

# Chromebook Policy, Procedures, and Information Handbook 2018-19

## Renaissance Middle School



### ABOUT THE RENAISSANCE MIDDLE SCHOOL CHROMEBOOK PROGRAM

The focus of the Chromebook Program in Renaissance Middle School is to prepare students for their futures 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. The primary learning tool of these 21st century students in Renaissance Middle School is the Chromebook, a web-oriented device that provides the opportunity to connect student learning to all the resources and information 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 high school, college and the workplace. Technology immersion does not diminish the vital role of the teacher. To the contrary, teachers are critical to the effective use of technology in the learning process. To facilitate that, we have put in place the support structure to enable our teachers to learn about, implement, and enhance the integration of technology in instruction. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Together, we will reach our goal of using technology and applications to further enhance our instruction; provide project and problem-based learning; infuse critical thinking skills; ask “non-Google-able” questions; 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 Renaissance Middle School (RMS) students. 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, email/Google accounts are the property of Montclair Public Schools and, as a result, may be subject to inspection at any time. Students should have NO expectation of privacy of materials found on a Chromebook, their Google Drive or email account. Supplied devices are educational tools and not intended for personal use such as: gaming, social networking, or high-end computing.**

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# 1. GENERAL INFORMATION/OVERVIEW OF RMS CHROMEBOOK USE

To help students get started in effectively using their Chromebooks, in addition to this Handbook, there is an Google Apps for Education online [Chromebook Training Orientation](#).

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 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 the 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 - GOOGLE (GSUITE for Education)

- 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 Google G Suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites and Forms. The District will provide G Suite accounts for all teachers, students, and support staff. Grade level software apps are installed remotely onto Chromebooks and managed by the District.
- 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 the Google Drive can be monitored by the district administration and should not contain personal files.
- Renaissance students are assigned a district email through G Suite that is managed by Montclair Public Schools. Students will be able to communicate with other students and staff within Montclair Public Schools with the district issued email address.
- Email is monitored by the district and is subject to filtering of inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in the signed Technology Device Form and District Policy 7523, *School District Provided Technology Devices to Students*.

## 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 you can add to 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 teachers and site administrators for a particular course.

- Students will be able to install additional apps on their Chromebooks for educational purposes through the Chrome Web Store. Any software app that does not conform to the Student Mobile Device, Technology & Acceptable Use Agreement “AUP” or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks and will be blocked.

### 1.3 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 Wi-Fi 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, District Policy 7523 and the [AUP](#)
- The District provides content filtering both on and off campus, however, parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments.

### 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 and there shall be no reasonable expectation of privacy in said activity or email. as District property.

## 2. GENERAL INFORMATION/GETTING STARTED

### 2.1 Receiving Your Chromebook

Chromebooks and Chromebook cases have been assigned and distributed. Before taking the Chromebook home, each student will receive an AC charger for their Chromebook. Before a Chromebook is permitted to go home, parents and students must logon to Genesis and:

- Read and Understand and accept the following online forms:
  - [Review of Montclair Board of Education Board Policies](#)
  - [Acceptable Use of Networks/Computers Policy \(AUP\)](#)
  - [School District Provided Technology Devices to Pupils Policy](#)
  - [Chromebook Policy & Procedures Agreement](#)

## 2.2 Chromebook Maintenance

- Students are expected to take care of their Chromebooks. Willful Chromebook neglect will be addressed by administration and may result of restricted use of Chromebooks. 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.

## 2.3 Returning Your Chromebook

- Students withdrawing from school, by either graduation or relocation must return their Chromebooks and all district-purchased accessories.
- 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.
- Students who transfer out of or withdraw from RMS must return their Chromebooks and accessories to the main office on or before their last day of attendance.
- Failure to return 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 will be notified.

## 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 to the Technology Office, in accordance with school procedures, as soon as possible. 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 DISTRICTOWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS.** Teachers or administrators may inspect any student's Chromebook at any time for damage or misuse.

### 3.1 General Care and Precautions

- Chromebook battery must be fully charged before the start of each school day.
- Do not remove the Montclair Public Schools identification tag or barcode 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 where the cord may be a tripping hazard.
- Chromebooks and chargers should be kept away from food and drinks, young children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Montclair Board of Education.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include but are not limited to the school grounds, the 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 Main Office.

### 3.2 Chromebook Screen Care

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

- Do not lift Chromebooks by the screen. When moving a Chromebook 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 grasp screen by wrapping hand around screen; your thumbs can shatter the screen.

### 3.3 Carrying Chromebooks

- Carry your Chromebook in the District issued carrying case at all times.
- Never carry the Chromebook while the screen is open.
- Do not transport Chromebook with the power cord inserted.

### 3.4 Storing Your Chromebook

- Chromebooks should never be left in vehicles or 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 and Logos

- All Chromebooks will be labeled with a school asset tag. Chromebook asset tags are recorded and associated with student accounts. Chromebooks must have a Montclair Board of Education asset tag on them at all times.
- Asset tags and logos may not be modified or tampered with. . Students may be charged up to the full replacement cost of a Chromebook 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

- Bring fully charged Chromebooks to school every day.
- Bring your Chromebook to all 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 tags or barcodes from District issued devices.
- Follow Internet safety guidelines in accordance to the [AUP](#). Do not use chat rooms other than those set up by teachers or mandated in other approved 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 Montclair Board of Education 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 District's 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.



