

Barrington School District

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Dear Parents and Guardians,

The Barrington School District is pleased to announce our new 1:1 Chromebook program. All students in grades K-8 will be provided with a Chromebook device, which is similar to a laptop. Students in grades 2-8 will be issued a Chromebook for use inside and outside of school. Students in grades K & 1 will utilize Chromebooks in their classrooms.

Chromebook distribution for Woodland Middle School will begin the week of August 28, 2017. A schedule will be provided on when and where you will be able to pick up your child's Chromebook. Chromebooks for Avon School students will be distributed at Back to School Night, September 19. Parents will be briefed on how to use the device, proper care techniques, and its crucial uses in the classroom.

All parents and students are required to read and understand the 1:1 Chromebook Program "Student Chromebook Guidelines" document and are required to sign the usage agreement. A separate agreement is required for each individual student.

Implementing the 1:1 program is the next step in developing our 21st century learners. We are extremely proud and excited to be able to provide this opportunity for our students. We hope your child will learn more technological skills through this program, while opening up new doors for collaboration as well as developing more independent, future-ready learners.

Sincerely,

The Staff and Administration of the Barrington School District

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Student Chromebook Guidelines

1. Overview

All students in the Barrington School District will have a Chromebook. Beginning in kindergarten and first grade, students will start getting to know and using the Chromebooks, and using them in classes, but not taking them home. In class, they will be using the Chromebook to assist in various learning activities, as well as gain an introductory understanding of the device, and how to properly use it.

Starting in second grade, and continuing through their time in the Barrington School District, students will be issued a Chromebook that they are to take from home to school and vice-versa. Students will then be responsible for proper care and use of their Chromebooks. This includes bringing their Chromebook to class in proper condition, and fully charged for a day's use.

2. Rules for Usage

a. General Use

In accordance with district policy, all devices and their internet use in the school district is monitored and filtered. Every student's Google account, in any location, is monitored for inappropriate conduct in compliance with district policy. The Chromebooks are property of the Barrington School District. Any violation of internet policy will result in a suspension of Google account, and possible disciplinary measures.

b. Classroom Procedure

The Chromebooks are designated for use in the classroom. Their use in the classroom is under the control of the teacher. The teacher has the right to approve or revoke Chromebook use in the classroom at any time. Additionally, the teacher has the ability to monitor Chromebook use in the classroom, and can suspend a student's use at any time if deemed necessary. Any sign of inappropriate behavior indicated by the student's use will result in possible disciplinary action.

Additionally, students are expected to come to school with a Chromebook fully charged and operational. Failure to comply with classroom use standards will result in the student's responsibility to keep up with work missed in class due to this inability. **A charged device is to be treated as a daily homework assignment; it is expected to be ready to be used and able to last an entire school day.**

c. General Device Care

For proficient performance of the Chromebook to be used through the school year, students should follow these guidelines.

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- Chromebooks should stay in their case at all times.
- The case should only hold the Chromebook. Other items may scratch or damage the device.
- Keep Chromebook powered off for prolonged periods without use.
- Do not tinker with, repair, or modify any parts of the Chromebook. Modifying and/or tampering with components can void the warranty and severely damage the device.
- Take care when inserting items into the ports on the device; improperly removing devices can result in damage to the port, potentially damaging the device.
- Do not expose the Chromebook to extreme temperatures and conditions that may damage the device.
- Do not eat, drink, or do various activities on the Chromebook. Crumbs and debris can potentially harm the machine. Liquids as well can damage the machine, and potentially disable the machine permanently.
- Be cautious with the display; it is one of the most fragile elements of the Chromebook that, if extreme pressure and or any force is applied, could permanently damage it. Additionally, do not apply any screen cleaners or glass cleaners to the display, as they could further damage it as well.
- Keep the Chromebook far away from any magnets, as they could permanently damage the hardware inside the Chromebook, destroying the device.
- A district asset tag has been applied to the bottom of the device. Do not alter, cover or destroy the asset tag, and the service tags. Additionally, do not add stickers, or any other accessories to the device. The Chromebooks are the property of the school district, and must be reused.
- Chromebooks should be carried in a closed case that is provided by the school. Chromebooks should not be in any other carrying case except the ones provided.

d. Device Security

Chromebooks should never be left in unsupervised areas (gym, cafeteria, bus, classroom, etc.). As well, in gym class, leave Chromebook in a locked locker. Avoid using the Chromebook in public areas where damage and theft is possible. As well, Chromebooks should not be left in an unattended vehicle without being hidden. During extracurricular or after-school events, students are responsible for maintaining security of their Chromebook. Failure to comply with device security requirements will result in possible loss of Chromebook privileges.

