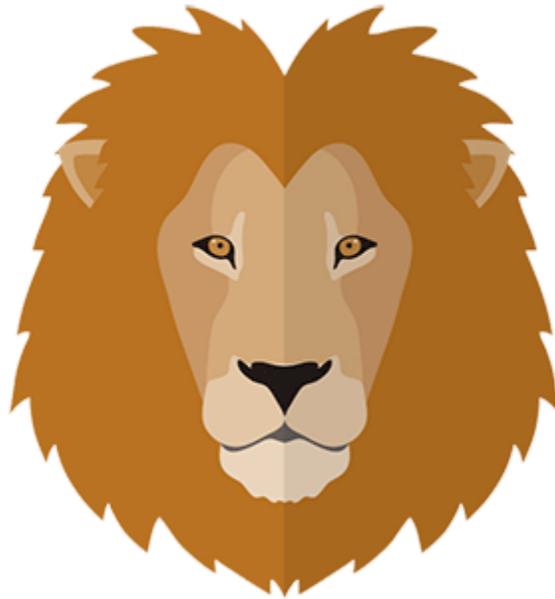


LINDENWOLD PUBLIC SCHOOLS
Grades 5-12



**1:1 TECHNOLOGY
HANDBOOK AND
PARENT/STUDENT
AGREEMENT**

2022-2023 School Year

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I. Instructional Goals

The Lindenwold Public Schools will promote the following instructional goals and strategies with the 1:1 Chromebook Initiative: 21st Century Skills, Meaningful Student Engagement, Individualized Learning, Inquiry/Problem-Based Learning, and Equity of Access. This program is specific to our secondary grades, specifically at this time grades 5-12. We wish to ensure that students at the secondary grades are given the technological tools needed to engage in the participatory culture that the Lindenwold Public Schools works to cultivate, especially as they approach graduation and post-secondary plans.

- ***21st Century Skills***: We will ensure that students have high level 21st century skills which will prepare them for high school, college, and careers. This includes technology proficiency, problem solving, and collaboration.
- ***Meaningful Student Engagement***: We will offer 1:1 computing to make school more engaging and relevant for our students and to support meaningful assignments.
- ***Personalized Learning***: We will offer more differentiated and targeted learning experiences.
- ***Inquiry and Problem-Based Learning Opportunities***: Through authentic and collaborative experiences, students will solve problems and demonstrate their learning through inquiry based activities.
- ***Equity of Access***: We will bridge the digital divide by providing all students with access to technology tools and resources for anytime, anywhere learning.

II. Chromebook Loan Program Key Points

A. Issue of Chromebooks to Students on 1:1 Basis

Chromebooks will be assigned to all students in Grades 5 – 12. Students will receive their new Chromebook in Grade 5 and 9. They will then keep their device for the following 4 years of school, including summer. Upon reaching 8th or 12th grade, they may choose to keep their device for a fee of \$25. If a student leaves the District before reaching either 8th or 12th grade, they will be required to return their device. When devices are issued, serial numbers will be recorded to ensure proper inventory tracking. **This program began in the 2021-2022 school year with the 5th and 9th grade students and will continue to phase in to all 5th-12th graders over the next 3 years. For the 2022-2023 school year, students in Grades 7th, 8th, 11th & 12th will also be issued a Chromebook as a 1:1 device, however they will need to return their device in June 2023. This will continue until we reach our full four-year phase in period in 2024-2025.**

B. Student Expectations

Students are responsible for bringing the Chromebooks to school, taking them home each day, and ensuring they are charged for use the following day. The Chromebooks are not to be left unsupervised at home or at school in unsecured locations at any time.

C. Charger

All students will be issued a charger. Students are responsible for keeping their chargers safe. If a charger is lost or broken, the student will be responsible to pay for the cost of the replacement charger. Only school issued chargers are allowed to be used, and a student cannot purchase a new charger from an outside source. The cost of replacement for the charger is based on our current market cost and will be approximately \$50.

D. Protective Chromebook Case

All devices will be issued with a protective case. No other case shall be used on the Chromebook. The case will be purchased with a four-year warranty that will cover all accidental damage. The Chromebook must be kept in this case. If the device is damaged and is not in the case, the student will be responsible for the cost of the repair.

E. Operating System & Web-Filtering

Chromebooks run the Google Chrome Operating System and most applications are web-based. They have web-filtering and anti-virus services which will limit a student's ability to access inappropriate websites. The web-filtering software may not capture all inappropriate websites and so the District's expectation for home usage is that the parent must also monitor their student's device usage. Please note that all Chromebook browsers will be shut down in the late evening and early morning hours to further limit unacceptable use.

F. Camera & GPS System

Chromebook devices are equipped with a camera and a global positioning system and are capable of recording or collecting information on the student's activity or use of the device. The school district 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.

G. Damaged Chromebook – Repairs & Swap for Temporary Device

If a device is damaged/not working and needs to be repaired, it should be turned into the Technology Department at the School and a temporary device will be issued, while the assigned 1:1 device is out for repair. The replacement device will be for in school use only and will not be taken home. As the device is insured for accidental damage, there is no fee unless the damage is not accidental. See **Section VII – Fees, Damages and Loss** for further details.

