

Colts Neck Township Public Schools Student Digital 1:1 Handbook



Colts Neck Township Public School District Student Digital 1:1 Handbook

**The vision for teaching and learning in the
Colts Neck Township Public School District**

The Colts Neck Township Public School District is committed to making available to all students and staff members access to a wide range of electronic learning facilities, equipment, and software including computers, computer network systems, and the Internet. The goal in providing this technology and access is to support educational objectives and the **mission** of the Colts Neck Township School district *to empower and inspire students to be confident, creative, self-sufficient learners who maximize their strengths and talents and contribute as responsible participants in their ever expanding world.*

The Colts Neck Township Public School District is taking innovative steps to dramatically transform teaching and learning by implementing a 1:1 initiative. This initiative will provide students the tools to instantly access information and to become producers - rather than just consumers of - information. A sound technology foundation for each and every student needs to be based on a continual professional development as well as the appropriate acquisition and maintenance of technological resources.

Equipment Ownership

The Colts Neck Township School District retains sole right of possession and ownership of all devices utilized in the 1:1 initiative and grants permission to the student to use the device according to the rules and guidelines of this document, the Board of Education **Policy 2361, ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES**, draft Board of Education **Policy 7523, SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS**, and Board of Education **Policy 5513, CARE OF SCHOOL PROPERTY**. Failure to follow the terms of these policies will result in disciplinary action, including, but not limited to, confiscation of any and all devices lent to the student and revocation of the student's access to the Colts Neck Township School District's technology, as well as any other disciplinary action deemed appropriate by the Colts Neck Township School District.

RECEIVING/RETURNING YOUR DISTRICT-ISSUED DEVICE:

1.1 Receiving Your District-Issued Device

District-issued devices will be distributed each fall during scheduled orientation and distribution nights. Parents and students must sign and return a ***Student/Parent Acknowledgement and Agreement to District District-Issued Device or 1:1 Program Agreement Form*** along with a payment in the amount of **\$40.00**, check payable to **COLTS NECK BOARD OF EDUCATION** for the annual maintenance and participation fee.

1.2 District-Issued Device Return

District-issued devices will be returned during the final week of school. If a student transfers out of the Colts Neck Township School District during the school year, the district-issued device, case, and charger must be returned to the district. Failure to return district-issued materials and equipment will result in payment for the materials and a delay in the release of a student's records.

1.3 Check-in Fines

A district-issued device and all accessories must be returned to the Media Center at the end of each school year in good condition. If a student fails to return the district-issued device at the end of the school year, a student's records and report card will be withheld. Failure to return the district-issued device will result in a theft report being filed with the Colts Neck Police Department. Each district-issued device will be inspected upon return to the district. A student is fiscally responsible for intentional damages to a district-issued device.

2. TAKING CARE OF YOUR DISTRICT-ISSUED DEVICE

A student is responsible for the general care of the district-issued device issued by the school district.

2.1 General Precautions

- The district-issued device is school property and users will adhere to Board of Education **Policy 2361, ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES**, draft Board of Education **Policy 7523, SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS**, and Board of Education **Policy 5513, CARE OF SCHOOL PROPERTY**;
- Only use a clean, soft, cloth to clean the screen, no cleansers of any type;
- Cords and cables must be inserted carefully into the district-issued device to prevent damage;
- A district-issued device must remain free of any writing, drawing, stickers, or labels that are not the property of the Colts Neck Township School District;
- A district-issued device must never be left in an unlocked locker, unlocked car, or any unsupervised area; and
- It is the responsibility of the student to ensure the district-issued device is charged for use.

2.2 Transporting District-Issued Devices

The protective cases provided with a district-issued device has sufficient padding to protect the device from normal wear and tear and provides a suitable means for transporting the device. Guidelines below should be followed:

- A district-issued device should be transported within the protective case; and
- Avoid placing too much pressure and weight on the device when it is in the case, specifically on the screen area.