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e. Device Sharing

Chromebooks are not to be shared or lent to others for any reason.

f. Device Files

The Chromebook comes with a standard image and enterprise configuration. Do not tamper with, modify, or change settings or features without authorized permission.

Applications are permitted to be installed from the Chrome Web Store if they pertain to and contain educational value. The school is not responsible for any data loss due to reimaging or maintenance performed on the Chromebook. It is recommended that users periodically check for software updates on the device, as they could contain vital security and software patches.

Music, videos, and games are only permitted to be used on the device if advised by the teacher. Otherwise, it is prohibited and not allowed on the device.

Copyrighted, illegal, inappropriate, or pirated content is prohibited from being downloaded, installed, or viewed on the Chromebook. Any violation is at the student's fault, and the student may face federal crimes and fines.

VPNs, Proxies, MDMs, or any other service not provided by the school that could potentially counteract or bypass school policies are prohibited, and are not allowed to be used on the device at all.

g. Storage and Use of Files

Students should be utilizing their Google Drive folders issued by the Barrington School District. Students should not be using a personal account of any kind on the Chromebook. School-issued accounts have unlimited storage on Google Drive, and thus there is no reason for a student to use a private account unless authorized by a staff member.

3. Internet and Email Services

Web services such as G Suite and Gmail are provided by the school, and limited to use only for school work or school business.

a. Email

- Email accounts are provided by the school for student use. Emails are to be about school and educational business ONLY. Any inappropriate correspondence may be monitored and reported, leading to possible suspension of email allowance, and possible disciplinary action.

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- All digital communications are to be kept internal. No emails from a school account should be made to any external accounts except those authorized by staff.
- If a student is to receive any inappropriate correspondence of any kind, they are required to notify district staff IMMEDIATELY. Content of that behavior is strictly prohibited, and is possibly illegal. Students who send or interact with inappropriate correspondence may face disciplinary action.

b. Internet

- As required by the Children's Internet Protection Act (CIPA), internet filters are utilized and maintained on the district's network. Although not required by CIPA, the school district will as well monitor and filter any content used on the student accounts.

c. Acceptable Internet Use

Students are expected to use the internet to its fullest capacity, in an appropriate manner. They are also expected to follow the guidelines below. Failure to follow these guidelines may result in loss of internet privileges.

- It is encouraged to report any unauthorized activity on the Internet or network.
- Notify a staff member immediately if an inappropriate site is accessed on accident.
- Do not access or read any other user's emails/files without their permission.
- Observe all copyright and federal laws. Any illegal activity is prosecutable and harmful to a student's record.
- Keep any internet passwords secured.
- Protect personal information, including name, age, and date of birth, from others on the web. Do not share them at all to anyone unless they are someone you fully know.
- Do not falsely misrepresent age to sites that have an age limit.
- Avoid all sites that do not pertain to any educational value

d. Internet Use Outside of School

- Barrington School District is not considered a home internet service provider.

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- Barrington School District is not responsible for providing home internet access. However, if a student does not have internet access, Barrington School District will recommend sources for internet access upon request.

4. Chromebook Usage in the School

Usage of Chromebooks in the school is up to the school administration's discretion. All choices made by the school on the Chromebooks is final.

5. Chromebook Monitoring

New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act," "A school district or charter school that furnishes a student with a Chromebook computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device."

