Barnegat Township School District

Device Policy, Procedures, and Information

Table of Contents

Overview

The Barnegat Township Schools loaned-device program allows students to borrow technology devices for virtual learning or other educational purposes.

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 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.

Obtaining a Device

Chromebooks will be distributed during selected dates in coordination with the individual school buildings. Each student will receive an AC charger with their Chromebook. Before a Chromebook will be issued to the student, parents and students must read, understand, and accept the following online forms:
- Review of Barnegat Township School Districts Board Policies
- Acceptable Use of Computer Network/Computers and Resources
- Use of Technology Policy
- Student Use of School District Provided Technology Devices Policy
- Anti-Big Brother Act Compliance Notice
- Pay or waive the optional Insurance Plan fee of $30.00 (see section on "Repairing or Replacing Your Device" for details)
- Pay all other fees and monies owed (Activities, Food Service, etc.)

About Your Chromebook

District-loaned devices are intended for home use and for educational purposes only. Usage is monitored, and all activity is logged. The use of a Chromebook is a privilege that can be revoked due to failure to adhere to the Barnegat Township School Districts rules and regulations for Chromebook use.

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 shutdown 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 suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Forms and Classroom. 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.
- 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.
- Students in grades K-12 are assigned a district email through Gmail that is managed by Barnegat Township Schools. Students will be able to communicate with other students and staff within Barnegat Township 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 Student Technology Acceptable Use Policy.

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 device. Some Web Apps (for example, Google Docs) may 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 district approved apps on their Chromebooks for educational purposes through the Chrome Web Store. Any software app that does not conform to the Student Technology Acceptable Use Policy or that is deemed

inappropriate for use in school is not to be downloaded or installed on the Chromebooks and will be blocked.

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. Students are bound by the policies and procedures in this handbook and the Student Technology Acceptable Use Policy wherever they use their Chromebooks.
- 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.
- Students can login to the Chrome browser of a family-owned device to access their district account and files while at home.

Chromebook Care

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) or a swap of the Chromebook may be performed. 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 for damages or misuse.

General Care and Precautions
- Chromebook batteries must be fully charged before the start of each school day.
- Do not remove the Barnegat Township Schools logo, 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 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 writing, drawing, stickers, or labels that are not the property of the Barnegat Township School District.

- Chromebooks must never be left in an unlocked car or any unsupervised area and if found in an unsupervised area, it should be immediately reported to the Technology Office in your school.

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 these guidelines:
- 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 microfiber 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 book bag 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 the screen by wrapping your hand around the screen; your thumbs can shatter the screen.

Carrying Chromebooks
- The student should always treat the Chromebook with care,, even when in use.
- Never carry the Chromebook while the screen is open.
- Do not transport Chromebook with the power cord inserted.

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 a carry case or backpack with the power cord inserted.

Cleaning your device
- Chromebooks should be routinely wiped down with a clean, dry cloth.
- Do not use any chemical cleaners as they may damage the device.

Asset Tags and Logos
- All Chromebooks will be labeled with a Barnegat asset tag containing the service tag number of the device. Chromebook asset tags are recorded and associated with student accounts.
- 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 or turning in a Chromebook without an asset tag

Using Your Chromebook

Student Responsibilities
- Bring fully charged Chromebooks to school every day.
- 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 tags or barcodes from District issued devices.
- Follow Internet safety guidelines in accordance with the Student Technology Acceptable Use Policy. 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 BTSD network, services, devices or equipment in a manner that is not disruptive to others. Examples of disruptive use include 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 BTSD 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.

Managing Your Files and Saving Your Work
- Students will be logging into Barnegat Township Schools G Suite for Education domain and saving documents to Google Drive via the Chromebook or any device that has Internet access.
- 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.

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.

Chromebook Battery
- Chromebooks must be charged each evening and brought to school each day in a fully charged condition. It may not always be the case that a power outlet is available and a student may be required to complete non-tech work throughout the day.

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, or 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.

Sound, Music, Games, or Programs
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students may 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, or videos if the storage of instructional materials is compromised.

Security

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 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 Technology Acceptable Use Policy when using the Chromebook.

Network Security
Barnegat Township Schools will be responsible for providing network access and content filtering at school.
- BTSD 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 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 (see Appendix B).
- 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 Student Technology Acceptable Use Policy and appropriate disciplinary action will be taken.

Privacy
- 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 Barnegat Township Schools 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 Barnegat Township Schools Google 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, phone number, or the address or phone numbers of other students.