2.3 Screen Care

The screen of a district-issued device can be damaged if subjected to use that exceeds its intended purpose. **IMPORTANT:** Screens are susceptible to damage from excessive pressure on the screen. Guidelines below should be followed:

- Do not lean on the top of the district-issued device when closed;
- Do not place anything near the district-issued device that could put pressure on the screen;
- Do not place anything in the carrying case that will press against the cover or screen area;
- Do not bump the district-issued device against lockers, walls, car doors, floors, etc. as it will eventually break the screen; and
- Do clean the screen with a soft, dry cloth or anti-static cloth.

2.4 Damage and Loss

- A district-issued device that is damaged or fails to work properly must be submitted to a district computer technician for evaluation;
- The malfunction or damage of a district-issued device must be reported to a district computer technician within 24-48 hours;
- The school district will be responsible for repairing a district-issued device that malfunctions as a result of non-malicious intent;
- A district-issued device that malfunctions or is damaged as a result of misuse or neglect will be repaired with associated repair costs charged to the student responsible for the malfunction or misuse;
- A student will be responsible for the entire cost of repairs to a district-issued device when malfunction or damage is a direct result of intentional misuse;
- A district-issued device that is lost or stolen must be reported within 24 hours to the building Principal. NOTE: A theft report will be filed with the Colts Neck Police.

3. USING YOUR DISTRICT-ISSUED DEVICE AT SCHOOL

- A student is required to bring to school the district-issued device, daily;
- A student is required to take the district-issued device home every day after school, regardless of whether or not the device is required for the completion of homework;
- A student is required to charge the district-issued device each evening; and
- A district-issued device is intended for use during school each day. A student is expected to bring the district-issued device to all classes, unless specifically instructed not to do so by a teacher.

3.1 District-Issued Devices Left at Home

If a student leaves the district-issued device at home, the student is responsible for getting the course work assigned or completed in the absence of the district-issued device.

3.2 District-Issued Device Undergoing Repair

A student will be issued a temporary replacement device when the student's district-issued device is undergoing repair. **IMPORTANT:** A replacement device is issued upon availability.

3.3 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo;
- Screensavers depicting guns, weapons, pornographic material, inappropriate language, alcohol, drug, and gang related symbols or pictures, are prohibited and will result in disciplinary actions.

3.4 Sound and Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software/Apps must be approved and provided by the Colts Neck Township School District.

3.5 Printing

Printing will not be available from the district-issued device.

3.6 Home Internet Access and Printing

With permission from a parent/guardian, a student is permitted to connect a district-issued device to a wireless home network. Printing at home will require a wireless printer, proper settings on the district-

issued device, and the correct app. If you experience difficulties with home use of a district-issued device, please contact the district technology coordinator.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving on the District-Issued Device

A student's work on the district-issued device is to be saved to the Cloud. A student can access work from any computer by logging into Google Chrome.

4.2 Network Connectivity

The Colts Neck Township School District makes no guarantee that the district's network will function 100% of the time. In the rare case that the network cannot be accessed or utilized, the Colts Neck Township School District is not responsible for lost or missing student work or data.

5. DISTRICT-ISSUED DEVICE SOFTWARE

5.1 Original Software

- The original software/apps must remain on the district-issued device in usable condition and be easily accessible at all times. From time to time, the district may add software applications/apps for use in a particular course; and
- The licenses for this software may require that the software be deleted from a student account at the completion of the course. Periodic inspections of district-issued devices will be made to ensure that students are maintaining required software/apps.

5.2 Additional Software

A student is not permitted to install software/apps on their district-issued device.

5.3 Inspection

A student may be selected, at random, to submit a district-issued device for inspection.

5.4 Procedure for Restoring Software

If technical difficulties occur or non-Colts Neck Township authorized apps are discovered, the district-issued device will be restored to its original image. The school does not accept responsibility for the loss of any software or documents deleted due to a re-image.

