



Clinton Township School District
Chromebook Handbook
2023-2024

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Use of Chromebook

Chromebook are distributed to Clinton Township School District pupils for educational purposes, innovation, and creativity. The use of the school district technology resources is a privilege, not a right. Pupils are expected to use their Chromebook responsibly and in accordance with all of the provisions of this Acceptable Use of Computer Network/Computers and Resources Policy. Pupils are also expected to fully participate with their Chromebook in all classroom activities as directed by their teachers.

Chromebook will be distributed to pupils upon return of a signed Chromebook Assignment Form, Acceptable Use Form, Chromebook Protection Plan and Student Pledge for Chromebook Use that are distributed with this handbook. Students must abide by all requirements stated in these forms and included in this Chromebook Handbook.

Review of Board Policy 2361: Acceptable Use of Computer Networks/Computers and Resources

Any individual using an Chromebook issued by the Board of Education shall be expected to abide by the following requirements and any other requirements stated in Policy 2361 and shall be subject to disciplinary and/or legal action in accordance with this Policy for failure to do so:

1. Chromebook users may not, under any circumstances, log on under or use another User's account or Chromebook.
2. Users may not share passwords.
3. All messages or postings to any Internet site on or off campus at any time (notes, email, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant Messaging) shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, swear words, other inappropriate behaviors, chain letters, and threats of any kind are prohibited.
4. Users are responsible for all activities conducted when using their Chromebook.
5. Users shall respect copyright laws and licensing agreements pertaining to materials entered and obtained via the Internet or other electronic sources.
6. Use of the Internet and/or other resources for personal gain, profit, commercial advertising, or political lobbying is prohibited.
7. Use of an Chromebook must be in support of curriculum and research and consistent with the purposes and Mission Statement of Clinton Township School District.
8. Use of an Chromebook to purposefully access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of Clinton Township School District is prohibited.
9. Also prohibited is access to information on, but not limited to, gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, and chat rooms.
10. Users are not allowed to download or transfer programs, pictures, music files, or data onto any Chromebook without first receiving permission from a Technology Department member.
11. Software or hardware may not be installed on any Chromebook without the approval of, and under the supervision of an administrator and/or the Information Technology Manager.
12. Pupils may not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless doing so under the supervision of a teacher, administrator, or member of the Technology Department.
13. All Chromebooks must be securely stored in a locked locker after school while pupils are practicing sports and/or involved in any after-school activity or club when it is impractical for pupils to carry the Chromebook on their person.

14. Clinton Township School District, under the direction of an administrator or the Information Technology Manager, reserves the right to access all incoming/ outgoing data accessed by pupils, faculty, and staff.
15. Users may not use any means to access restricted sites.
16. Users may not post images of students, teachers, staff or other personnel on the Internet without receiving permission from the individual(s) involved.
17. Users may not alter the configuration of any Chromebook.
18. Pupils may not use the cameras on their Chromebooks unless given permission by and under the direct supervision of a teacher, administrator, and/or Technology Department member during school hours. Parents may restrict the use of the camera at any other time by setting the Parental Controls on the Chromebook.

Consequences of Inappropriate Behavior

The person operating the Chromebook shall accept personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the Chromebook shall accept personal responsibility for actions on the Internet.

Any User who does not comply with this Policy may have his or her Chromebook confiscated for a period of time and may be subject to one or more of the consequences stated in the "Violations" section of this Policy.

Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline which includes but are not limited to:

1. Use of the network only under direct supervision
2. Suspension of network privileges
3. Revocation of network privileges
4. Suspension of computer privileges
5. Revocation of computer privileges
6. Suspension from school
7. Expulsion from school
8. Legal action and prosecution by the authorities

Chromebook Accidental Protection Plan Declarations Page

<p style="text-align: center;">Program Fee/Coverage</p> <ul style="list-style-type: none"> ❖ \$45 non-refundable fee. ❖ This protection plan only covers one incident during the 2023-2024 School Year. The Student/Parent will have the option to pay for the lost/damaged item or to use the Chromebook Protection Plan Insurance to cover the incident. ❖ Coverage: Repair/Replacement of school issued Chromebook and accessories. 	<p style="text-align: center;">Effective Coverage/Expiration Dates</p> <ul style="list-style-type: none"> ❖ Effective Date: Based on the receipt of the signed agreement. ❖ Expiration Date: Last day of school for the 2023-2024 school year or date of un- enrollment.
<p style="text-align: center;">Coverage</p> <ul style="list-style-type: none"> ❖ <u>Accidental Damage</u>: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event. ❖ <u>Theft</u>: Pays for loss or damage due to theft; the claim requires a police report to be filed. ❖ <u>Fire</u>: Pays for loss or damage of the Chromebook due to fire; the claim must be accompanied by an official fire report from the investigating authority. ❖ <u>Electrical Surge</u>: Pays for damage to the device due to an electrical surge. ❖ <u>Natural Disasters</u>: Pays for loss or damage caused by natural disasters. 	<p style="text-align: center;">Exclusions</p> <ul style="list-style-type: none"> ❖ <u>Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts</u>: Coverage will <u>not</u> apply if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act. The student/parent will be responsible for the full amount of the repair/replacement. ❖ <u>Consumables</u>: Coverage will <u>not</u> apply to the case, charger, and software. ❖ Cosmetic damage that does not affect the functionality of the device is not covered. This includes but is not limited to scratches, dents, and broken plastic ports or port covers. ❖ The Clinton Township Board of Education shall not be held responsible for any incurred expenses, loss, or damage arising directly or indirectly from the use of equipment, including any incidental, consequential, or punitive damages.

**If a student is un-enrolled from Clinton Township School District for any reason, this insurance agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the Chromebook is issued.

Check-in and Check-out

1. To receive your Chromebook, you and a parent or guardian must carefully read this Student Chromebook Handbook and sign the Student Pledge document. All proper paperwork must be submitted for the Chromebook to leave school property.
2. Your Chromebook, case, and charging brick must be returned in good working condition, either at the end of each school year if requested by the Information Technology Director, or upon graduation. If enrollment at Clinton Township School District (CTSD) is terminated for any reason (i.e. transfer, early graduation, etc.), you must return these items on the date of termination.
3. All Chromebooks remain the property of Clinton Township School District. CTSD reserves the right to collect and/or inspect your device at any time and to delete any material or applications deemed inappropriate.
4. Devices not returned within 7 days of student withdrawal from the district will be reported as stolen.

Forms that need to be signed and returned:

- Chromebook Agreement Form
- Acceptable Use of Technology
- Student Pledge for Chromebook Use

Insurance Option that needs to be returned:

- School District Insurance: **\$45 Protection Payment**

Chromebook Case and Screen Care

1. You are required to keep the Chromebook in the district supplied case or a district-approved case.
2. Failure to return the provided ruggedized case will result in a \$20 replacement fee for cases issued.
3. You must protect your screen while transporting your Chromebook.
4. Excessive pressure on the Chromebook screen may cause damage. Therefore, avoid leaning on top of the Chromebook or placing heavy items on top of the Chromebook. Placing too many items in a carrying case or backpack could put too much pressure on the screen.
5. Do not bump or drop the Chromebook against hard surfaces.
6. Avoid touching the screen with anything other than your finger or a stylus.
7. Clean the screen with a soft, dry, clean cloth. Do not use cleansers of any kind.
8. Insert cords carefully into your Chromebook.
9. Chromebooks and district issued cases must remain free of any writing, drawing, stickers, or labels that are not the property of CTSD.
10. Take additional care around food and drink.
11. Keep your Chromebook out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
12. The Chromebook is provided for the sole use of the student to which it is assigned.
13. Avoid leaving your Chromebook in a vehicle. If you must, make sure it is hidden.
14. Keep your Chromebook off the floor where it could be stepped on or tripped over.

