

FAIRFIELD TOWNSHIP SCHOOL (FTS) DISTRICT
Chromebook Guidelines (for Chromebook issuance during a school closure)
Student/Parent User Agreement: One-to-One Guidelines

Please fill out, sign, and return this cover sheet.

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

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

- I have read and understand the Fairfield Township School District's Chromebook Guidelines as attached.
- I understand that Chromebook or Chromebook accessories found to be damaged or lost may result in a fine being issued to the students/parents of the responsible parties.
- Each student is issued a Chromebook and a charger that must be kept in good, usable condition until school reopens.
- The electronic device may record or collect information on the student's activity/location or the student's use of the device. Fairfield Township 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.

By signing below, I acknowledge that I have read and understand the Chromebook Guidelines that will apply for the length of the school closure. I acknowledge and agree with the guidelines as stated above.

Student Printed Name: _____ Grade: _____

Parent/Legal Guardian Printed Name:

Parent/Legal Guardian Signature: _____

Date: _____ Chromebook Number: _____

Items Issued:

- Chromebook Computer
- AC Adaptor and Power Cord

Chromebook Care Recommendations

General Chromebook Care Recommendations

Students are expected to take appropriate care of their Chromebooks during the time assigned to them. It is the student's responsibility to ensure that his/her own Chromebook is functioning properly.

For prolonged periods of inactivity, you should shut down the Chromebook completely before closing the lid. This will help conserve the battery.

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

Liquid, foods, and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook.

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.

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

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

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 the Fairfield Township Board of Education.

Keep your Chromebook away from magnets and magnetic fields, which can 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.

Screen Care

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

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

Avoid placing excessive pressure or weight on the Chromebook screen.

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

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

NEVER clean the screen with glass cleaner.

Carrying the Chromebook

Chromebooks should always be shut down or placed in standby mode/hibernate mode before moving or 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 unsupervised.

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

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

Loaning Equipment to Others

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

Power Management

It is the student's responsibility to fully recharge the Chromebook battery.

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

Acceptable Use

The FTS Acceptable Usage Policy and Internet Safety Agreement state that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws.

Passwords

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

Email and Internet Use

Email accounts are provided by the school. Email correspondence will be utilized for educational purposes only. Electronic communication coming from or going to the school issued Chromebook 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.

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

Students are required to notify building personnel if they access 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. 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 the device when you're not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If 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.

Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Off-Site Internet Use

FTS will not serve as a home Internet service provider. It is the responsibility of the parent or guardian to monitor student Chromebook use, especially Internet access, in the home. Content blocked through the district's firewall when the Chromebook is used in school may not be blocked when the Chromebook is used at home. FTS will not be held liable for student internet activity outside of the school.

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

FTS is not responsible for providing Internet access outside of school. The ability to access the Internet from home varies from situation to situation. No guarantee is implied.

Monitoring Chromebook Usage

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

"The Anti-Big Brother Act" - A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device.

The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.

Students should never be left unsupervised while using Chromebooks or other computers. While at 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 may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

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

Privacy

There is no expectation of privacy regarding the contents of Google files and communication using any school-owned computer or network. FTS reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via FTS's 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.

All Chromebooks have a monitoring system that is activated when the Chromebook is logged on. This enables the school to track all devices. The school does not have remote access to the web camera installed on each computer. Capturing video, audio, or photography without the consent of a classroom teacher is forbidden.

Damages, Theft, and Non-Returned Device Fees

Damages

Should the Chromebook be lost (this includes stolen devices) or damaged beyond repair, a parent/guardian will be responsible to cover the total cost of repairing or replacement the Chromebook. Regardless of how the damage to a Chromebook is incurred, it is the responsibility of the student who has been issued the Chromebook to care for it and take responsibility for damages (including financial obligations). Incidents of broken screens or repairable damages will require students to pay the total cost of the required repairs.

Theft

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

Non-Returned Device Fees

Parents will be charged a fee for not returning the devices as agreed upon.