6. RESPONSIBLE USE

The Colts Neck Township School District considers internet, computer, and district-issued device usage as both a privilege and a necessity for students to move beyond the limits of our physical school building to experience enhanced learning; however, this right does not supersede each student's right to a healthy and safe learning environment. In that vein, we will outline acceptable and unacceptable use regarding technology as part of our learning environment. The students, staff, and administration of the Colts Neck Township School District agree to follow guidelines and acceptable behaviors of **Policy 2361, ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES**, draft

Board of Education **Policy 7523, SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS**, and Board of Education **Policy 5513, CARE OF SCHOOL PROPERTY**.

Additionally, the Colts Neck Township School District considers parents and guardians a vital part of students' instructional support and asks that parents and guardians agree to set and follow reasonable guidelines for supervision outside of school.

6.1 Parent and Guardian's Responsibilities:

A student is issued a district-issued device to use both at home and at school for academic purposes. While the district offers a filtering system on the school network, the Colts Neck Township District recognizes that a student's home networks may not be filtered. The district requests parents to discuss and establish acceptable use in the homes and hold a student/child(ren) accountable to the district's expectations.

6.2 User Responsibilities:

Technology is offered to students at no cost, with the exception of an annual maintenance and participation fee, while a student is enrolled at the Colts Neck Township Schools. In order to maintain the privilege of using technology, both at home and at school, users (students) must agree to comply with the following responsible uses:

- All use of school technology must be grounded in academic purposes and align with learning objectives specific to classes offered at the Colts Neck Township School District;
- Network accounts and hardware (including but not limited to school email accounts, computers, and district-issued devices) should be considered school property;
- Users agree to be monitored and supervised by both announced and unannounced checks and recognize that the Colts Neck Township School District reserves the right to determine if specific uses of the network or equipment are consistent with acceptable use policies;
- With the exception of accessibility and minor settings, users agree to maintain the software and app configuration of district-issued devices set by the Colts Neck Township School District:
 - Use of these tools should be for academic purposes, only;
 - When using these communication tools, users must agree to use extreme caution when revealing information of a personal nature; and
 - While students are encouraged to use a variety of websites and online subscriptions as extensions of the classroom, those sites must have appropriate security measures to ensure that membership to those sites is limited to the learners involved in the actual physical classroom equipment.
- Network accounts and district-issued devices are to be used only by the authorized user of the account;
- District-issued devices are to be kept secured by the account holder when not in use;
- Communication and information accessible on the network should be viewed as private property;
- Care for the network, hardware, and software as tools of learning and keep them in good working order:
 - Food and liquids should be kept away from equipment.
 - Equipment should be secured when not in use and treated carefully at all times.
 - District-issued devices should be cleaned and maintained according to the suggestions of the manufacturer.

- District-issued devices should be charged for each school day. Waiting to charge the battery until it is at 20% retains the battery life.
- Cords and cables must be inserted and removed carefully.
- Cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a cover replacement fee.
- District-issued devices are to be free of stickers or writing that were not issued by the district.
- If a repair is needed, users should report that concern to the teacher who will notify the computer technician.
- Exhibit exemplary behavior as a representative of the Colts Neck Township School District when using technology and the Internet.
- As responsible users of technology, students agree that the following are unacceptable uses of technology and will result in appropriate consequences outlined in the district's *Student Handbook*.
 - Giving out personal information that is beyond the scope of academic research necessity;
 - Using technology or the network for inappropriate or non-educational purposes (including, but not necessarily limited to) commercial or for-profit ventures, bullying, gambling, access or process for pornography, hacking or malicious system use, advertising or political lobbying, personal business, disruption, entertainment, breaking copyright, unlawful purposes, profanity, obscenity, or racist language, and gaming (unless authorized); and
 - Intentionally seeking information, files, data, or username and passwords belonging to other users or misrepresenting themselves as another user on the network or hardware.

6.3 Consequences:

Violation of Board of Education **Policy 2361, ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES**, draft Board of Education **Policy 7523, SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS**, and Board of Education **Policy 5513, CARE OF SCHOOL PROPERTY** may result in disciplinary measures. These measures include, but are not limited, to the following consequences:

- Minor consequences: warning, discipline referral, conferences, and loss of technology privileges until appropriate remediation training is received, and loss of district-issued device home privileges.
- Major consequences: loss of district-issued device home privileges, denial of privileges, in-school suspension, out-of-school suspension, expulsion from school or referral to law enforcement.