Usage Guidelines

1. Students must abide by the school's Acceptable Use Policy and Student Pledge of Use at all times inside and outside of school hours.
2. Students must honor the school's restrictions of access to sites and apps that are not allowed at school.
3. You must secure your Chromebook whenever it is not in your direct possession. To prevent the risk of theft, never leave your Chromebook unattended, or in an unsupervised area such as the lunchroom, computer lab, locker room, library, unlocked classrooms, restrooms, or hallways.
4. All applications, books, and music on your Chromebook must be legitimately purchased and licensed.
5. You may not attempt to break security protocols. If a Chromebook is jailbroken (process of removing limitations imposed by the manufacturer), it voids the warranty. If you jailbreak your Chromebook, you are responsible for the cost of the device.
6. Do not attempt repairs yourself. The school will organize repairs through the Technology Office.
7. You are responsible for backing up personal data on your Chromebook to Google Drive. The school accepts no responsibility for lost data.
8. If necessary, your Chromebook may need to be reset by a school technician. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state. Backing up your device regularly will allow the restoration of all data.
9. No wireless or wired syncing to personal computers is allowed.
10. Network administrators may review your files and communications to ensure you are using the Chromebook appropriately. Do not expect that files stored on your Chromebook will always be private. This is a school-owned and issued device.
11. You are responsible for the appropriateness of all files, data, and Internet history on your Chromebook.
12. You may not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.
13. You may not access another individual's materials, information, or files.
14. You must leave your Chromebook's identifying barcode and asset tags in place.

Personalization

1. You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures are not permitted per school/district policies. Anything that can be construed as demeaning should be avoided.
2. You may not install apps at this time from your (or your guardians' or parents') personal account in accordance with the legal license agreements.
3. If illegal software/apps are discovered, the Chromebook will be restored or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.

Instructional Use

1. It is your responsibility to bring your Chromebook to school every day. If you do not have it, you must complete all work as if it were present.
2. To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise. Earbuds may be used at instructors' discretion.
3. The software/apps originally installed by CTSD must remain on the Chromebook.
4. Bring your Chromebook to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school.
5. Conserve resources by using print preview and obtain teacher permission before printing.
6. Updates to apps and the Chromebook software are released routinely. It is your responsibility to keep your device updated.
7. Plagiarism is a violation of the CTSD Code of Conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text.
8. Your Chromebook is intended for instructional and educational use only.

Damage and Loss

1. When school is physically in-session, please take your Chromebook to the Main Office, if you experience any technical problems. If it cannot be fixed at that time, a loaner Chromebook will be issued to you. If an issue occurs with your Chromebook and you are unable to physically visit the Technology Office, please email parenthelp@ctsdnj.org and include as many details of your issue as possible. The Technology Department monitors this email and will delegate your help request to a specialist who will assist you in a timely manner.
2. All Chromebook policy agreements remain in effect for the loaner Chromebook.
3. Intentional damage will not be covered under the Chromebook protection, and you will be liable for the cost of the device.
4. Complete an accident report immediately if your Chromebook is damaged.
5. The student or parent/guardian is required to immediately notify a school administrator and file a police report in all cases of stolen or lost Chromebooks. After filing the police report, the student or parent/ guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in you being liable for the entire cost of the Chromebook.
6. CTSD Chromebooks contain software that will be activated to track down the Chromebook in the case of loss or theft. CTSD will also coordinate with law enforcement officials to alert area law enforcement agencies of lost or stolen Chromebooks. As a proactive measure, the district will send a report of all models, asset, and serial numbers of student Chromebooks to local law enforcement agencies.
7. You will be issued one case, and AC power adapter. You will be responsible for purchasing additional supplies if needed.

Clinton Township School District
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