



**COLLINGSWOOD  
PUBLIC SCHOOLS**

**collsk12.org**



**Google Chromebook  
Policy, Procedures, and Information  
2023-2024**

- 1. GENERAL INFORMATION ..... 3
  - Chromebook/Check-in/Returns.....3
  - Damage/Loss/Theft/Fines.....3
- 2. TAKING CARE OF YOUR CHROMEBOOK..... 5
  - General precautions.....5
  - Carrying Chromebooks .....5
  - Screen care .....5
- 3. USING YOUR CHROMEBOOK AT SCHOOL AND HOME..... 5
  - Chromebooks Left at Home.....5
  - Chromebook Undergoing Repair.....5
  - Charging Your Chromebooks Battery .....5
  - PhotoLibrary/Screensavers/Background photos.....5
  - Apps,Sound, Music, Games, or Programs.....6
  - Printing.....6
  - HomeInternet Access.....6
- 4. MANAGING YOUR FILES & SAVING YOUR WORK..... 6
  - Saving on the Chromebook .....6
  - Network Connectivity .....6
- 5. SOFTWARE ON CHROMEBOOKS..... 6
  - Originally Installed Software.....6
  - Software/OS Configuration.....7
  - Inspection.....7
  - Procedure for Re-loading Software .....7
  - Software Upgrades .....7
- 6. RESPONSIBILITIES AND EXPECTATIONS..... 7
  - Parents and Guardians are asked to:.....7
  - The School will: .....7
  - Students are expected to:.....7
  - Student Discipline .....8
- 7. REPAIRING OR REPLACING YOUR CHROMEBOOK.....
- 8. Chromebook Care Protection Plan .....8
  - Personal Home or Homeowners coverage .....8
  - Claims.....8
  - Student/Parent Pledge for Chromebook Use.....9

## 1. GENERAL INFORMATION

### Chromebook Check-in/Returns

- Chromebooks will be distributed each fall after the student/parent informational meetings. Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:
  - Record of serial number
  - Collingswood School District label
  - Student Identification number
- Parents & students must sign and return the Chromebook Care Protection Plan (CCPP) and the Student/Parent Pledge document (back-to-back) before the Chromebook can be issued to the student.
- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and be stored for the summer. The district may offer an option for students to keep Chromebooks over the summer; if needed and authorized by Administration.
- Chromebooks and accessories must be returned in good working condition. Should the Chromebook be damaged, the student may be charged a fee for any needed repairs, up to the replacement cost, in accordance with parameters of the CCPP and School Board Policy # 5513.
- Students who graduate early, transfer, withdraw, or, for any reason, terminate enrollment in the Collingswood Public School District must return their Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
- Failure to return Chromebooks and their accessories will result in a theft report being filed with the Collingswood Police Department and the student will be subject to criminal prosecution or civil liability.

### Damage/Loss/Theft/Fines

- If at any point during the school year there is damage, loss, or theft of a Chromebook and/or accessories, the student must report the incident to the administration or to the technology office. All reports will be investigated and addressed on a case-by-case basis.
- Any technical issue with the device must be reported to the technology office during posted repair center hours. This includes, but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or accidental damage will be covered without cost; however, any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the terms of the CCPP. After two incidents of accidental damage, the student will be responsible for the full cost of repairs or replacement cost and may lose the privilege of being in the Chromebook 1:1 program.