Students are responsible for the general care of the devices they have been issued by the school. Devices that are broken or fail to work properly must be immediately reported to your teacher, who should notify the main office or Technology Department.

Harassment, Intimidation, and Bullying (Including Cyberbullying)

The Barnegat Township Board of Education is committed to creating and maintaining an educational environment free from bullying, harassment, and discrimination us n. In accordance with state law and the Board's Bullying Prevention Policy, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school related activity, function, or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

Any student who engages in bullying or unlawful discrimination as defined by Board Policy shall be subject to appropriate consequences as defined by District policy and administrative procedures on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Reporting forms for bullying and harassment can be found in the main office, the Superintendent's office, the Principal's office, and the office of the school counselor.
All reports are confidential and will be investigated.

Violations and Consequences

If a student violates any part of the policies within this handbook, he/she will be put on the following disciplinary steps:
- **Violation 1**: Student will lose the device privileges for the remainder of the day and will have to pick up his/her device in the main office.
- **Violation 2**: Student will have to turn in his/her device to the main office. The parent will be responsible for picking up the device.
- **Violation 3**: Student will have to turn in his/her device to the main office for the remainder of the year. Students may stay after school and use a desktop computer.

Additional consequences may vary depending on the severity of the offense.

Repairing or Replacing Your Device

Warranty/Protection Plan

All district Chromebooks come with a one-year factory warranty covering defects in materials and workmanship as part of the purchase price of the equipment. This limited warranty covers normal use, mechanical breakdown or faulty construction. This warranty does not cover damage caused by misuse, abuse or accidents.

Reporting Damage

Any problems encountered with or damages received to a district device should be reported to the school's main office immediately. The district will cover the cost of *normal* wear and usage. Families can purchase a **$50 *optional* insurance coverage** for each Chromebook to cover damages beyond normal wear and usage. Payment for the insurance coverage is made by check payable to the Barnegat township School District and remitted to the School Principal's office (In no case will families need to pay the fee for more than 3 students at one time.) This insurance will cover the cost of parts and repairs for any damage to the Chromebook for up to two incidents per year after which the family would be responsible for the repair cost as per the schedule included below. If the insurance is purchased and not used during the school year, coverage will rollover to the following school year with no additional cost.

Theft, Loss, or Fire

Devices that are stolen, lost, or damaged by fire are not covered by the product warranty or optional insurance.

Lost or Stolen Devices

- **Lost or Stolen at School:** The student must immediately report it to the building administration in order to begin to file a police report that will be sent directly from the school.
- **Lost or Stolen Outside of School:** The student/parent or legal guardian must immediately file a police report and submit a copy of the document to the school administration. If it is determined that the device was lost or stolen due to the student's/parent or legal guardian negligence, the student/parent or legal guardian are/is responsible for the cost of replacing the device.

Damaged and Malfunctioning Chromebooks

If the device is damaged or malfunctioning, the student must immediately report it to his/her teacher or school administration. A swap for a replacement device will be provided following procedures defined by each school.

- **Caused by normal wear and usage:** Damage/malfunction deemed to be caused by normal wear and usage will not be counted against the two incidents per year policy.

- **Caused by Negligence or Deemed to be Intentional:** If the damage is deemed to be intentional or caused by negligence, the student/parent or legal guardian will be responsible for the cost of repair up to the cost of replacement unless the optional insurance coverage has been purchased. A disciplinary referral will also be issued. A swap for a replacement device will be provided while the determination is made of the cause. The district may rescind the privilege of being issued a district Chromebook for students who repeatedly damage devices.

Device Repair Costs (cost covered by optional insurance - up to 2 incidents per school year)

Repair	Cost to Family
Screen replacement	$65.00
Keyboard replacement	$40.00
Chromebook plastic casing	$50.00
Charger	$30.00
Camera	$30.00

Battery	$70.00
Motherboard	$150.00
Mouse Pad	$30.00

Replacement Costs (cost not covered by optional insurance)

Parts	Cost to Family
Lost Lenovo Chromebook non-touch screen	$260.00
Lost Lenovo Chromebook w/touch screen	$300.00
Lost Charger	$30.00

Returning Your Device

Students will retain Chromebooks during summer break to use for educational purposes. Students who graduate early, withdraw, expelled, or terminate enrollment at Barnegat Township Schools for any other reason must return their individual device and accessories on the date of termination.

- The device and accessories should be returned with all furnished accessories to their Guidance Counselor on their last day of attendance, or a date, place, and time determined by 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, unless the optional insurance coverage has been purchased.
- 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.