## 4.2 Managing Your Files and Saving Your Work

- Students will be logging into Montclair Board of Education's Google G Suite 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 reserved 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 student 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 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.

## 4.4 Chromebook Battery

- Chromebooks must be charged each evening and brought to school each day in a fully charged condition. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their device to a power outlet in class or at designated charging stations within the school, such as the Library Media Center.

## 4.5 Photos, Screensavers, and Background photos

- Inappropriate media 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 purpose should be saved to the device. All other photos/videos should not be taken or stored on the Chromebook.

## 4.6 Sound, Music, Games, or Programs

- Sound must always be muted 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.
- 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:* Teachers will encourage and facilitate digital copies of homework.
- *At Home:* The Chromebook does not support a physical printer connection. G Suite documents can be printed from any other computer, in or out of school, that has a printer connection.

# 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 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 at any time and there shall be no reasonable expectation of privacy.

## 5.2 Network Security

The Montclair Board of Education will be responsible for providing network access and content filtering at school.

- The District makes no guarantee that their network will be up and running 100% of the time. In instances that the network goes 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 is in compliance 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 and / or when utilizing the District's Wi-Fi.

- 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, related regulations and policies](#) 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 user's activity, both online and offline. The Montclair Board of Education **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 Montclair Board of Education G Suite 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 with respect to 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.

## 6.0 REPAIRS & FEES

### 6.1 Chromebook Repairs

- Chromebooks that are broken or fail to work properly must be reported immediately to the 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 Technology Department 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 Technology Department will email student when repairs are complete and the device is ready for pick-up. Students must return loaner devices promptly after receiving notification.
- The school may also refuse to provide a loaner or reissue a Chromebook as a result of repeated or intentional damages.

### 6.2 Fees/Fines

- Any hardware/software repairs not due to misuse or intentional damage will be covered by the Insurance Plan; however, any intentional damage to the device will incur a cost.
- Fines will be imposed as the circumstances may warrant at the discretion of the District.
- After two incidents of accidental damage, the student may lose the privilege of taking the device home and may also result in disciplinary action.

## APPENDIX A: ACTIONS REQUIRING 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 warranting disciplinary action include, **but are not limited to** the following:

- Leaving Chromebook unattended or an unsupervised area
- Inadequate care for Chromebook, 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
- Repeatedly bringing uncharged Chromebooks to school
- Bringing Chromebook to Physical Education. class, unless directed to do so by Physical Education teacher
- Loaning of student device to other students inside and outside of school
- Logging in under personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass Montclair Board of Education Network Security, including web and content filtering
- Attempting to gain access to another student's 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
- Non-compliance of District [AUP and / or District Policy 7523, School District Provided Technology Devices to Students.](#)

Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in the further disciplinary action, fees, and the loss of home use privileges.

## APPENDIX B: PARENT/GUARDIAN RESPONSIBILITIES

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

- logon to [Genesis](#) to verify that you have read, understand and accept the following online information:
  - [Review of Montclair Board of Education Board Policies](#)
  - [Acceptable Use of Networks/Computers Policy \(AUP\)](#)
  - [Anti-Big Brother Act Compliance Notice](#)

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 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 student's use of device.
- reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
- become familiar with internet safety resources such
  - <http://www.common sense media.org/blog/digital-citizenship>
  - <http://www.net smartz.org/>
  - <http://www.connectsafely.org>
  - <http://www.isafe.org/>
  - <http://wiredsafety.org>

# CHROMEBOOK POLICY & PROCEDURES AGREEMENT

**This Agreement must be electronically signed by the parent/guardian before a Chromebook will be issued to a student. During the Mandatory Annual Online Re-registration process, you must complete the “Chromebook Agreement and Anti-Big Brother Act” form, which states the following:**

## MBOE Chromebook Initiative 201819

Beginning in the Fall of 2018, Montclair Board of Education will extend our 1:1 middle school program providing all students in grade 6 - 8 with HP G5 Chromebooks to use both at school and home. A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used primarily while connected to the Internet and to support applications that reside on the Web with limited offline use. Chromebooks also have Google products built-in and, within seconds of logging in, students can access their personal Google apps account.

Informational items can be found on the District website with continual updates about the MBOE Chromebook Initiative. Before receiving a device, parents must do the following:

### **MBOE Chromebook Policy, Procedures & Information Handbook**

This handbook serves as a resource for both students and parents. Parents and students must read this handbook and then agree to comply with the requirements contained within the handbook.

Selecting VERIFIED from the drop-down menu for “Consent to Chromebook Policy Agreement” on the online form located in the Parent Portal in Genesis indicates that you acknowledge receipt of and hereby agree to comply with the user requirements contained in the Chromebook Policy, Procedures and Information Handbook.

### **Montclair Board of Education Anti-Big Brother Act Compliance Notice**

The Anti-Big Brother Act, New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c.44), requires that parents/guardians of students who have been assigned a district or school owned device for use outside of school in connection with the district’s academic program, must be notified and informed of the following:

*“If a school district furnishes a student with a laptop computer, cellular telephone, or other electronic device, the district 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.”*

This document serves as notice that Montclair Board of Education will 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 while they are using the device outside of school.

Before your child is permitted to use any district owned device outside of school, you must initial VERIFIED from the drop-down menu for “Consent to Anti-Big Brother Act” on the online form located in the Parent Portal in indicates that you understand and accept the Anti-Big Brother Act and agree to discuss it with your child.