H. 1:1 Device Agreement

All students and parents must sign agreements to abide by the district's 1:1 device agreement to participate in the Chromebook Initiative. The Agreement is on the last page of this document.

III.

Acceptable Use

Acceptable Use - Students must follow the district's policies and guidelines for acceptable use.

- A. Students must use the Chromebooks, network, and email capabilities for educational purposes only.
- B. Students are prohibited from creating or sending offensive, obscene, or harassing messages, images, videos, or audio transmissions.
- C. Students are prohibited from damaging Chromebooks, networks, systems, software, “jail breaking,” or.” Students are responsible for any damage caused by neglect or vandalism.
- D. Students are prohibited from accessing another’s folders, files, password, or accounts.
- E. Students are expected to follow copyright law and educational fair use policies.
- F. Students are prohibited from circumventing any security features. If a student becomes aware of a security flaw on a Chromebook or network, the student is required to report the security flaw directly to a teacher immediately.
- G. Students should not give out personally identifiable information to any web-based service.
- H. Students are prohibited from accessing personal social media using district devices or network.
- I. Students may not use district devices or network for computerized gaming, other than educational games assigned or authorized by a teacher.
- J. Students should protect their password to all accounts. Never give your password out to another student.
- K. Students will face consequences for violating the Acceptable Use Policy which may include suspension or revocation of the Chromebook, email, and/or network privileges.

Lindenwold Public Schools Grades 5-12
1:1 Technology Handbook

- L. All conduct on Chromebooks and the district network is also subject to the student code of conduct.

- M. Please also refer to Board Policies 2361 (Acceptable Use) and 7523 (District Issued Technology)

IV. Safety and Security

A. “Anti-Big Brother” notification

The Chromebook is the property of the school district. Student activity on the Chromebook, including browsing history and files, may be monitored by the school district. The Chromebook is equipped with a camera. The school district will not utilize the camera to monitor students or violate student privacy. In the event of a Chromebook that is reported stolen, Lindenwold Public Schools may take steps to locate the device including accessing images on the Chromebook.

B. CIPA certification

The district Technology Director certifies that Lindenwold Public Schools provides internet filtering and instruction on appropriate online behavior in accordance with the Children’s Internet Protection Act (CIPA).

C. Loaning Equipment to Others

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

D. Passwords

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

E. Device Security

Students should never leave Chromebooks in unsupervised areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, hallways. Secure your Chromebooks in your locker or book bag before going to class in an unsecured area.

F. Online Safety

As part of our curriculum, students will be instructed about appropriate online behavior and safety precautions. We ask students to follow the below protocols:

- 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, obscene, or inflammatory content.
- Never arrange to meet an unknown person.
- 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. Do not leave your Chromebook logged on and unattended. All email, network, and internet activity is the responsibility of the individual whose account is logged in to the Chromebook 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 or others. Do not post personally identifiable information where unknown viewers can see it.

V. Care and Maintenance

A. Chromebook Care Guidelines

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

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

Always disconnect the Chromebook from the power outlet before cleaning.

Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti- static screen cleaners or wipes.

Wash hands frequently when using the Chromebook to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

B. Screen Care

Do not pick up the Chromebook by the screen.

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

Do not lean on top of the Chromebook.

Avoid placing excessive pressure or weight on the Chromebook screen.

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

Never clean the screen with glass cleaner.

C. Carrying the Chromebook

All Chromebooks must be kept in the school issued case at all times.

Chromebooks should always be shut down or placed in sleep/hibernate mode when you are done using it.

Always close the device 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.

Liquid, foods, and other debris can damage the Chromebook. You should 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.

Do not expose the Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

A label has been applied to your assigned Chromebook for ID purposes. Please do not place additional stickers/items on the Chromebook and do not write on the device.

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

D. Storing the Chromebook

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

When students are not using the Chromebooks while in school, they should be stored in their secured lockers. Nothing should be placed on top of the Chromebook in the locker. Students are expected to take their Chromebooks home every night

Chromebooks should not be stored in a vehicle at home.

VI. Monitoring Chromebook Usage

A. Anti-Big Brother Act Notification

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 “The Anti-Big Brother Act”, Lindenwold Public Schools informs you that the Chromebook may record or collect information on the student's activity or the student’s use of the device. The device is equipped with a camera, global positioning system, and other features capable of recording or collecting information on the student’s activity or use of the device. The school district 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.

B. Monitoring Usage

- Students will provide access to the Chromebook and any accessories assigned to them upon request by the school or district. A search of the Chromebook and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.
- School District technicians and personnel will be able to monitor student Chromebooks at any point during the day through remote transmission.
- Students may be randomly selected to provide the Chromebook for inspection. Students with damaged Chromebooks who fail to report the damage may be subject to additional fines and disciplinary actions.

