



# Rochelle Park School District Chromebook/Device Handbook

## Guidelines, Procedures, and Information

Updated, July 2023

## **About the Rochelle Park School District Chromebook Program**

The focus of the Chromebook Program in the Rochelle Park School District is to prepare students for their future in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology, including access to the internet be readily available and seamlessly integrated throughout the educational program. A primary learning tool of students in Midland School is the Chromebook, a web-oriented device that provides the opportunity to connect student learning to all of the resources available online, anywhere at any time. The individual use of Chromebooks is a way to empower students to learn at their full potential, to communicate and collaborate on analytical thinking and problem solving, and to prepare them for the future. Technology immersion does not diminish the vital role of the teacher. Teachers are critical to the effective use of technology in the learning process. Together we will reach our goal of using technology to further enhance our instruction, provide project and problem-based learning, infuse critical thinking, and capture those teachable moments in real time.

The policies, procedures and information contained in this document apply to Chromebooks **and** all other technology devices used by students within Midland School. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms. The Chromebook and other district-issued devices (iPads, laptops, etc), email/Google accounts, are the property of the Rochelle Park School District and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook/technology device, their Google Drive or Gmail account. Supplied devices are an educational tool and not intended for personal use such as gaming, social networking, or high-end computing.

*\*For the purpose of this handbook, guidelines, procedures and information, 'Chromebook' refers to any and all school issued student devices. This includes Chromebooks, iPads, laptops, etc.*

Device Policy, Procedures, and Information Handbook  
Rochelle Park School District  
2023-2024

**TABLE OF CONTENTS**

1. General information/Overview of Rochelle Park Public Schools Chromebook/Device use
    - 1.1 Originally Installed Software
    - 1.2 Additional Software Apps and Extensions  
Access Anywhere
    - 1.3. Student Activities Strictly Prohibited  
Home Use
  2. General Information/Getting Started
    - 2.1 Receiving Your Chromebook/Device
    - 2.2 Returning Your Chromebook/Device
  3. Chromebook Care: Protecting & Storing Your Chromebook/Device
    - 3.1 General Care and Precautions
    - 3.2 Chromebook/Device Screen Care
    - 3.3 Carrying Chromebooks/Devices
    - 3.4 Storing Your Chromebook/Devices
    - 3.5 Asset Tags
  4. Using Your Chromebook/Device
    - 4.1 Student Responsibilities and Legal Propriety
      - 4.1 (a) Understanding Your Chromebook
    - 4.2 Managing Your Files and Saving Your Work
    - 4.3 Chromebooks/Device Left at Home
    - 4.4 Chromebook Battery
    - 4.5 Photos, Screensavers, and Background photos
    - 4.6 Sound, Music, Games, or Programs
    - 4.7 Printing
    - 4.8 Webcams
  5. Security
    - 5.1 Chromebook Security & Inspection
    - 5.2 Network Security
    - 5.3 Privacy
  6. Repairs & Fees
    - 6.1 Chromebook/Device Repairs
    - 6.2 Fees/Fines
- Appendix A: Actions Requiring Possible Disciplinary Actions
- Appendix B: Parent/Guardian Responsibilities
- Appendix C: Guidelines for Utilizing Video Conferencing
- Appendix D: Digital Citizenship Overview
- Appendix E: Chromebook/Internet User Agreement
- Appendix F: Chromebook Payment Details

## 1. General information/Overview of Rochelle Park Public Schools Chromebook/Device use

Chromebooks are intended for use each school day. Therefore, students are responsible for charging the Chromebook battery before the start of each school day, and bringing their Chromebooks to all of their classes, unless specifically instructed not to do so by their teacher. As a web oriented-device, Chromebooks can also access sites on the Internet to connect to all resources and information available for student learning, online, anywhere at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook

### 1.1 Originally Installed Software

- All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.
- Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Forms and Classrooms. The District will provide GSFE accounts for all teachers, students, and support staff. Grade level software apps are installed remotely onto Chromebooks and managed by the District. These accounts, which have been used for school-related projects, offer students access to a wealth of collaborative tools available through Google Apps. This has already allowed students the ability to collaborate with teachers and other students as well as share information with other internet users.
- Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook but from any computer that has Internet access. Students will understand that Google Drive can be monitored by the district administration and should not contain personal files.
- Students in grades PreK-8 are assigned a district email through GSFE that is managed by the Rochelle Park School District. Students will be able to communicate with other students and staff within Midland School with the district issued email address. This account will be considered the student's official Midland School email address until the student is no longer enrolled.
- Email is monitored by the district and is subject to filtering content. Students are expected to adhere to the rules and regulations for email use as outlined in the District Acceptable Use of Networks/Computers Policy (AUP) #2361. Violations of the District Policy may result in loss of access as well as other disciplinary or legal action, including if warranted, reports to legal authorities and entities. **Reference:** [#2361, Acceptable Use of Computer Networks/Computers and Resources](#)
- The primary purpose of the student electronic mail system is for students to communicate with school staff and fellow students to collaborate on school-related matters. Students are required to use their district assigned email, not a personal email, for ALL school communication.
- Students are required to adhere to the rules and regulations for email use as outlined in [Board Policy 2361 Acceptable Use of Networks/Computers and Resources](#) as well as the signed District Chromebook/Device Acceptable Use Agreement.
- Students are responsible for good behavior/character while using school email at all times, both on and off-campus. Do not use email to send chain letters, viruses, hoaxes or forward a social or non-school related email to other students or staff. Do not use email to bully, harass, or threaten other students or individuals. Do not send harmful, anonymous or misleading communications for any purpose.
- Students are responsible for messages sent from their accounts. Students are responsible for protecting their account information; they should not share their login credentials or allow others to use their account.

- Students are required to immediately notify a teacher, school official, or parent in the instance of receiving an email containing inappropriate or abusive language, or if the subject matter is questionable.
- Accounts and Access deletion- Upon graduation or other termination of official status as a Rochelle Park student, students will no longer have access to district assigned email and other accounts. We recommend saving all personal data stored on school technology to a removable hard drive and setting up an alternative email account.
- Students are responsible for saving their information to their Google account.
- Students are responsible for monitoring all posted assignments on their Google account, teacher's Google Classroom or other sites as designated by the teacher.
- Privacy - The Midland School Administration reserves the right to access and review content in the Google Apps For Education system at any time. The Rochelle Park School District complies with all state and federal privacy laws.
- Security - The Rochelle Park School District cannot and does not guarantee the security of electronic files located on the Google platform. Although Google does have a powerful content filter in place, the Rochelle Park Board of Education cannot assure that users will not be exposed to non-educational material.

## **1.2 Additional Software Apps and Extensions**

- Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet.
- Extensions and Add-Ons are custom features that may supplement Google Chrome to enhance the functionality of apps. The district will install additional apps, extensions, and add-ons as they are recommended and approved by the Coordinator of Technology and building administration.
- Students will be unable to install additional apps on their Chromebooks for educational purposes through the Chrome Web Store. Any software app that does not conform to the Acceptable Use of Networks/Computers Policy (AUP) or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks and will be blocked.

### *Access Anywhere:*

- Students are encouraged to use their Chromebooks at home and other wifi networks outside of school to work on assignments, and to communicate and collaborate with teachers and classmates.
- While the District provides content filtering both on and off-site. It is the parent's responsibility to provide a safe environment for students to use their Chromebooks at home. The District's Internet Filter is Children's Internet Protection Act (CIPA) compliant allowing for the protective measures that block or filter Internet access to content and pictures that are : (a) obscene; (b) child pornography; or 9c) harmful to minors (for computers that are accessed by minors).

## **1.3. Student Activities Strictly Prohibited**

Any action that violates existing Board policy and regulations, District Acceptable Use, student code of conduct, or state and federal law.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, intimidate or bully recipients.
- Vandalism with any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- Use of the school's internet/email accounts for financial or commercial gain or any illegal activity.
- Spamming or sending mass inappropriate emails.
- Attempting to bypass the Midland School web filter, attempt to gain access, or use/change other students accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline . Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.

#### *Home Use*

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to successfully complete, retrieve, access, etc., educational content used in classes with the Chromebook.
- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the policies and procedures in this Handbook, the District Acceptable Use of Networks/Computers Policy (AUP), and wherever they use their Chromebooks.
- The District provides content filtering both on and off-campus, however, it is the parent's responsibility to provide a safe environment for students to use their Chromebooks at home for school assignments. For more tips, please see the Parent/Guardian Responsibilities (*Appendix B*).

#### **Important Reminder:**

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the Chromebook and district-issued email account, whether conducted at school or off-site, is subject to search as District property.

