

# Palmyra Public Schools

## One-to-One Chromebook Initiative

Palmyra School District is embarking on a One-to-One Chromebook initiative. Beginning in September 2021 the following guidelines and policies will be strictly observed. The Palmyra School District considers the use of digital resources as central to the delivery of its educational program and expects that all students will use digital resources as an essential part of their learning experiences. It is the ongoing policy of the Palmyra School District to maintain an environment that promotes ethical and responsible conduct with all digital resources. With this privilege comes specific responsibilities for the parent AND for the student.

### Basic Guiding Principles

1. All users of the district network and equipment must comply at all times with guidelines set forth in the most current AUP (Acceptable Use Policy)
2. All technology equipment associated with the device are on loan to students and remain the property of Palmyra Public School District.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of the technology equipment and network must support education.
5. Students and families must follow all guidelines set forth in this document and by district staff.
6. All rules and guidelines are in effect before, during, and after school hours for all district technology equipment whether on or off the school campus.
7. All files stored on district equipment or on the network are property of the district and may be subject to review and monitoring at any time.
8. Students are expected to keep all equipment in good condition and report any functional issues to their teachers or school personnel as soon as it is noticed.
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. All users are expected to follow existing copyright laws and educational fair use policies.
11. Students may only log in under their assigned School District username. These devices are not intended for private use. Students will not share their password with other people at any time.
12. Students may not loan equipment to any other person for any reason.

### Distribution of Devices

Student Chromebooks will reside with the students throughout the summer break. It will be their responsibility to keep their devices in good working order and taking care to protect them from damage. NEW Chromebooks will be provided for all 1<sup>st</sup> grade, 5<sup>th</sup> grade, and 9<sup>th</sup> grade students each year. Students will have access to the same Chromebook for 4 years before reaching the next replacement cycle.

## **Parent/Guardian Responsibilities for Student Mobile Devices**

- Parents and Students must Sign an AUP (Acceptable Use Policy) and parents must also sign the One-to-One Chromebook Initiative.
- It is recommended that families provide insurance coverage for the Chromebooks. Parents/Guardians will be responsible for the cost of repair or replacement for items that are damaged or not returned. Lost or stolen devices must be reported to the school and/or police immediately.
- The parent/guardian must agree to monitor student use at home (if applicable) and away from school.
- The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use district-owned technology equipment. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines may result in disciplinary action.

## **General Guidelines:**

- If it is necessary for Chromebooks to be stored in lockers, care must be taken to prevent heavy items from being placed/stored on top of the device
- Hallways - Keep your Chromebook in the protective case or cover when not in use.

## **Classroom Habits**

- Ensure that the Chromebook is resting securely on the desktop.
- Never place your Chromebook on the floor.
- Close the lid before standing up.
- Never leave your Chromebook unattended unless you have your teacher's permission to do so. If you walk away from your device, lock the screen or logout.

## **Student Responsibility for Chromebooks at School**

- The power cord/charger should always be available if/when needed.
- Store the device on a desk or table.
- Books and/or binders should never be placed on top of a Chromebook.
- A Chromebook should never be placed on the floor!
- A Chromebook should never be open if a student is consuming food or drink.

## **Student Responsibility for Chromebooks at Home**

- The Chromebook should stay in a protective cover when not in use.
- Charge the Chromebook fully each night.
- Use the Chromebook in a common room of the home.
- Store the Chromebook on a desk or table – never on the floor!
- Protect the Chromebook from:

- Extreme heat or cold. ○ Food and drinks.
- Small children.
- Pets.

## Other considerations

- Completely shut down the Chromebook before traveling.
- Do not leave the Chromebook in a hot or cold vehicle.
- In the event that charges are required, here is the reference chart for costs of parts or replacement.

### Please note: Estimated costs of uninsured equipment

Repair Needed	Cost for Repair
Replace keys on keyboard (not a keyboard replacement)	\$10.00
Headphones broke off in jack (if motherboard isn't damaged)	\$20.00
Damage to Motherboard	\$150.00
Broken LCD screen	\$40.00
Body/Hinge replacement	\$50.00
Keyboard replacement	\$30.00
Loss, stolen or catastrophic damage to Chromebook	\$330.00

REF: DISTRICT POLICY 7523 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS  
N.J.S.A. 18A:34-1

POLICY 5513 CARE OF SCHOOL PROPERTY  
N.J.S.A 18A:34-2; 18A: 37-3

POLICY 7610 VANDALISM  
N.J.S.A 2C: 33-10 ET SEQ

POLICY 2530 RESOURCE MATERIALS