

Chromebook Policy, Procedures, and Information Handbook 2021-21 Ridgewood Elementary Schools



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1. GENERAL INFORMATION/OVERVIEW OF RPS CHROMEBOOK USE

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.

1.1 Software Apps

- Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. The District will provide GSFE accounts for all teachers, students, and support staff.
- 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 KG-5 do not have a district email through GSFE.
- Grade level software apps are installed remotely onto Chromebooks and managed by the District.
- The district will install apps, extensions, and add-ons as they are recommended and approved by teachers and site administrators for a particular course.

2. CHROMEBOOK GENERAL CARE & PRECAUTIONS

- Students are responsible for the general care of the district-owned Chromebook.
- Chromebook battery must be fully charged before the start of each school day.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not remove or tamper with the Ridgewood Public Schools logo, identification tag, or barcode from the Chromebook. RPS asset tags must remain intact and legible at all times.
- Asset tags and logos may not be modified or tampered with in any way. Students may be charged or disciplined for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.
- **Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Ridgewood Public School District.**
- Screens are very sensitive and should be carefully managed. 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 lift Chromebooks by the screen. Support it from the bottom with the lid closed.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- 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. Never store your Chromebook in your carry case or backpack with the power cord inserted.
- Chromebooks should be stored safely at all times, and should never be left in vehicles or a location that is not temperature controlled.

3. PARENT/GUARDIAN RESPONSIBILITIES

Devices will be issued to elementary students for school and home use during the COVID-19 virtual/In-School split sessions. Each student will receive an AC charger with their Chromebook.

Parents must login to Skyward Family Access to verify that you have read, understand, and accept the following online forms:

- [Review of Ridgewood Public Schools Board Policies](#)
- [Acceptable Use of Networks/Computers Policy \(AUP\)](#)
- [School District Provided Technology Devices to Pupils Policy](#)
- [Chromebook Policy & Procedures Agreement](#), and Anti-Big Brother Act Compliance Notice. Acceptance to this agreement commits the parent/student expectations and that you understand the consequences for violations.

3.1 Home Use

- Parents/Guardians can set up access to home wireless networks on district issued Chromebooks. This will assist students with the ability to successfully complete, retrieve, access, etc., educational content used in classes with the Chromebook.
- A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the policies and procedures in this Handbook, the [District Acceptable Use of Networks/Computers Policy \(AUP\)](#), the [School District Provided Technology Devices to Pupils Policy](#), and wherever they use their Chromebooks.
- Native printing is supported for most of the new printers. A wireless home network is required for printing. Alternatively, GSFE documents can be printed from any other computer, in or out of school, that has a printer connection.
- 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.
- Parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Parents/Guardians are also encouraged to:
 - set rules for student use at home.
 - allow use in common areas of the home where student use can easily be monitored.
 - demonstrate a genuine interest in student's use of the device.
 - reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
 - become familiar with internet safety resources such as
 - <http://www.commonsemmedia.org/blog/digital-citizenship>
 - <https://www.netsmartz.org/TrendsandTopics>
 - <https://www.fosi.org/>
 - <http://www.connectsafely.org>
 - <http://wiredsafety.org>
 - <https://www2.fbi.gov/publications/pguide/pguidee.htm>

3.2 Damages & Repairs

Damages that result from abuse or neglect are the responsibility of the student and parent, and subject to fees if the district deems the damages are intentional and/or habitual. In the event of theft, vandalism, or other criminal acts, the student/parent/guardian **MUST** file a report with the local police department, submit a copy to the school. The fee for a lost Chromebook will be the full replacement cost of the device. A replacement device will not be issued until documentation is complete and fees are paid in full.

- Parents/Guardians must submit a support ticket if Chromebooks are broken, or fail to work properly, as soon as possible. See the [District website home page](#) for a link to Support. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired (subject to availability).
- **DO NOT ATTEMPT TO REPAIR YOURSELF**
- **DO NOT TAKE DISTRICT-OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS.**

3.3 Fees/Fines

The parent/guardian is responsible for the cost of repair or replacement of the Chromebook. Repeated hardware repairs due to misuse or intentional damage will incur a cost. Estimated costs/fees are listed below and subject to change.