## **2. General Information/Getting Started**

### **2.1 Receiving Your Chromebook**

Chromebooks with a case and charger will be distributed during selected dates at the beginning of the school year. Each student will receive an AC charger with their Chromebook. Before a Chromebook will be issued to the student, parents, and students must log in to Realtime Student Information System to verify that you have read, understand and accept the following online forms:

- Review of Rochelle Park School Board Policy [Acceptable Use of Networks/Computers Policy \(AUP\) #2361](#)
  - Chromebook Handbook
  - Chromebook/Device Agreement Form
  - Anti Big Brother Act Compliance Notice
- 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, and submit a copy to the school administration. The fee for a lost Chromebook will be the full replacement cost of the device. A replacement device will not be issued until all documentation is complete and fees are paid in full. *See Section 6: Repairs & Fees*

## 2.2 Returning Your Chromebook

- Students withdrawing from Midland School, by either promotion, graduation, or relocation, must return their Chromebook and all district-purchased accessories to the Coordinator of Technology or building administrator on their last day of attendance, or a date, place and time determined by the school administration.
- If upon inspection of the device, there is evidence of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- Failure to turn in the Chromebook and accessories will result in the student/parent/guardian being charged the full replacement cost. If payment is not received, the matter will be turned over to a collection agency. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.
- Students who do not return all equipment or owe money for unreturned or damaged equipment will not be allowed to view final grades, walk-in graduation, or have final transcripts sent out, and will remain responsible for the full replacement cost of all unreturned or damaged items.

## 3. Chromebook Care: Protecting & Storing Your Chromebook

Students are responsible for the general care of the district-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported promptly to the Coordinator of Technology Office, in accordance with school procedures. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired (subject to availability). **DO NOT TAKE DISTRICT-OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS.** Students may be selected at random by teachers or administrators to provide their Chromebook for inspection of damages or misuse.

### 3.1 General Care and Precautions

- Chromebook batteries must be fully charged before the start of each school day.
- Do not remove the Rochelle Park School District asset tag from the Chromebook.
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks must remain free of any wiring, drawing, stickers, or labels that are not the property of the Rochelle Park School District.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the school grounds, lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be immediately reported to the Coordinator of Technology
- Do not eat or drink near the chromebook. There should not be food or drink around the Chromebook. The Chromebook is not allowed to be brought to the cafeteria during lunch periods. It should remain locked in the student's locker during lunch.
- Make sure student's hands are clean before using the Chromebook.
- Only use a clean, soft cloth to clean the screen. Please do NOT use commercial liquid or ANY cleaners on the Chromebook screen.

### 3.2 Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook please support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a bookbag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment do not grab the screen by wrapping your hand around the screen; your thumbs can shatter the screen.

### 3.3 Carrying Chromebooks

- Carry your Chromebook in a secure carrying case for extra protection, i.e., padded sleeve sec on your backpack.
- Never carry the Chromebook while the screen is open.
- Do not transport the Chromebook with the power cord inserted.

### 3.4 Storing Your Chromebook

- Chromebooks should never be left in vehicles or at a location that is not temperature controlled.
- Chromebooks should be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a book bag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.

### 3.5 Asset Tags

- All Chromebooks will be labeled with a school asset tag and Chromebook asset tags are recorded and associated with student accounts. Chromebooks must have a Rochelle Park School District asset tag on them at all times.
- Asset tags may not be modified or tampered with in any way. Students may be charged or disciplined for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.

## 4. Using Your Chromebook

### 4.1 Student Responsibilities and Legal Propriety

- Take good care of my Chromebook
- Know where the Chromebook is at all times.
- Keep food and beverages away from my Chromebook so I do not damage it
- Use my Chromebook in appropriate ways, as a learning tool that will help me to meet educational goals and objectives set forth in each of my courses of study.
- File a police report in case of theft or vandalism
- Be responsible for all damages or losses caused by neglect or abuse.
- Return the Chromebook, protective case and power chords to the District in good working condition.
- **Bring fully charged Chromebooks to school every day. It is a requirement that students will bring the Chromebook to school each day fully charged. A dead battery is not an excuse, and students will be marked unprepared.**