- a. When students are away from school, their device usage is still monitored and filtered for inappropriate content. Parents are also advised to monitor student activity on the Chromebook as well.
- b. Barrington School District associates, technicians, teachers, and staff can monitor student web browsing and activity using a mobile device management tool (MDM) while using their google account.

6. Chromebook Privacy

- Barrington School District can make no guarantee that any files, documents, information, etc. on the Chromebook is completely private. Barrington School District reserves the right to monitor, track, and observe student internet usage at any time.
- 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 tracking/monitoring system that is activated when the Chromebook is logged on. The school will not access the web camera installed on each computer and will not use the web camera in a manner that would violate the privacy rights of the student or any individual residing with the student.

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- Capturing video, audio, or photography while on school grounds must be used for educational purposes and follow all school policies.

7. Device Warranty, Damage Protection, Loss

- Damage should be reported to the school within one (1) school day of the damage occurring.
- Any frequent damages and negligence to care for the Chromebook can possibly lead to revocation of Chromebook privileges.
- Damages not covered by the warranty include:
 - Intentional damages to the device
 - Loss of the device
 - Loss or damage to peripherals, such as the charger and case.
- If at any point a Chromebook is stolen or lost during the school day or is vandalized or linked to a criminal act; the student is to immediately report it to their teacher or school administration.
- At that time, an appropriate report will be filled out by the student.
- If at any point a Chromebook is stolen while off school property or is vandalized or linked to a criminal act, it must be reported to the Barrington Police Department by the parent or student and a copy of the police report must be brought to the school within 24 hours (excluding weekends/holidays) to be given to school administration.
- Filing a false police report and/or insurance claim is punishable by law.

8. Loaner Equipment

A loaner device will be issued if a Chromebook is found to have a defect/malfunction, or is damaged while covered by the warranty. There is no guarantee that the loaner Chromebook will be in any way the same as what the student is currently using. The loaner Chromebook is to be treated by the student as if it were their original device. All damages and/or issues with the loaner device should be reported immediately, and a fine is required for repair.

9. Financial Responsibility

Although a warranty covers accidental damages and defects with the Chromebooks, any intentional damages, loss, or destruction of the Chromebook are still subject to fines. Each Chromebook is issued with a charger, as well as a storage case. Students are responsible for returning the Chromebook, charger, and case at the end of the period of usage. Any missing

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elements are also subject to fines for replacement. Below is a table of estimated pricing for replacement.

Hardware Description	Estimated Cost of Fine
Total Device Replacement	\$400
Screen Replacement	\$120
Touchpad Replacement	\$30
Power Cord	\$55
Carrying Case Replacement	\$25
Hinge Replacement	\$25
Display Bezel Replacement	\$25
Other device elements	Full Cost to replace the hardware

10. Limitation of Board Liability

The Chromebooks permit students access to the Internet and other online materials. The Internet and certain sources of online materials accessible through the Chromebook constitute an unregulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that student Chromebook users may locate. The Board cannot and does not guarantee the accuracy of the information or the appropriateness of materials that a student Chromebook user may encounter or access. Furthermore, the Board will not be responsible for any damage any student Chromebook users may suffer, including, but not limited to, loss of data or interruptions of service; nor shall the Board be responsible for financial obligations arising through the unauthorized use of the Chromebook. By virtue of a student's participation in the Chromebook Program, both the student and his/her parents/guardians agree to indemnify and hold the District and the Board harmless for any inappropriate material encountered or acquired through the use of a Chromebook.

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11. Student Agreement

I agree to follow the above rules, regulations and procedures when I use my Chromebook. I understand the responsibility of using a Chromebook issued to me by the school, and that I am responsible for any loss, damages, or other issues that the Chromebook encounters.

Student Name: _____ Date: _____

Current Grade: _____

Student Signature: _____

(younger students may simply write their name on the signature line above)

I agree that my child is responsible for the above discussed, and that I am responsible for any fines incurred by my child for damages or loss of the Chromebook.

Parent/Guardian Name : _____ Date: _____

Parent/Guardian Signature: _____

FOR SCHOOL USE ONLY

Chromebook Asset Tag #: _____

Chromebook Service Tag #: _____

Returned

Date: _____