

**WEST LONG BRANCH SCHOOL
DISTRICT
TECHNOLOGY POLICY HANDBOOK**



Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Screen Care

- The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Never pick up or carry a Chromebook by the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Using Your Chromebook At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessible using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as an SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. Students will be trained on proper file management procedures.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the West Long Branch discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape or labels that are not the property of West Long Branch School District. Students may add appropriate themes, music, photos and videos to their Chromebook. Personalized media are subject to inspection and must follow the West Long Branch acceptable use policy.

Software on Chromebooks

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. All Chromebooks are supplied with the latest build of 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. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Virus protection is unnecessary on the Chromebook due to the unique nature of its design. Students are unable to install additional software on their Chromebook other than what has been approved by the West Long Branch School District.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school

Protecting and Storing Your Chromebook

Chromebook Identification: Chromebooks are labeled with an asset tag indicating the assigned student and serial number. Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

When students are not using their Chromebook, the Chromebook must always be in a safe and secure location. When not needed for class they should be stored in student lockers with the lock securely fastened or on a docking cart. Nothing should be placed on top of the Chromebook, when stored in the locker or under a desk. At the end of each day there will be time allocated for proper storage of devices. At this time all students must return their Chromebooks to the carts in their homerooms. Under no circumstances should students take their Chromebooks out of the building.

Chromebooks Left in Unsupervised/Unsecured Areas

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's Office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR STUDENTS

The West Long Branch School District provides access for students and staff to state-of-the-art computer technology. All users must share the responsibility for seeing that our technology facilities are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines. Whenever it is necessary for a student to be granted a district user account, required signatures must first be obtained on this document. When using the network:

1. I agree to use the network for only lawful and school-related or school-appropriate purposes.
2. I will contact only sites on the Internet that are considered by staff or administration to be appropriate for educational content.
3. I will respect the integrity of the networks; I agree that the computer systems are set up by the system administrator and are not to be altered in any way.
4. I will display appropriate conduct if I send electronic communications and I will respect the rights and privacy of others:
 - Messages sent to anyone in the district will be signed with first and last name
 - Only appropriate language that is not abusive, profane, or offensive will be used for all electronic communication
 - I will refrain from sending unsolicited messages or excessive, repetitive messages meant to disable another's account
 - I will refrain from sending games, chain letters, or other large files through email which are not teacher approved materials.
5. I will respect the legal protection provided by copyright license to programs, books, data, articles, photography, artwork, etc.
6. I will adhere to printing, file saving and email distribution guidelines as directed by staff.
7. I will access, save, or use only "school-appropriate" language, pictures, text, or any other data on/from the internet.
8. I will protect any password I am granted, in order to maintain the security of the network.
9. I will respect the documents, files, and intellectual property of others;
10. I will use the equipment with care;
11. I will report equipment or software problems to a staff member;
12. I will remember to keep all food and liquids out of the computer area;

When using Chromebooks

1. All users of the West Long Branch network and equipment must comply at all times with the district's Acceptable Use Policy (see above)
2. Devices are available for student use and remain the property of Shore Regional.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of devices and network must support education.
5. All files stored on Shore Regional equipment or the network are property of the district and may be subject to review and monitoring.

6. The term “equipment” or “technology” refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
7. Students are expected to keep the devices in good condition. Failure to do so will result in bills for repair or replacement of the device.
8. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
9. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
10. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
11. Students may only log in under their assigned username. Students may not share their password with other students.
12. Students are encouraged not to loan device components to other students. Students who do so are responsible for any loss of components.
13. Any failure to comply may result in disciplinary action. The West Long Branch School District may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
14. The West Long Branch School District reserves the right to confiscate the property at any time. Students must treat their device with care and never leave it in an unsecured location.. Students must promptly report any problems with their Chromebook to the Technology Office.
15. Students may not remove or interfere with the serial number and other identification tags. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
16. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
17. Students are not allowed to log on to gaming websites or otherwise access sites that have not been approved by their teachers.
18. Students may not engaging in “chatting” or other electronic communication that is not authorized by their classroom teacher.
19. Attempts to bypass school security filters (such as using proxy sites) are not allowed and constitute a violation of the AUP.

New Jersey's Anti-Big Brother Act

The electronic device provided by the West Long Branch School District may record or collect information on a student's activity or a student's use of the device. The West Long Branch School District will not use any of these electronic capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.

- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility

Signature

I understand that if I violate any of these guidelines, my computer and network privileges may be suspended, and other discipline and/or appropriate legal action may be taken against me. I also understand that damage to the school's' technology will result in bills for repair or replacement of the device.

Student
Signature: _____ Date: _____

Parent/Guardian
Signature: _____ Date: _____

(Please submit this sign off sheet to your child's homeroom teacher by Friday, September 23, 2016)