



GEORGE WHITE MIDDLE SCHOOL CHROMEBOOK GUIDELINES

Please find important guidelines for the 2018-2019 district-issued Chromebooks:

Device Use: Students should use the assigned device for educational purposes and district business only. Furthermore, students are expected to bring their assigned device to all classes each day with a full battery charge. The use of each device assigned to a student is subject to the acceptable use guidelines described in BOE policies 2361 and 7523.

Manufacturing Defects and Technical Problems: If a student is experiencing technical difficulties, he/she should bring their device to the Computer Lab. In the event that the computer lab is not available, the student should drop the device off in the Main Office. Each student must fill out the Damage Report Form, which will be available in the Computer Lab and the Main Office. The Technology Department will determine whether the reported problem is the product of regular wear and tear or if it is considered damaged.

Technology Usage Fee: The technology usage fee is \$40.00 for the school year. (Students who qualify for free or reduced lunch will be charged accordingly.) Similar to textbooks, the student is responsible for maintaining their Chromebook and its accessories, such as the charger and carrying case, in proper working condition. Students are not to place stickers or any adhesive decoration directly to their Chromebook. The district will maintain a stock of loaner devices that can be used in the event of damage to the assigned device while the student device is being repaired or replaced. All devices, regardless of condition, will be returned to the Technology Department in June for routine maintenance.

Lost Device Fee: All students are responsible for the security of their Chromebook. Devices should be kept with the students at all times, or secured in a student's locker. Damages that result from abuse or neglect are the responsibility of the student and subject to fees. In the event of theft, vandalism, or other criminal acts, the student/parent/guardian must file a report with the local police department, submit a copy to the school, and complete the School District's *Technology Device Loss Form*. The fee for a lost Chromebook or accessories will be the full replacement cost of the device or accessories.

Software and Applications: The district reserves the right to audit and remove any software in the student assigned device at any time. The district may require the installation of software that will have access to personal information stored in the student assigned device.

Electronic Recording Capabilities: Any electronic recordings used with the device must be for instructional/educational purposes only. Students must obtain prior approval from a teacher or administrator prior to using the audio, image, or video recording capabilities of the device. No recording should start without the permission of all the individuals being recorded. In addition, electronic recordings obtained with the device may not be shared, published or re-broadcasted for any reason by the student without obtaining the permission of the district and all individuals present in the recording.

Privacy: As per the guidelines of the NJ Anti-Big Brother Act (N.J.S.A.) 18A:36-39 (*P.L.* 2013, *c.* 44) the Board of Education reserves the rights to examine, restrict, or remove electronic data from devices assigned to students. Students and their parent/guardians understand the assigned device may record or collect information on the student's activity or the student's use of the device. Students and parents/guardians further understand that all communication sent or received while connected to Hillsdale network infrastructure and services can potentially be recorded and archived. The district reserves the right to share any of such archived records with law enforcement authorities if deemed appropriate by the district. In addition, the district reserves the right to use the geolocation features of the device to track its location in case it is lost or stolen. The district shall not use any of the recording or geo-location capabilities of the device in a manner that would violate the privacy rights of the student or any individual residing with the student.

Access to Internet Material: In accordance with the "Children's Internet Protection Act" (CIPA) the Hillsdale Public Schools will use appropriate filtering measures to limit the exposure of students to indecent or objectionable material on the Internet while the device is connected to the school network. Furthermore, district staff will monitor student use of the device while in school and provide guidance in the appropriate use of the device and the access to the global Internet. Parents/guardians understand that district Internet filters are in place for the Chromebook when used at home. Parents are strongly encouraged to monitor their child's use of the device while not in school and are encouraged to establish rules of usage with the student.

Data Security / Intellectual Property / Academic Integrity: Students are responsible for the security of the data stored on their district assigned device. Passwords or login information should never be shared. Students recognize that all content created on a district device while using a district Google account is not subject to intellectual property claims. Students further recognize that all activity shall follow the expectations for academic integrity as described in their student handbooks.

GWMS CHROMEBOOK AGREEMENT

GWMS STUDENT

I understand and agree to the preceding terms and conditions regarding the mobile device provided to me by George White Middle School. **We will provide the serial number and device number during the first day of school.**

Serial Number:

Device Model:HP Chromebook G5EE

Student Full Name (please print)

Student Signature

Date _____

GWMS PARENT OR GUARDIAN

As the parent or guardian of this student, I understand and agree to the preceding terms and conditions regarding the mobile device provided to this student. I also understand that this device is provided for educational purposes, and that I will not hold the Hillsdale Board of Education responsible for materials acquired on the Internet using this device. I hereby give my permission to issue a device to my child under the conditions above and certify that the information contained on this form is correct.

Parent or guardian name (please print)

Parent or Guardian Signature

Date _____

August 2018