<b>Issue</b>	<b>Action(s) Necessary</b>	<b>Cost</b>
Accidental Damage (1 <sup>st</sup> Instance)	A report must be made to the technology office by submitting a request via StudentHelp@collsk12.org. The device, charger, and case must be returned to the school so that a determination may be made whether the device can be repaired or needs to be replaced. A spare device may be issued (if available).	Repairs will be made in accordance with CCPP.
Accidental Damage (2 <sup>nd</sup> Instance)	A report must be made to the technology office by submitting a request via StudentHelp@collsk12.org. The device, charger, and case must be returned to the school so that a determination may be made whether the device can be repaired or needs to be replaced. The student may need to wait until the original device is returned from service.	Repairs will be made in accordance with CCPP.
Accidental Damage (3rd and add'l instances)	A report must be made to the technology office by submitting a request via StudentHelp@collsk12.org. The device, charger, and case must be returned to the school. The student/family will be responsible for the entire cost of repair or replacement, as determined by the technology office and in accordance with the CCPP. No repaired or replacement Chromebook will be issued until all repair or replacement costs have been satisfied. Pursuant to Board Policy # 5513	Actual repair cost in accordance with insurance coverage.
Intentional Damage	Deliberate damage will be referred to the principal or assistant principal. Any and all appropriate discipline for damage to school property as set forth in the discipline code will be administered. No repaired or replacement Chromebook will be issued until all repair or replacement costs have been satisfied. Pursuant to Board Policy # 5513.	All costs associated with repairing or replacing the device will be borne by the student.
Loss	A report of a loss of the Chromebook or accessories must be made to the technology office immediately.	Cost of replacing the Chromebook.
Theft	A report of theft of the Chromebook or accessories must be made to the technology office immediately. The student and parent must file a police report with the Collingswood Borough Police Department within 24 hours. A copy of the police report must be provided to the school.	As stated in CCPP.

## **2. TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be reported to the technology office by submitting a request via [StudentHelp@collsk12.org](mailto:StudentHelp@collsk12.org).

### **General Precautions**

- The Chromebook is school property and not personal property of the pupils. All users must follow the guidelines contained within this manual and the Collingswood Public School District acceptable use policy for technology.
- Cords and cables should be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Collingswood Public School District. Excessive wear, scribbling, and defacement may be considered intentional damage and subject to the fees outlined in this policy.
- When students are not using their Chromebooks, they should be locked in their lockers. During gym periods the Collingswood School District recommends that students lock them in their gym locker or student locker. Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area. If a Chromebook is found in an unsupervised area, it will be taken to the Main Office.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Students are responsible for keeping their Chromebook battery charged for school each day. • Chromebooks are sensitive to extreme heat and extreme cold; therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- No food or drink should be consumed while using the Chromebook.

### **Screen Care**

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the Chromebook.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc as it will eventually break the screen.

### **3. USING YOUR CHROMEBOOK AT SCHOOL AND HOME**

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

#### **Chromebooks Left at Home**

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.

#### **Chromebook Undergoing Repair**

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair in the Technology Office. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Loaner Chromebooks will be available for a 30 day grace period from Invoice post date. After the grace period, the device will be disabled and must be returned until payment has been made.
- Repaired Chromebooks will not be returned to student until all fines have been paid.

#### **Charging Your Chromebooks Battery**

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- Violations will be treated the same as if students left the Chromebook at home.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

#### **Photo Library/Screensavers/Background photos**

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Photos and videos should be stored "in the cloud" rather than on the device.

#### **Apps, Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music and games should not be stored on the Chromebook. Any music or games on the device should only be added at the request of a teacher for educational purposes.
- Data Storage on the Chromebook is limited and should be managed by the student so that the full educational potential of the Chromebook is available.

## **Printing**

- Printing at school using the Chromebook will be limited. Requests to print in school will be addressed on an individual basis.

## **Home Internet Access**

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- If parents/guardians are interested in providing content filtering at home, it is suggested that they contact their Internet provider for details and support.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **Saving to the Chromebook**

- Students may save work to their Google Drive accounts (or other cloud based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be reserved for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging.
- It is the responsibility of the student to ensure that his/her work is backed up and therefore not lost due to mechanical failure or accidental deletion.

### **Network Connectivity**

- The Collingswood School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

## **5. SOFTWARE ON CHROMEBOOKS**

### **Originally Installed Software**

- The Extensions/Apps originally installed by Collingswood Schools must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks may be made to ensure that students have not removed required apps/extensions.

### **Software/OS Configuration**

- Any attempt to change the configuration of the Chromebook will result in an immediate disciplinary action.

## Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable use policy when using the Chromebook.

## Procedure for Re-loading Software

- If technical difficulties occur or inappropriate software is discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device. Please use cloud storage.