<input type="checkbox"/> Charger/Adapter	\$30
<input type="checkbox"/> Battery	\$60
<input type="checkbox"/> LCD/Screen	\$80
<input type="checkbox"/> Keyboard/Touchpad	\$80
<input type="checkbox"/> Plastic body parts (top/bottom cover, bezel etc.)	\$30 each
<input type="checkbox"/> Replacement Chromebook	\$280

3.3 Returning Your Chromebook

- Students withdrawing from Ridgewood Public Schools, must return their Chromebook and all district-purchased accessories 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.
- 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.

4. STUDENT RESPONSIBILITIES

- Bring fully charged Chromebooks to school every day.
- Bring your Chromebook to school as instructed by your teacher.
- Follow your 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. Do not add stickers or mark up the Chromebook in any way.
- Follow Internet safety guidelines in accordance with the [AUP](#). Do not use chat rooms other than

those set up by teachers or mandated in other distance education courses.

- Obey general school rules concerning behavior and communication that apply to technology use.

5. RIDGEWOOD PUBLIC SCHOOLS RESPONSIBILITIES

5.1 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 the required apps/extensions.
- Any attempt to change the configuration settings of the Chromebook will result in immediate disciplinary action.
- All activity on the Chromebook, 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 [AUP](#) when using the Chromebook.

5.2 Network Security

The Ridgewood Public Schools will be responsible for providing network access and content filtering at school.

- 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. 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 District [AUP](#) and appropriate disciplinary action will be taken.

5.3 Privacy

- As 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 user’s activity, both online and offline. The Ridgewood Public 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 Ridgewood Public Schools GSFE accounts or network are the property of the district and are subject to regular review and monitoring for responsible use. Internet history 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.***

Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in further disciplinary action, fees, and the loss of home use privileges.

CHROMEBOOK POLICY & PROCEDURES AGREEMENT

This Agreement must be electronically signed by the parent/guardian before a Chromebook will be issued to a student. During the Mandatory Annual Online Re-registration process, you must complete the “Chromebook Agreement and Anti-Big Brother Act” form, which states the following:

RPS Chromebook 1:1 Initiative 2020-2021 for Elementary Students during COVID-19

Ridgewood Public Schools has implemented a 1:1 student computing program and will provide all students with Dell Chromebooks to use both at school and home. A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used primarily while connected to the Internet and to support applications that reside on the Web with limited offline use. Chromebooks also have Google products built-in and, within seconds of logging in, students can access their personal Google apps account.

Student utilization of this district-issued device requires parents to complete the following each year:

RPS Chromebook Policy, Procedures & Information Handbook

This handbook serves as a resource for both students and parents. Parents must read this handbook and review with students, then agree to comply with the requirements contained within the handbook. Please also review the [School District Provided Technology Devices to Pupils Policy](#) referred to in the Chromebook Handbook.

Selecting VERIFIED from the drop-down menu for “Consent to Chromebook Policy Agreement” on the online form indicates that you acknowledge receipt of and hereby agree to comply with the user requirements contained in the Chromebook Policy, Procedures, and Information Handbook.

Ridgewood Public Schools Anti-Big Brother Act Compliance Notice

The Anti-Big Brother Act, New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c.44), requires that parents/guardians of students who have been assigned a district or school-owned device for use outside of school in connection with the district’s academic program, must be notified and informed of the following:

“If a school district furnishes a student with a laptop computer, cellular telephone, or other electronic devices, the district 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.”

This document serves as notice that Ridgewood Public Schools **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 while they are using the device outside of school.

Before your child is permitted to use any district owned device outside of school, you must select VERIFIED from the drop-down menu for “Consent to Anti-Big Brother Act” on the online form indicating that you understand and accept the Anti-Big Brother Act and agree to discuss it with your child.