6.4 Disclaimer

The Colts Neck Township School District will periodically review Policy(ies) and reserves the right to change Policy(ies) to further the academic environment of our school. The Colts Neck Township School District cannot be held accountable for the following:

- Information retrieved on the network;
- Privacy for/of electronic mail communications. System administrators have access to all mail and will monitor messages. Inappropriate or illegal messages will be reported and punished by the proper authorities;
- Damages users may suffer including loss of data from delays of service interruptions/malfunctions caused by our own negligence or your errors or omissions. Users agree to use technology, storage, and data at your own risk; and

- Costs or charges incurred as a result of seeing or accepting information or any costs, liability, or damages caused by the way a user chooses to use his/her access to the network.

6.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent;
- Plagiarism is a violation of the Colts Neck Township School District Code of Conduct. 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; and
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7. PROTECTING & STORING YOUR DISTRICT-ISSUED DEVICE

7.1. District-Issued Device Identification

A student's district-issued device will be labeled in the manner specified by the school. District-issued devices can be identified in the following ways:

- Record of serial number
- Check out record from the media center.

7.2. Storing your District-Issued Device During the School Day

- If a student needs a secure place to store a district-issued device, a student at CDMS may store it in a locker.
- If a student needs a secure place to store a district-issued device, a student at CRES, may store it in or on a desk.

8. REPAIRING OR REPLACING YOUR DISTRICT-ISSUED DEVICE

8.1 Maintenance and Participation Plan

Students must participate in the Protection Plan in order to take home a district-issued device. Our plan protects the district-issued device for repairs and replacement in cases of theft, loss or accidental damage. **A parent/guardian is required annually to contribute \$40.00 towards the maintenance and technical support of a student's district-issued device. In the event of documented financial hardship, provisions will be made available by the district.**

9. COST OF REPAIRS

A student will be held responsible for ALL intentional damages to their district-issued device including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. For lost items such as cases, chargers and cables, students will be charged the actual replacement cost.

10. MANDATED DISCLOSURE REGARDING DISTRICT PROVIDED TECHNICAL DEVICES TO PUPILS

Technical devices provided by the Colts Neck Township School District may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. A signed written acknowledgement of this notification by the parent is required before the issuance of a technology device to a pupil.

Colts Neck Township Public School District

Student Pledge for Responsible 1:1 Use

1. I will take good care of my device.
2. I will never leave the device unattended.
3. I will never loan out my device to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery, daily.
6. I will keep food and beverages away from my device since they may cause damage to the device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device by only carrying it while in the case provided.
9. I will use my device in ways that are appropriate, meet the Colts Neck Township School District expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the device or case. I will not deface the serial number sticker on any device.
11. I understand that my device is subject to inspection at any time without notice and remains the property of the Colts Neck Township School District.
12. I will follow the Policies associated with the use of my device while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered, or not covered, by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Colts Neck Township School District's device, case, charger and power cords in good working condition.

The Colts Neck Township Public School District

Student/Parent Acknowledgement and Agreement to District- Issued Device or 1:1 Program

My signature below indicates that I agree to the stipulations set forth in the above documents including the Student Digital 1:1 Handbook, Board of Education Policy 2361, ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES, draft Board of Education Policy 7523, SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS, and Board of Education Policy 5513, CARE OF SCHOOL PROPERTY, the Acceptable Use Policy and the Student Pledge for Responsible 1:1 Use.

Student name (Please Print): _____
Student Signature: _____
Date: _____

My signature below indicates that I agree to the stipulations set forth in Student Digital 1:1 Handbook, Policy 2361, ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES, draft Board of Education Policy 7523, SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS, and Board of Education Policy 5513, CARE OF SCHOOL PROPERTY.

Parent Name (Please Print): _____
Parent Signature: _____
Parent email address: _____
Date: _____

IMPORTANT:

This form must be signed and returned to the school before a district-issued device is issued to a student.