- Bring your Chromebook to all of your classes, unless specifically instructed not to do so by your teacher.
- Follow each teacher’s rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change District settings, remove District identification on tags or barcodes from District issued devices.
- Follow Internet safety guidelines in accordance with the AUP. Do not use chat rooms other than those set up by teachers or mandated in other distance education courses.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.
- Obey general school rules concerning behavior and communication that apply to technology use. Do not send harmful, anonymous or misleading communications for any purpose.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.
- Use Midland School network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems. Do not attempt to bypass the Midland School web filter, attempt to gain access, or use/change other students’ accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.
- Students must not use the school’s Internet/email accounts for financial or commercial gain, or for any illegal activity including, bullying, harassing, credit card fraud, electronic forgery or other forms of illegal behavior.
- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly leaves his/her Chromebook at home, the student may lose “take-home” privileges at the administrator’s discretion.
- Chromebooks are not allowed in bathrooms and/or locker rooms.

#### **4.1 (a) *Understanding Your Chromebook***

- My Chromebook is equipped with a camera and other features that are capable of recording and collecting information on my use and activity.
- The district will not use any of the features of the Chromebook in a manner that would violate the privacy rights of the student or any individual residing with the student.
- The Chromebook is subject to inspection at any time without notice and remains the property of the Rochelle Park Board of Education.
- Individual Chromebooks and accessories must be returned to Midland School upon student graduation, withdraw, are expelled or terminate enrollment at Rochelle Park School District. Devices not returned on the date of student withdrawal from the district will be reported as stolen to the police department, transfer papers will be withheld, and will become a parent or guardian obligation.
- The Chromebooks are provided for educational purposes, and I will not hold Rochelle Park Public Schools responsible for materials acquired on the Internet using this device.

#### **4.2 *Managing Your Files and Saving Your Work***

- Students will be logging into Midland School’s G Suite for Education domain and saving documents to Google Drive via the Chromebook or any device that has Internet access.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only.

- Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- If technical difficulties occur and cannot be repaired, the Chromebook may need to be restored to factory defaults. All students created files stored on an external miniSD card, USB flash drive, or Google Drive will remain intact after the operating system is restored. However, all other data (documents, photos, music) stored on the local internal memory of the Chromebook will not be restored.

#### **4.3 Chromebooks Left at Home**

- If students leave their Chromebook at home, they are responsible for completing their coursework as if they had their Chromebook present.
- If you fail to bring your Chromebook to school or class, or the Chromebook is not adequately charged, you are still responsible for completing classwork.
- You will lose participation points in all classes where you were required to have a Chromebook but failed to bring in or if your battery was drained.
- Teachers have the discretion to set penalties on computer-based tests if you test on a later day because you did not have your Chromebook

#### **4.4 Chromebook Battery**

- Chromebooks must be charged each evening and brought to school each day in a fully charged condition. In cases where the use of the Chromebook has caused batteries to drain, students may be able to connect their device to a power outlet in class.

#### **4.5 Photos, Screensavers, and Background photos**

- Inappropriate media, such as guns, weapons, pornography, inappropriate language, alcohol, drug, gang-related symbols or pictures, may not be used as a screensaver or background.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational and additional purpose should be saved to the device. All other photos/videos should not be taken or stored.

#### **4.6 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.
- Earphones/headphones are not provided by the District except when required for testing.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district is carefully monitored. Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.

#### **4.7 Printing**

- At School: Printing functionality will not be available from student Chromebooks. Printing can be arranged with teachers from desktop computers in our media center. Teachers will encourage and facilitate digital copies of homework.

- At Home: The Chromebook does not support a physical printer connection. Instead, students may print to their wireless home printers. A wireless home network is required for this. In addition, the school district is not responsible for support or connections to home printing.

#### **4.8 Webcams**

- Devices are equipped with a webcam that offers students an extraordinary opportunity to develop 21st-century communication skills. Webcams are disabled unless there is an authorized request by a teacher to use it for educational purposes only, under their direction and/or that of a parent/guardian. Examples include:
  - Recording videos or taking pictures to include in a school project
  - Recording a student giving a speech and playing it back for rehearsal and improvement
  - Teacher directed video conferencing in the instances of remote learning by district or state plans
- Please Note: The NJ Anti-Big Brother Act (N.J.S.A. 18A: 36-39 (P.L. 2013, c. 44) for school-issued electronic devices requires that parents and students must be informed that this device has the ability to record or collect information on a user's activity, both online and offline. The Rochelle Park School District will not use any of these capabilities in a manner that would violate the privacy rights of a student or any individual residing with the student.

