Greenwich Township School District

415 Swedesboro Road
Gibbstown, NJ 08027

Chromebook devices will be assigned to each student in grades K-8. Use of the Chromebook provided to the student by the school district is a privilege, not a right. The loan of equipment by the School District to the student is provided for educational purposes only. Unauthorized and inappropriate use will result in the cancellation or the suspension of this privilege.

Mobile Device Handbook

Student Responsibilities

Use of the Chromebook is a privilege. The Greenwich Township School District owns the device and will loan it to students as a tool to support their learning experience. Students will leave their Chromebook at school daily to ensure they are fully charged each day and have it in class just as they would for any other required material.

As a technology device, Chromebooks fall under the Acceptable Use Policy and the Technology Code of Ethics.

- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Greenwich Township Schools.
- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery daily.
- I will be responsible for any damage caused by food or drink to my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I understand that my Chromebook is for educational use.
- I will only use school-appropriate decorations (such as stickers, etc.) on my Chromebook case.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will notify an administrator if a threatening or inappropriate message is received.
- I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

Student Activities Strictly Prohibited

- Videotaping or photographing any individual, for non-educational use without their consent.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games during instructional time.
- Intentionally bypassing the GTSD web filter (GoGuardian)
- Spamming.
- Sending mass or inappropriate emails.
- Gaining access to any other individuals' accounts, files, and/or data.
- Use of the school's Google accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous accounts or impersonating others online.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Adding inappropriate wallpaper images that include things such as weapons, violence, sexuality, alcohol and drugs.
- Using any wireless communications device in any bathroom or locker room.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow in the use of the internet just as you do in the use of all media information sources such as television, phones, movies and radio.

School Responsibilities

- Provide internet access Provide a Google Apps for Education Account.
- Provide internet filtering of inappropriate materials.
- Technology devices will be treated similar to school lockers. HPS reserves the right to review, monitor, and restrict information stored on or transmitted via HPS district-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in accessing, evaluating, and using information and ensure student compliance of the acceptable use policy.

General Use

Use caution when eating or drinking near your Chromebook. Cords, cables, and removable storage devices and headphones must be inserted carefully into the Chromebook to prevent damage. Students should never carry their Chromebook while the screen is open.

Do not stack any books, heavy materials, etc. on top of the Chromebook in your locker or backpack. Anything placed on the Chromebook may cause damage.

Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.

Chromebooks should not be left unattended, particularly in the lunchroom, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.

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

Chromebook case personalization must adhere to the Student Code of Conduct.

Charging Your Battery

Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned into the Technology Office for repair.

Chromebooks must be left in school each day to ensure they are fully charged for the following school day

Screen Care

Do not lean on the top of the Chromebook when it is closed.

Do not carry your Chromebook when it's open, especially by holding on to the screen. Do not place anything near the Chromebook that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning.

School Use

Chromebooks are intended for use at school each day.

Chromebook Management

Greenwich Township Schools' Chromebooks are managed by the domain greenwich.k12.nj.us. Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

Media, Sound, and Games

All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.

Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges. Music and games must serve an educational purpose and meet the Acceptable Use Guidelines. Use of media, sound, and games must be in accordance with classroom procedures.

Chromebook Check-in and Check-out Repair

Chromebooks will be distributed each fall and collected each spring.

Parents and students must sign the Chromebook Agreement before the Chromebook will be issued.

SUMMER: Students will turn in their Chromebook at the end of the school year. Upon returning to school the next year, the student will receive the same Chromebook that was issued the previous year.

WITHDRAWAL: If a student withdraws from GTSD, the Chromebook and charger will be returned at the time of withdrawal. Students will be responsible for paying for any damage to the equipment, not to exceed the replacement cost of the Chromebook. Failure to return the Chromebook and charger may result in a warrant for arrest on theft charges.

Repair & Costs:

As a parent or guardian of the student, by signing this agreement, I acknowledge that I will be held responsible for the financial burden of repairs due to damages caused by my child for the following areas:

PART/COMPONENT	COST
Chromebook Screen	$174.00
Chromebook Keyboard	$99.00
Unit Replacement	$315.00

Saving to the Chromebook:

Student work will be saved in the student's Google Drive Account. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook. There is also limited access to Google Drive files on other devices including laptops, tablets, and smart phones. Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook and could be deleted if the Chromebook needs servicing.

Apps & Extensions:

GTSD manages the apps and extensions that are available on the Chromebook. Apps and extensions installed by the district are not to be removed by the student.

Any app or extension that violates the Acceptable Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the Chromebook.

Inspection:

Chromebooks are property of the Greenwich Township School District and are subject to inspection at any time.

Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

Chromebook Operating System Updates:

The Chromebook will update automatically every time the device is connected to the Internet. If a Chromebook does not appear to be managed by greenwich.k12.nj.us, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at the main office of the school.

Student District Chromebook and Internet User Agreement

I understand and will abide by the above Chromebook agreement in conjunction with Greenwich Township School District's Acceptable Use Policy Board Policy 2360, Acceptable Use of Networks and Internet Board Policy 2361, School District Provided Technology Devices to Students Board Policy 7523. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I understand that loss, theft or damage of my assigned Chromebook is my responsibility as well as any neglect toward the Chromebook. If I leave or withdraw from my school, I am responsible for returning the Chromebook to the school media center to avoid any possible charges.

Student Name	Student Signature	Date

Parent/Guardian Chromebook and Internet User Agreement

As the parent or guardian of this student, I have read and agree to the provisions of the agreement. I understand that it is important for the Greenwich Township School District to restrict access to all controversial or inappropriate materials, and I will not hold the District responsible for materials acquired on the network.

Parent Guadian Name	Parent Guardian Signature	Date