repair issues with their Chromebook, they are to hand-deliver their device to the Main Office. Students will need a pass from their teacher in order to drop off their Chromebook if it is during class time. When receiving a loaner Chromebook, the same rules apply to that device as indicated in this handbook.

### **Theft**

If at any point a Chromebook is stolen or lost during the school day, the student should report it to school administration.

If at any point a Chromebook is stolen when off school property, it must be reported to the Police Department by the parent/guardian or student and a copy of the police report must be brought to the school within 24 hours (barring weekends) to be given to the administration.

### **Returning Chromebooks**

Students who transfer out of the district will be responsible for returning their Chromebook, protective cases, and chargers. Failure to return these will result in a fine for the full amount of the Chromebook.