### **5. Security**

#### **5.1 Chromebook Security & Inspection**

The district uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks will be made to ensure that students have not removed the required apps/extensions.
- Any attempt to change the configuration settings of the Chromebook will result in immediate disciplinary action.
- All activity on the Chromebook and district-issued email account, whether conducted at school or off-site, is subject to search as District property.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, behavior, and various violations of student AUP when using the Chromebook.
- Home web filtering: For example, online games, youtube, social media.

#### **5.2 Network Security**

The Rochelle Park School District will be responsible for providing network access and content filtering at school.

- The Rochelle Park District makes no guarantee that their network will be up and running 100% of the time. In the rare instances that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.
- The school utilizes an Internet content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the District. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
- While the District provides Internet content filtering both on and off campus, parents/guardians are responsible for monitoring student internet use when off-campus and at home
- Attempting to disable or bypass district Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the Internet is monitored on school-issued devices.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the District AUP and appropriate disciplinary action will be taken.

### 5.3 Privacy

- As per the Anti-Big Brother Act (N.J.S.A. 18A:36-39 (P.L. 2013, c. 44), school-issued electronic devices have the ability to record or collect information on a user's activity, both online and offline. The Rochelle Park School District will not use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.
- All files stored on the Rochelle Park School District GSFE accounts or network are the property of the district and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of the District Administration. Students have no expectation of confidentiality or privacy concerning the usage or content of a district-issued Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law.

#### **Important Reminder:**

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

## 6. Repairs and Fees

### 6.1 Chromebook Repairs

- Chromebooks that are broken or fail to work properly must be reported immediately to the Coordinator of Technology or School Main Office. This includes, but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- If deemed necessary, a replacement will be issued if there is one available.
- The Coordinator of Technology will document the issue and collect the device for repair.
- A student borrowing a Chromebook must sign a loaner agreement. Students will be responsible for caring for the loaner as if it were their own, and are subject to charges for damages, theft, or loss.
- The Coordinator of Technology will email students and parents when repairs are complete and the device is ready for pick-up. Students must return loaner devices promptly after receiving notification. The loaner device will be disabled if not returned within three days.
- **If repair is needed due to abuse or neglect, there will be a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages, and may incur additional charges (see 6.2 Fees/Fines).**

### 6.2 Fees/Fines

- Any hardware/software repairs not due to misuse or intentional damage will be repaired at no cost however, any intentional damage to the device may incur a cost, as outlined below.
- Fines will be imposed as the circumstances may warrant at the discretion of the District.
- After any incident of accidental damage, the student may lose the privilege of taking the device home, and may also result in disciplinary action and a fine for the specific damage.
- Estimated costs/fees are listed below and subject to change.
  - Charger/Adapter \$20.00
  - Power Jack Replacement \$20.00
  - Back Cover \$50.00
  - Keyboard/Touchpad Replacement \$70.00
  - Motherboard Replacement \$120.00
  - Battery \$50.00
  - Lower Case Replacement \$45.00
  - Screen Bezel Replacement \$30.00

- LCD/Screen \$60.00
- Missing Keys (Requires Full Keyboard Replacement) \$70.00
- Missing Asset Tag \$5.00
- Sticker Removal Fee \$5.00 per sticker
- Missing Protective Case \$20.00
- Replacement Chromebook \$300.00

*Payment for fees can be made through the district's online payment system [PaySchools](#). Unpaid fines may result in loss of access to the parent/student portal, report card, and potential of not walking for graduation.*

## **APPENDIX A: ACTIONS REQUIRING POSSIBLE DISCIPLINARY ACTIONS**

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, In School Suspensions, and Out of School Suspensions.

Examples of conduct warnings disciplinary actions include, but are not limited to the following:

- Leaving Chromebook unattended or at an unsupervised area
- Failure to utilize protective case
- Inadequate care for Chromebook, case, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode
- Removal of District Asset Tags
- Downloading inappropriate apps and media
- Using the device to engage in inappropriate behaviors
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Leaving Chromebook at home; lack of preparation for classes
- Loaning of student device to other students inside and outside of school
- Using a personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass Rochelle park Network Security, including web and content filtering (including use of VPN)
- Attempting to gain access to other students accounts
- Illegal installation or transmission of copyrighted materials
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Place decorations (such as stickers, markers, etc.) on my Chromebook or its case.
- Non-compliance of District AUP.
- Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in further disciplinary action, fees, and the loss of home use privileges.

