Midland Park Public Schools

Student & Parent

Technology Handbook

Revised June 2021

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Overview

The Midland Park School District is committed to the mission of educating all students to achieve the New Jersey Curriculum Standards at all grade levels. In order to nurture all students to be life-long learners; ethical and responsible citizens; and independent, productive members of a global society, the district has implemented a one-to-one program for students to receive a Chromebook for educational use both at home and school. The program immerses students in an enriching learning environment and assists teachers as they support students in acquiring the skills and knowledge for success – both in college and career – in the 21st century.

Once read and signed, the information within this handbook establishes a contract for the rules and responsibilities agreed to by the parties involved in the privilege of the Chromebook program. The Midland Park School District reserves the right to change or modify the handbook at any time, and any change to the handbook will be effective immediately upon posting. For any changes to the handbook, reasonable steps will be taken to notify you of such changes. In all cases, continued use of District technology after publication of such changes, with or without notification, constitutes binding acceptance of the modified handbook.

Parent/Guardian Responsibilities

In order for a student to receive a Chromebook, a parent/guardian must:

Review the technology handbook with your child/children
Sign the Chromebook Agreement Form and Acceptable Use Contract
Monitor student use and ensure proper care of the Chromebook at home by setting rules/expectations for laptop use
Ensure the return of the Chromebook and all accessories at the end of each school year or before withdrawal from school

Chromebook Rules & Guidelines

The following is summarized from the district's Acceptable Use of Computer Network/Computers and Resources Policy. All rules and

guidelines are in effect before, during, and after school hours, for all Midland Park School District network/computers, whether on or off the school campus. Students must understand and follow these rules and guidelines. Violations of these rules and guidelines will result in disciplinary action.

Do:
- Use district network/computers for educational purposes
- Use network/computers appropriately and keep equipment (i.e. Chromebooks, batteries, power cords, and cases) in good condition
- Use good judgment

Don't:
- Use network/computers for anything illegal or indecent (e.g. No illegal activity, bullying, harassing, inappropriate images or plagiarism)
- Use network/computers in a manner that is disruptive to other users, services, or equipment (e.g. No spam or viruses, large amounts of data, or trying to hack systems)
- Use network/computers for commercial purposes or personal gain

ACCEPTABLE USE PROCEDURES

General Guidelines   All use of technology must:
- Support education
- Follow local, state, and federal laws
- All files on the network/computers must be school appropriate

Inappropriate Content   Inappropriate content includes explicit or
implicit references to:
- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

General Guidelines   Chromebooks are intended for use at school each day. Students will retain their original Chromebook each year while enrolled in the Midland Park School District.

- Charge the Chromebook fully each night. The charger should remain at home.
- A loaner Chromebook will not be given if the Chromebook is left at home or is not fully charged.
- Students leaving Chromebooks at home or having a drained battery will be required to complete assignments using alternative means as determined by the teacher

CHROMEBOOK USE AND CARE

Energy Saving   Fully charged Chromebooks have a battery life of eight hours. The following tips will help save battery life:

- Turning off the keyboard backlight and dimming the screen brightness
- Quitting all applications not in use
- Shut down completely before closing the screen for prolonged periods of inactivity

Classroom Routines   Follow all directions given by the teacher

- Keep sound muted
- Center the Chromebook on the desk
- Lock the computer before walking away from it
- Close the screen of the Chromebook before standing up or moving and/or transporting, do not close the screen on objects inside the Chromebook
- Students may not loan Chromebooks or accessories to other students for any reason

- Chromebooks are not permitted in the cafeteria during lunch

Saving Data

Students are responsible for backing up all data saved to the Chromebook

- All district rules and guidelines apply to any data storage device plugged into a Midland Park School District Chromebook
- Storage devices include: flash drives, cloud services, and external hard drives
- All data must be backed up by the student prior to servicing at the Technology Office since data may be destroyed if reimaging is required

Software

Students should not attempt to install, uninstall, or modify any application, game, or operating system component

- Students may not download or install software application on the Chromebook
- All software and applications are district provided

