



RICHARD M. TEITELMAN SCHOOL 1:1 CHROMEBOOK INITIATIVE STUDENT GUIDELINES

The mission of the Lower Cape May Regional School District is to develop well-rounded, motivated, 21st century thinkers. As a result, learners will transition from competent students to productive and responsible citizens.

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

1:1 CHROMEBOOK INITIATIVE STUDENT GUIDELINES

Lower Cape May Regional School District is preparing our students to work as responsible citizens and life-long learners by providing both students and teachers with technology tools and skills necessary for student-directed learning. The Lower Cape May Regional High School Board of Education supports that our schools model 21st century learning with students, including but not limited to: learning opportunities, problem solving, information retrieval, strategy searching, research skills, critical and creative thinking skills, and continued life-long learning skills. Through purposeful Internet use, students, teachers, and staff are able to access current information, laws, news, resources from businesses, libraries, educational institutions, government agencies, research institutions, and a variety of additional supportive resources.

1. Sustaining our whole community with a culture of life-long learning
2. Engaging all students in authentic real-world activities and projects
3. Extending learning beyond the classroom and the school day

Terms of Chromebook Loan - Select students enrolled in Lower Cape May Regional School District will be issued a Chromebook. The Chromebook will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the Chromebook for the remainder of the school year in which it was issued, or until the student withdraws from school. Students are responsible for bringing the Chromebooks to school, taking them home each day, and ensuring they are charged for use the following day. The Chromebooks are not to be left unsupervised at home or at school in unsecured locations.

Hardware Issued

- Chromebook Computer
- AC Adaptor and Power Chord

Chromebooks run on Chrome OS and are Internet dependent. They also have web-filtering and anti-virus services. Additionally, all Chromebooks have a tracking/monitoring system that is activated when the Chromebook is logged on. The school does not have remote access to the web camera installed on each computer. <https://www.goguardian.com>

The apps installed by the Lower Cape May Regional School District must remain in usable condition.

General Chromebook Care Guidelines

- For prolonged periods of inactivity, you should close the lid to protect the Chromebook screen as well as conserve battery life.
- Take precaution when placing the case on a flat surface. When using the Chromebook, keep it on a flat, solid surface for air to circulate. For example, using a Chromebook while on a carpet or bed can cause damage due to overheating.
- Liquid, foods, and other debris can damage the Chromebook. You should avoid eating or drinking while using the Chromebook. DO NOT keep food or food wrappers in the Chromebook case.
- 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 your finger directly on the screen with any force.
- Never attempt to repair or reconfigure the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook...doing so will render our warranty void.
- Take care when inserting cord, cables, and other removable storage devices to avoid damage to the Chromebook ports.
- Do not expose your Chromebooks to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. Do not leave in a vehicle.
- A label has been applied to your Chromebook for ID purposes.

Please do not place additional stickers/items on the computer. Remember the Chromebooks are the property of Lower Cape May Regional School District.

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

Cleaning Your Chromebook

- Always disconnect the Chromebook from the power outlet before cleaning.
- Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti-static screen cleaners or wipes.
- Wash hands frequently when using the Chromebook to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

Screen Care

Do not pick up the Chromebook by the screen.

- Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
- Do not lean on top of the Chromebook.
- 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.

Carrying the Chromebook

- 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.

Security

- NEVER leave Chromebooks in unsupervised areas. 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, hallways. Secure your Chromebook in your locker before going to class in an unsecured area.
- Avoid using the Chromebook in areas where damage or theft is likely.
- When students are not using the Chromebooks, 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 to be charged, regardless whether or not they are needed.
- During after-school events, students are still expected to maintain the security of the Chromebook. Students participating in sports events will secure the Chromebooks by locking them inside their student-assigned lockers. Staff will confiscate unsupervised Chromebooks.

Loaning Equipment to Others

- ❖ Students may not lend Chromebooks or Chromebook components to others for any reason. This includes other family members.
- ❖ Parents/legal guardians may use the Chromebooks to assist their child who is assigned the Chromebook with homework and school assignments.

- ❖ Parent/Guardians are not to TEST the Chromebook's capabilities regarding blocked sites by typing inappropriate sites into the computer. All sites that students access that are considered inappropriate are to be reported to a teacher, administrator, and/or technician as soon as possible. All internet history is logged.

Power Management

- ❖ It is the student's responsibility to recharge the Chromebook battery so it is fully charged at the beginning of each school day. Power outlets are not accessible in classrooms for recharging.
- ❖ Chromebooks lids should be closed; otherwise, the Chromebook should be shut down.
- ❖ Dimming the brightness of the screen will extend the life of the battery.
- ❖ Uncharged batteries or failure to bring the Chromebook to class will not be acceptable excuse for late or incomplete work or inability to participate in class activities.
- ❖ There will be a charging station available in the Media Center.
- ❖ For prolonged periods of inactivity, shut down the Chromebook to conserve battery.