### **Possible Consequences of Inappropriate Behavior**

The student operating the chromebook shall accept personal responsibility for any information obtained via the Internet or other electronic sources. The student operating the chromebook shall accept personal responsibility for his/her actions on the Internet. Any student who does not comply with this policy may have their chromebook confiscated for a period of time and may be subject to one or more of the consequences stated in the “Violations” section of this Policy. Individuals violating this policy may be subject to the consequences as indicated in *Policy and Regulation No. 2361* and other appropriate discipline, which includes but are not limited to:

- Use of the network only under direct supervision;
- Suspension or Revocation of network privileges;
- Suspension or Revocation of computer/chromebook privileges;
- Suspension or Expulsion from school; and/or
- Legal action and prosecution by the authorities.

Students who violate the Acceptable Use Policy may be subject to the following discipline.

1st Violation - Warning and parent contact

2nd Violation - Loss of all access on device except the G-suite for a week with parent contact

3rd Violation - Loss of all access on device except the G-suite for a week and parents must come in for a meeting.  
\*All incidents are of administrative discretion.

## **APPENDIX B: PARENT/GUARDIAN RESPONSIBILITIES**

Before a device can be issued to students for school and home use, parents must:

- Login to Realtime to verify that you have read, understand and accept the following online forms:
  - Acceptable Use of Networks/Computers Policy (AUP) #2361
  - Chromebook Handbook (Guidelines, Procedures, Information)
  - Anti-Big Brother Act Compliance Notice
- Pay any and all other monies owed including food service fees

**Note:** The district will purchase and provide a protective case or sleeve that is required to remain on the device as it will protect the Chromebook from accidental damage. This is the only case that shall be used for the device. Any damage resulting from using a different case will be subject to fees/fines outlined in section 6.2.

The parent/guardian is responsible for the cost of repair or replacement of the Chromebook if it is intentionally damaged, lost because of negligence, or stolen but not reported to the school and the police.

Parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Parents/Guardians are also encouraged to:

- Set rules for student use at home.
- Allow use in common areas of the home where student use can easily be monitored.
- Demonstrate a genuine interest in a student's use of the device.
- Reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.

## APPENDIX C: GUIDELINES FOR UTILIZING VIDEO CONFERENCING

### Guidelines for Using Video Conferencing During Remote Learning

While schools are closed to on-site learning your teachers/educators may provide virtual class meetings via Zoom, Google Meets or other video conferencing tools. **In a remote environment, participating in video conferences is mandatory as this is the way you will receive credit for attending school remotely.** When learning remotely, it is important for you to follow these rules and guidelines.

***NOTE: only educators can initiate video conferences or remote learning meetings***

**Be present.** Video conferencing is mandatory as this is the way you will receive credit for attending school remotely. All students must be present and visible for the entire time of their scheduled classes to receive credit.

**Remember that you are on camera and live.** Your teacher and fellow students can see what you are wearing and your facial expression. Find a quiet appropriate place in your house. Dress appropriately, following school dress codes.

**You are not anonymous.** Be mindful of your expressions, speaking tones, and what you say. Your voice and video are viewed by everyone participating in the conference. Other people in your house can hear what you and others in the video conference are saying.

**Follow the same classroom rules that you would follow in real life.** Listen to the teacher. Take turns to speak. Be kind and considerate. All students should treat each conference as if they are sitting in the classroom. Regular classroom rules and procedures will apply.

**Think before you speak.** Stay on topic. Make sure your comments are clear and appropriate to the conversation. Don't say anything you wouldn't say in your actual classroom. As you enter a video conference, teachers will have your microphones muted. As he/she moves through the class, they may unmute you to ask a question, respond to a question, or for a general comment. Please use the 'Raise Hand' feature if you need to get your teacher's attention.

**Be a good listener.** Take the time to listen to what people are saying. Don't interrupt others.

**Think before you type.** If your teacher enables the Chat feature you may be able to participate by typing into a chat box. Choose your words carefully. Use appropriate spelling and grammar. Stay on topic. Don't use sarcasm or humor that could be misunderstood. Don't type in all caps.

**Recording the Meeting** – Teachers may be recording video conference class meetings in order to utilize later. Please note you will see that the meeting is being recorded by the message that shows up on your screen.