Hallways

Never leave the Chromebook unattended or unsecured for any reason

- Keep the Chromebook in a case at all times to protect from bumping
- Close the lid completely before carrying the Chromebook and do not store anything but the Chromebook in its case. Do not store items inside the Chromebook
- Use a backpack to transport the Chromebook

Lockers

Chromebooks should be stored in a locked locker when they are not in use

- Chromebooks should be stored on the hook or on its side standing up
- Never pile things on top of the Chromebook or leave it on the bottom of the locker
- Students are not allowed to leave their Chromebooks unattended. This may lead to theft or damage. Unattended Chromebooks will be confiscated and disciplinary actions will be taken

Chromebook at Home at all times

Ensure care of the Chromebook and its use

- Use the Chromebook in a common room of the home (e.g. living room or kitchen)
- Do not cause a tripping hazard when using the power cord/charger
- Store the Chromebook on a desk or table – never on the floor!
- Protect the Chromebook from extreme hot or cold, food and drinks, small children, and pets.

Traveling or damaged

Ensure the Chromebook is not lost, stolen,

- Do not leave the Chromebook in a vehicle
- If threatened for the Chromebook, give it up and report the theft to school administration and the police as soon as possible
- Chromebooks are not allowed on school sponsored field trips or athletic events unless they are longer than one school day

Personalization

The Chromebook and accessories are property of the Midland Park School District

- Do not remove district identification tags or barcodes
- Do not place stickers or otherwise mark the Chromebook or accessories in any way
- Chromebooks are to remain protected. Personal carrying cases are permitted.

Cleaning   Use the Chromebook with clean hands and avoid touching the screen

- Do not insert foreign objects (e.g. paperclips or pens) into the Chromebook
- Do not use Windex or other cleaning solutions
- Wipe surfaces with water using a damp, clean, soft cloth

TROUBLESHOOTING AND LOANERS

Procedure   1.   Student attempts to resolve the issue
- If appropriate, student may ask for help from a classmate or teacher if time permits
- Students should not waste too much class time troubleshooting issues
- Students should never attempt repair or reconfiguration of the Chromebook. Under no circumstances are students to attempt to open or tamper with the internal components of the Chromebook. Doing so will render the warranty void and will result in disciplinary action.

2.   If the issue is not resolved, the student should contact the

Technology Office. The Technology Office is open from 7:30 am – 4:00 pm Monday – Friday. The office is located in the Jr./Sr. High School Media Center.

3. Students must back up any work saved on the Chromebook to a storage device before delivering it for servicing in the Technology Office.

4. If necessary, a student will receive a loaner Chromebook to return to class.

5. When the student's original Chromebook is ready to be picked up, student will be notified.

6. Student returns loaner in exchange for original Chromebook either by the end of school or beginning of school the next day.

E-MAIL

Purpose   Students are issued a Google e-mail account. Gmail allows students to safely and effectively communicate and collaborate with teachers and classmates.

General Guidelines   E-mail should be used for educational purposes only

- E-mail transmissions may be monitored by staff at any time to ensure appropriate use
- All e-mail and contents are property of the district

- E-mail should only be used by the authorized owner of the account
- Students must protect their password

Unacceptable Use   Examples include:
- Non-education related forwards (e.g. jokes, chain letters, images, etc…)
- Harassment, profanity, obscenity, or racist terms
- Cyberbullying, hate mail, or discriminatory remarks
- E-mail for individual profit or gain, advertisement, or political activities

WEB CAMS

Purpose   Each Chromebook is equipped with a web cam. This feature offers students and extraordinary opportunity to experience a 21st century tool and to develop 21st century communication skills.

Examples of Use   Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:
- Recording videos or taking pictures to include in a project
- Recording one's practice and watching it back for rehearsal and improvement

Safety   Refer to the Digital Citizenship section of this handbook for suggestions on monitoring student use of technology.

LISTENING TO MUSIC AND WATCHING MOVIES

At School   Listening to music or watching movies on the Chromebook is not allowed during school hours without permission from a

teacher. Permission will be given only to complete a school assignment.

At Home   Listening to music or watching movies on the Chromebook is allowed at home with permission from parent(s)/guardian(s).