App and File Management General Information

- Chromebooks come with a standard pre-loaded image. This image may not be altered or changed in any way.
- Do not remove or add any apps or change computer settings, unless directed.
- Do not remove or change operating system extensions.
- The school does not accept responsibility for the loss of any data deleted due to re-imaging Chromebooks.
- ❖ **During state testing, Chromebooks and chargers may be required to remain at school during the complete duration of testing.**

Music, Games, or Programs

The Lower Cape May Regional School District 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. Music, videos, and games may not be downloaded, installed, or saved. 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.

Passwords

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

Sound

Students will abide by headphone guidelines.

Printing

Limited printing availability in schools.

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 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, online training, online courses and online collaboration sites and social media.
- As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for school and home use on the Chromebook. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Lower Cape May Regional School District cannot guarantee that access to all inappropriate sites will be blocked. NO FILTER IS AS RELIABLE AS ADULT SUPERVISION! Log files are maintained on each Chromebook with a detailed history of

all sites accessed. It is the responsibility of the user to appropriately use the Chromebook, network, and the Internet. Lower Cape May Regional School District will not be responsible for any harm suffered while on the Internet or network.

- Students are required to notify building personnel if they access the 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:

- Immediately report any unauthorized activity on the Internet or network.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- 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 or from any other source; accurately cite sources of information.
- Protect your user account by keeping your password secure and logging off or locking when not at 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 your account is logged on you are responsible. Keep your password a secret.
- Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know!

- Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with expressed permission from the teacher.
- Avoid on-line sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Off-Site Internet Use

- ❖ Lower Cape May Regional School District will not serve as a home Internet service provider. However, the district will provide Internet filtering for the Chromebooks while connecting to the Internet away from school. It is the responsibility of the parent or guardian to monitor student Chromebook use, especially Internet access, in the home.
- ❖ Lower Cape May Regional School District is not responsible for providing Internet access outside of school. Chromebooks require Internet access for functionality. Parents/Guardians are responsible to provide Internet link to Comcast Essentials.

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.*

- Students should never be left unsupervised while using Chromebook 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 and/or guardian. 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 at any time.

- Lower Cape May Regional School District technicians and personnel will be able to monitor student Chromebooks at any point during the day through remote transmission.
- Students may be randomly selected to provide the Chromebook for inspection. Students with damaged Chromebooks who fail to report the damage will be subject to additional fines and disciplinary actions.

Privacy

- There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. Lower Cape May Regional School District reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Lower Cape May Regional Schools Districts' equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned Chromebooks, computers, or other equipment. This extends to school owned accounts.
- All Chromebooks have a tracking/monitoring system that is activated when the Chromebook is logged on. The school does not have remote access to the web camera installed on each computer. CAPTURING VIDEO, AUDIO, OR PHOTOGRAPHY WITHOUT THE CONSENT OF A CLASSROOM TEACHER IS FORBIDDEN.

Warranties, Damages, and Theft Hardware Warranty and Accidental Damage Coverage

Lower Cape May Regional School District purchased a warranty with each Chromebook that covers repairs/replacement of the Chromebook chassis, LCD screen, hard drive, and motherboard caused by ***normal use, factory defect, and accidental damage***. Repeated incidents of repair/replacement by an individual will result in disciplinary measures. Students shall report all Chromebook issues to the school technician office.

Damage Not Covered by Warranty

Peripherals such as chargers (AC adapters), batteries, are not covered under the accidental damage warranty. Replacement or repair fee will be charged for damaged chargers and batteries and any other repair not covered under warranty. Any vandalism, negligence, or intentional damage will not be covered under warranty. Any damage that occurs past the term of the warranty is not covered.

Theft

- If at any point a Chromebook is stolen/lost during the school day; the student is to immediately report it to the computer technician or administration. At that time, the student will fill out theft report.
- If at any point a Chromebook is stolen off school property, it must be reported to the Lower Township Police Department by the parent or students and a copy of the police report must be brought to the school within 24 hours (barring weekend) to be given to the administration.
- Filing a false police report and insurance claim is punishable by law.

Financial Responsibility

- ✓ *Warranty is provided through the District for student issued Chromebook computers.*
- ✓ *The Warranty is meant to protect against accidental damage and normal wear on the devices.*

Parts/Repairs	Fine
Broken Screen (LCD)	\$50.00
Damaged Keyboard	\$20.00
Damaged/Lost Power Adapter	\$35.00
Chromebook Case	\$10.00
Missing/Removed Asset Tags/Labels	\$5.00
<i>*The costs of any other parts needed for repairs will be based on Dell's current price list.</i>	
<i>Prices based on 2020-2021 and subject to change</i>	