

Garnet Country's

1 to 1

Google Chromebook
Initiative

Philosophy

- Preparing students to meet the challenges of a dynamic global society in which they participate, contribute, and achieve their educational and personal goals.
- Allow for flexibly advancing the learning of all students toward attainment of college and career-readiness standards
- Recognizes the use of technology in the educational process as an essential part of the learning experience

Goals

- Students use reasoning, creativity, and collaborative problem solving related to authentic, real-world issues.
- Students are productive and engaged in their learning experiences.
- Students practice good digital citizenship in their online behavior.
- The Haddon Heights School District provides consistent and appropriate access to technology for students for instructional purposes.

Hardware Issued

- Chromebook with battery and integrated web camera
- AC adapter/power cord (should be left at home)
- Carrying case

Student Storage

- Students are expected to use their Haddon Heights School District Google Account
- Students will use Google Drive and Google Classroom.

Passwords

- Students will log-in using their assigned username and password. Students will not share their password with others.

General Usage Rules

- Filtering: at all times by the Administration through a mobile device management system, Go Guardian. Devices also have a monitoring system that is activated when the Chromebook is logged-on.
- Any violation of Board policy, these Guidelines, or the Haddon Heights Acceptable Use Agreement will result in school discipline according to the Board's Student Discipline Code of Conduct.
- The Chromebook is the property of the Haddon Heights School District and subject to review and monitoring.

Chromebooks Left Home

- Responsible for getting all course work completed as if they had their Chromebook present.
- Continued or consistent failure to bring their Chromebook to school may result in a total loss of Chromebook privileges and/or other disciplinary action in accordance with the Board's student disciplinary policies.

Chromebook/Network/Internet General Functionality

- The district is not responsible for proper network functionality while the Chromebook is attempting to use a non-Haddon Heights School District computer network..

Chromebook Care

Students are responsible for the general care of the Chromebook

- Chromebooks are required to be kept in the district issued carrying case at all times.
- Do not expose the Chromebook to extreme temperatures. Extreme heat or cold may cause damage to the Chromebook.
- A label has been applied to the Chromebook and to the carrying case for ID purposes and must not be removed, altered, covered, or destroyed. Do not place additional stickers/items on the Chromebook.
- Keep the Chromebook away from magnets and magnetic fields, which can erase or corrupt data.

Screen Care

- Do not pick up the Chromebook by the screen.
- Avoid touching the screen with pens, pencils, or any sharp instrument.
- Do not leave items such as pens, pencils, or papers on the keyboard when closing the screen.
- Do not lean on top of the Chromebook and avoid placing excessive pressure or weight on the screen.
- Clean the screen with a soft, dry cloth, or antistatic cloth.
- Do not use water to clean the screen. If a screen becomes particularly dirty use “screen wipes” sold in the electronics department of local stores.
- NEVER clean the screen with glass cleaner.

Security

- NEVER leave Chromebooks in unsupervised areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, and/or hallways. Secure your Chromebook in your locker before going to an unsecured area.

Power Management

- It is the students' responsibility to recharge the Chromebook battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classroom for recharging.

Email

- 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 Chromebooks can and will be monitored to make sure the terms of the agreement are being followed.

Internet Usage

- Haddon Heights School District 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.
- As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district on the district's wired and wireless network. Although not required by CIPA, Haddon Heights School District will filter a student's account wherever that device is being utilized.
- 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, including interacting with other individuals on social networking web sites and in chat rooms.

Monitoring Internet Safety

- 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 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.”

Privacy

- There is no expectation of privacy regarding the contents of computer files or communication using any school-provided computer, network, or service. Haddon Heights School District reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Haddon Heights School District'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 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.

Warranties, Damages, Malfunction, and Theft Hardware

Warranty and Accidental Damage Coverage

- Haddon Heights School District has purchased a warranty with each Chromebook that covers accidental damage.
- Damage should be reported to the school within one (1) school day of the damage occurring.

Damage Not Covered by Warranty

- Peripherals such as chargers (AC adapters), batteries, and carrying cases are not covered under the accidental damage warranty. A replacement or repair fee will be charged for damaged chargers, batteries and carrying cases.
- Frequent damage, negligent care, and/or deliberate damage to the equipment will result in fines and may result in school discipline according to the Board's Student Discipline Code of Conduct.

Theft/Loss/Damage

- 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 Haddon Heights 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.

Malfunction and Loaner Equipment

- General malfunctions of a Chromebook should be reported to the student's teacher who will relay that to the technology department.
- Loaner equipment may be provided to a student if it is malfunctioning, damaged, or otherwise in need of repair and will not be usable or accessible to the student for an extended period of time. This is subject to the availability of spare equipment in the district on a first come, first served basis.
- Students are responsible for loaner equipment as if it were the equipment assigned to them for the school year.

Have a great school year!

GO GARNETS!