GAMES

At School   Gaming on the Chromebook is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

At Home   Gaming on the Chromebook is allowed at home with permission from parent(s)/guardian(s). The following conditions should be met:
- All school work is complete
- The content of the game is school appropriate
- The game is in support of education

INSTANT MESSAGING

At School   Instant-messaging on the Chromebook is not allowed during school hours without permission from a teacher. Permission will be given only for instant-messaging that is useful in completing a school assignment. All communication must be related to the school assignment.

At Home   Instant-messaging on the Chromebook is allowed at home with permission from parent(s)/guardian(s). The following conditions should be mete:
- The content of the messages is school appropriate

- The messages are in support of education

PRINTING

Purpose The district encourages students and teachers to conserve paper and limit printing as much as possible.

At School Students should print to the copiers in the media center. Student ID's will be required.

At Home Students are allowed to connect to printers at home. Chromebooks have 6 GB of printer drivers installed for the most popular and latest printers. Students can connect to home printers using the USB cable to install home printer drivers and printer documents.

DESKTOP BACKGROUNDS AND SCREENSAVERS

Considerations Images must be appropriate for school
- Unacceptable images include: guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang related symbols.
- Disciplinary action will be taken in the event inappropriate content is found on the laptop.

COPYRIGHT AND PLAGIARISM

Considerations Students are expected to follow all copyright laws. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover any expression of an idea.

Duplication and/or distribution of materials for educational purposed is permitted when

such duplication and/or distribution falls within the Fair Use Doctrine of the United States Copyright Law (title 17, USC).

Plagiarism is a violation of giving credit to source material even if done so innocently or unintentionally. Utilizing sites selling written papers, book reports, and other student work is not permitted. You must give credit when using:

- Quoted or summarized text (including e-mail and Web information)
- Graphics
- Art
- Photographs
- Movies
- Music
- Software

Violations

Violating these rules and guidelines will result in disciplinary action

Network Access & Filtering

A current content filtering solution is maintained by the district for school use on the Chromebooks to block inappropriate or objectionable material.

It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Internet. Each user is responsible for avoiding inappropriate sites.

Students will log into the Midland Park School District network using their assigned username and password, which will be distributed at the beginning of the school year.

The district content filter will continue to filter content outside the Midland Park School District network (i.e. from home).

Attempting to disable or circumvent district Internet content filters and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action.

Students use of the Internet is monitored at school, and it is the responsibility of the parent/guardian to monitor at home.

Students are allowed to connect to WiFi networks at home and other public locations (e.g. Barnes & Noble, Panera Bread, airports, etc…)

Only Midland Park School District computers are allowed access on the district network. Personal devices are not allowed on the network.

Use good judgment and behavior on the Internet:
- Never reveal personal information about yourself or someone else
- Do not publish student pictures or names on any website without school permission
- If you see anything dangerous or inappropriate, tell a teacher or parent/guardian immediately
- Demonstrate a genuine interest in what your student is doing on the Chromebook. Ask questions and request that they show you his or her work often.

Security & Privacy

As per (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44), you are hereby notified that school issued electronic devices may record or collect information on user's activity both online and offline.

The Midland Park School District 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.

VIRUS PROTECTION

All Chromebooks have antivirus protection software installed. The virus software will automatically scan any unprotected storage space at startup. Do not attempt to remove or add virus protection software.

Students who identify or know about a security problem are expected to convey the details with a teacher or administrator without discussing it with other students.

ONLINE ACCOUNTS AND PASSWORDS

Students may be asked to create online user accounts (i.e. Edmodo, Google, etc…) for educational purposes. Teachers are responsible for supervising the use of these accounts during instructional time. Parent(s)/guardian(s) will be notified of the use of accounts within the course syllabus or via the teacher's website.

DO:
- Keep passwords safe and confidential
- Change passwords as required by online accounts
- Logout of programs and accounts before quitting an application or shutting down the Chromebook

DO NOT:
- Share your password or use someone else's account. Students are responsible for anything done using their login.
- Develop programs to harass others, hack, bring in viruses, or change others' files

USER DATA

All files stored on the Midland Park School District Chromebook or network is the property of the district and is subject to regular review and monitoring for responsible use. Internet history and e-mail checks may occur at the discretion of District Administration.