**Please note:** *Students are NOT permitted to record or take pictures of any video conferencing lessons or materials. Any recordings will subject the student to disciplinary action.*

**Final Notes** -- Anything that is viewed or heard by teachers while video conferencing with students (clothing, items in the background, inappropriate comments, etc.) that is not school appropriate will be reported to school administration. Students who do not follow the guidelines may be subject to disciplinary action.



*Video conferencing is a privilege. If you cannot use it responsibly your access to school managed video conferencing tools will be removed.*

## **APPENDIX D: DIGITAL CITIZENSHIP OVERVIEW**

### **DIGITAL CITIZENSHIP**

School issued Chromebooks should be used for educational purposes and students are to adhere to Board and School policies and all of its corresponding administrative procedures at all times, While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself** -- I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- **Protect Yourself** -- I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others** -- I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- **Protect Others** -- I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property** -- I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property** -- I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

## **APPENDIX E: CHROMEBOOK/INTERNET USER AGREEMENT**

### **Rochelle Park School District Parent/Guardian/Student Chromebook User Agreement**

#### **STUDENT AGREEMENT**

I have read and I understand the Chromebook Handbook, its guidelines, procedures, and information. By signing this agreement, I hereby agree to abide by its terms. Should I violate any of the terms outlined by the handbook and this agreement, I understand access privileges may be revoked; school disciplinary action may be taken against me and/or criminal and civil appropriate legal action may be taken.

#### **PARENT/GUARDIAN AGREEMENT**

As the parent/guardian, I have read and I understand the Chromebook Handbook, its guidelines, procedures, and information. I have read and understand the Rochelle Park School District Acceptable Use Policy #2361. I understand that access to school devices and the Internet is designed for educational purposes, and I grant my child permission to access the Internet. However, I also recognize that some materials on the Internet may be controversial and objectionable and that it is impossible for the Rochelle Park School District to restrict access to all controversial and objectionable materials. I will not hold the Rochelle Park School District responsible for any materials, or the accuracy or quality thereof, acquired or viewed on this network by my child.

Further, I understand that improper use of the device or Internet by my child may result in revocation or suspension of my child's privileges to access the network and the imposition of school discipline, criminal penalties and/or civil penalties, and I accept all financial and legal liabilities resulting therefrom.

I release Rochelle Park Board of Education, its officers, employees, agents, representatives and all the organization's network from any and all liability or damages that may result from my child's use of the Internet network. I specifically agree to indemnify and hold the Rochelle Park Board of Education, its officers, employees, agents, representatives harmless for any actions, claims, costs, damages or losses, including but not limited to attorney's fees, incurred by the Rochelle Park Board of Education relating to, or arising out of my child's use of the Internet or any breach of this agreement or the Acceptable Use Policy.

By signing this agreement, I acknowledge that I have read and understand this agreement, the Chromebook Handbook and Acceptable Use Policy #2361 and agree to accept its terms and conditions and the responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing and/or exploring information.

## **APPENDIX F: PAYMENT DETAILS**

### **Rochelle Park School District Parent/Guardian/Student Chromebook Payment Details**

All fifth (5th), sixth (6th), seventh (7th), and eighth (8th) grade students of the Rochelle Park School District are issued a Chromebook for their educational use. The Chromebook 'user fee' for the 2023-2024 school year has been established at \$40.00. Payment can be made on the district PaySchools system by visiting <https://payschoolscentral.com/>

#### **Payment Details**

##### **8th Grade Class of 2024**

Payments will be made at the end of the 2023-2024 school year. **(Due Date: To Be Announced)** Upon making that final payment, students will have the opportunity to retain their Chromebooks following graduation.

##### **7th Grade Class of 2025 / 6th Grade Class of 2026 / 5th Grade Class of 2027**

Payments will be made prior to the start of the 2023-2024 school year and at the start of each school year moving forward. In the event payment is not received, Chromebook access will be disabled until payment is made. At the conclusion of your eighth (8th) grade year, families will have the opportunity to purchase their Chromebook for an additional fee.

All payments can be made on the district PaySchools System by visiting <https://payschoolscentral.com/>

*Please Note: Students who qualify for the free/reduced lunch program may be eligible for a waiver of the \$40.00 user fee. Please contact Dr. James Riley, Business Administrator, for more information [jriley@rochellepark.org](mailto:jriley@rochellepark.org) or 201-843-3120 ext. 516*