C. Privacy

- There is no expectation of privacy regarding the contents of the Chromebook or communication using any school-owned Chromebook or network. Lindenwold Public Schools reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via the schools’ equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned devices, the district network, or email systems.
- All Chromebooks have a monitoring system that is activated when the device is logged on. The school does not have remote access to the web camera installed on each Chromebook. Capturing video, audio, or photographs without consent of the classroom teacher is forbidden. (The one exception to this is when the Chromebook is considered lost or stolen and we activate tracking to locate the device. In this situation, the camera will activate to take a photo of the individual that logs into the lost or stolen device).

D. Filtering

Chromebooks will be equipped with filtering software 24 hours a day. Filters can help prevent access to websites that may have inappropriate content or harmful viruses. Parents should note that no filtering system can work perfectly and that student Chromebook usage should be monitored by parents while at home. At home monitoring can include a combination of talking to the student about internet safety, limiting screen time, keeping the device in an open area where the screen can be viewed by the parent, and setting parental controls through your home Wi-Fi provider. In addition, all Chromebook browsers will be shut down in the late evening and early morning hours to further limit unacceptable use.

VII. Fees, Damages, and Loss

A. Fees and Damages Covered:

The insurance protection provided by the device case will cover repairs of Chromebook product defects and accidental damages. Any damages due to negligence will be charged back to the student at the cost of the repair.

B. Damages Not Covered:

Students and parents are responsible for damages as follows at the cost of the repair or replacement to the District:

- Willful or malicious damage as determined by our Technology Department
- Lost Chromebooks
- Negligence (repeated accidental damages or any damages due to improper care will be considered negligent care of the Chromebook)
- Chargers, protective cases, or other peripherals

C. Lost or Stolen Devices:

- Students must report lost devices to the school within two days.
- Students must report stolen devices to the school within two school days. Additionally, stolen devices must be reported to the Lindenwold Police Department. A copy of the police report should be given to the school administration.
- When a device is reported lost or stolen to school administration, the district may immediately take action to locate the device, including activating GPS/location monitoring data.
- Filing false police reports or false lost/stolen device reports may be punishable by law.

D. Financial Responsibility:

The student is responsible to pay any cost of repair or replacement as noted above.

- Fines must be paid prior to being reissued new equipment.
- Failure to pay fines will result in exclusion from all extra-curricular activities including, but not limited to, interscholastic sports, clubs, dances, and activities.

VIII. Rules and Discipline

A. Classroom Rules and Procedures:

Teachers will create classroom rules and procedures related to student use of the Chromebook according to sound classroom management principles. These classroom rules will be equivalent to traditional classroom rules. Some examples are provided below:

- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Browsing a website not related to the assignment is equivalent to not paying attention to instruction in class.

B. Technology Discipline:

Most technology related behavior violations are equivalent to traditional classroom violations addressed in the code of conduct. Students are responsible for following all school rules and the code of conduct. Some examples are provided below:

- Cyberbullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

C. Suspension or Revocation of Privileges:

Violations of discipline policy or violations of acceptable use of the Chromebook may also result in suspension or loss of privileges of district issued device, network privileges or email capabilities. Serious violations of acceptable use, including but not limited to, criminal activity or “hacking” may result in long term suspension and/or legal action.

Lindenwold Public Schools- 1:1 Technology Handbook
Chromebook- Parent & Student Agreement

Students issued a 1:1 Chromebook must abide by all provisions of District Board Policy and the Technology Handbook. Parents and Students are required to sign below to signify acknowledgement of the terms of this Technology Handbook and to agree to abide by all requirements for use of district issued Chromebook devices. This form should be returned to the school main office and the Handbook should be kept by the parent.

Acceptable Use:

- I agree to use the district issued Chromebook for educational purposes. I have reviewed all guidelines for acceptable use. I understand that violations of acceptable use may result in suspension or revocation of the Chromebook and/or network privileges.

Care:

- I agree to care for the Chromebook as described in the LPS 1-1 Technology Handbook.

Damage and Fees:

- I understand the district issued protective case includes insurance coverage for damage for accidental damages, and does not cover lost devices, negligence, willful damage, or vandalism. I understand the financial obligations for missing or broken parts, vandalism, or loss of the device.

Discipline:

- I understand that conduct on the Chromebook and network is subject to school discipline and student code of conduct. I understand that unacceptable conduct may result in suspension or loss of Chromebook and network privileges as well as any other consequences as detailed in the code of conduct.

Legal Notices:

- “Anti-Big Brother” notification: The Chromebook may record or collect information on the student’s activity or the student’s use of the device. The device is equipped with a camera, global positioning system, and other features capable of recording or collecting information on the student’s activity or use of the device. The school district 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.
- CIPA certification: The district Technology Director certifies that the district network is equipped with a filter in accordance with the Children’s Internet Protection Act (CIPA). No filter can work perfectly; so parents should appropriately monitor student Chromebook usage and reinforce internet safety rules at home.

Parent Name (printed)

Student Name (printed)

Parent Signature

Student Signature

Date

Student ID Number (Office will complete this)