Staff maintains the confidentiality of student data in accordance with federal law (FERPA). Permission from parent or guardian is needed to publish student work.

WEB CAMS

The district will not have the right or ability to remotely access the Chromebook's web camera.

MONITORING

Teachers and administrators may search computers for inappropriate material if they have reasonable suspicion of its existence.

Technology staff will have the ability to remotely control computers and monitor all network traffic to troubleshoot issues.

While off school campus, parental monitoring is highly recommended.

RESTRICTIONS

Restrictions on the network and computers will block certain functions. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action will be taken.

Damaged or Lost Equipment

DAMAGED EQUIPMENT

Repairs
Unexpected problems may occur with the Chromebooks that are not the fault of user (i.e. computer crashes, software errors, etc…). The Technology Office will assist students with resolving these issues.

Loaner Chromebooks
Temporary replacement Chromebooks, known as "loaners," are available so learning is not disrupted by the repair process. Students are responsible for the care of the loaner while it is issued to them. The same rules and guidelines apply to

loaner Chromebooks. Students are required to make frequent data backups to a storage device in case they need to be used a loaner.

Accident v. Negligence   Accidents happen. However, there is a difference between an accident and negligence. After investigation by school administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

Reporting   Students are responsible for the Chromebook and all accessories they have been issued. Chromebooks in need of repair must be reported to the Technology Office as soon as possible (e.g. same day or not later than the next school day). Failure to report damage may result in disciplinary action and fees.

LOST EQUIPMENT

Reporting   The student or parent must report lost equipment to the school immediately.

Financial Responsibility   The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be financially responsible for damaged or lost equipment.

STOLEN EQUIPMENT

Reporting   If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent. If there is not clear evidence of theft, or the equipment has been lost due to

student negligence, the student and parent will be responsible for the cost of replacing the item(s).

Failure to report the theft to the proper staff and follow the proper filing procedure may result in the student/family being responsible for the cost of replacing the item(s).

Financial Responsibility   Chromebooks are covered by the district's Chromebook Insurance Program. After investigation, if a Chromebook is deemed stolen without negligence, the district will cover its replacement via insurance. The student will be issued a replacement computer.

LIABILITY

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, but not reported to school and/or police

Chromebook Insurance Program

- The Chromebook Insurance Program covers all minor Chromebook repairs due to an accident. The insurance does not cover Chromebooks that are intentionally damaged or situations where it is determined a student was negligent. Power cords and/or other accessories are not covered under the warranty, or by third-party insurance.

- Third-party insurance is optional. GoCare.com.

Technology Discipline

School-Based Discipline   The discipline policies at each school encompass the one-to-one environment. The use of district network/computers is a privilege, not a right, and inappropriate use includes assisting, observing, or joining any unauthorized activity using the district network and/or computers. The Midland Park School District Staff/Administration may confiscate a Chromebook from a student and/or restrict a student from accessing the network at any time without notice if the user is engaged in any unauthorized activity.

Compliance Checks   Students will provide access to any computer and/or accessories that they have been assigned upon the district or school's request. An individual search of the Chromebook and other stored student files may be conducted by teachers and administrators if there is suspicion that rules or guidelines have been violated.

Progressive Discipline   Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Classroom Interventions   For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Consequences	Consequences may include, but are not limited to:

- Assignments that re-teach or reinforce correct behaviors
- Office referrals
- Detentions
- Restricted network or Chromebook use
- Suspensions

<u>CYBERBULLYING</u>

"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate and hostile behavior by an individual or group that is intended to harm others." – Bill Belsey, President of Bullying.org.

Cyberbullying in any form is unacceptable. Students will not engage in any cyberbullying activity. Discipline for cyberbullying will be handled on a case-by-case basis as deemed appropriate by school administration.

Digital Citizenship

The Midland Park School District has partnered with Common Sense Media to provide students, parents, and teachers information and resources about digital literacy and citizenship.

Parents and students should review the resources together to be informed about Internet safety and responsibilities of living in a digital world. There are Family Tips for students in grades K-5, 6-8, and 9-12.

Resources can be found at www.commonsense.org.