## Software Upgrades

- Upgrade versions of licensed software/apps may become available from time to time. Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically upon reboot. Please reboot your Chromebook regularly.

## 6. RESPONSIBILITIES AND EXPECTATIONS

### Parents and Guardians are asked to:

- Talk to your children about values and the standards of cyber safety that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work. The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and "Netiquette."
  - NetSmartz: <http://www.netsmartz.org/Parents>
  - Family Online Safety Institute: <https://www.fosi.org/good-digital-parenting>
- Ensure that siblings and other family members are not using the device for personal use.

### The School will:

- Provide Internet access on campus.
- Provide online course materials access to its students.
- Provide Internet filtering and block inappropriate materials, as able.
- Treat the borrowing of the Chromebook just as we do the borrowing of a school locker. Similar to the policy surrounding school lockers, the Collingswood School District reserves the right to review, monitor, and restrict information stored on or transmitted via the Collingswood School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

### Students are expected to:

- Use computers/devices in a responsible and ethical manner, following the "TRUST" guidelines outlined below:
  - T**hink about privacy before posting; nothing you post online is private.
  - R**ecognize others' work and ideas and treat them with respect.
  - U**nleash learning with technology; technology should be an educational tool, not a distraction. ○



**S**Stand up to inappropriate use. You know right from wrong; consider that before posting. ○

**T**reat myself and others with respect.

- 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.
- 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. Plagiarism is a violation of the Collingswood School District Code of Conduct.
- Report emails or online content containing inappropriate or abusive language

### **Student Discipline**

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with the Collingswood Public Schools discipline policy (outlined in the student handbook).

## 7. REPAIRING OR REPLACING YOUR CHROMEBOOK

### Chromebook Care Protection Plan

The Collingswood School District will offer students and parents a Chromebook Care Protection Plan (CCPP) with annual enrollment required. This CCPP covers any type of device malfunction at reduced expense to the user. It also covers limited damage to the Chromebook as outlined in the plan. The fee for a lost Chromebook will be the replacement cost of the device.

Annual Coverage: \$35	
Accidental Damage Incidents #1 and #2	Accidental Damage Incident #3 or more
Total Replacement of Chromebook: \$145 Replacing Screen: \$50 Replacing Keyboard/Touchpad: \$65 Replacing Power Cord: \$17.50 Other parts/accessories not listed: 50% cost to district	Total Replacement of Chromebook: \$290 Replacing Screen: \$100 Replacing Keyboard/Touchpad: \$130 Replacing Power Cord: \$35 Other parts/accessories not listed: 100% cost to district

*\*Note: Each time a Chromebook is submitted for repair, the device will be examined for any additional damage. All damages will be repaired and all fees must be paid prior to the Chromebook being returned to the student.*

### Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

### Claims

All insurance claims must be reported to the school office. In instances of theft, vandalism, or fire related damage, students or parents must provide a report. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced with School District Protection.

## **Student/Parent Pledge for Chromebook Use**

I /we understand that Chromebooks are intended primarily for educational use and that students are not permitted to download any applications that use unnecessary memory and compromise the ability of the Chromebook to handle educational needs.

I/we understand it is my/our responsibility to understand and follow the values and standards of cyber safety that children should follow on the use of the Internet.

I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.

I/we understand the terms and conditions of the insurance coverage for the Chromebook provided by the Collingswood School District.

I/we understand that students at the high school level may take Chromebooks home in the evenings for school related use; however, I/we understand that students must have Chromebooks in school every day.

I/we understand that students must return Chromebooks at the end of the school year in the condition it was received with the exception of normal wear. While the District may offer an option for students to keep the Chromebooks over the summer months, I/we understand that the Collingswood School District reserves the right to conduct unannounced inspections of student Chromebooks.

I/we understand that I must report any problems or damage to the Chromebook to the Technology Office.

I/we understand that the use of Chromebooks will be governed by all terms and conditions of the Collingswood School District policies and regulations, including but not limited to the Collingswood School District Use of Technology Policy 2361.

I/we understand that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology 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. Reasons for collecting information include, but are not limited to: Tracking the theft or inappropriate use of the device; honoring a warrant from a local, county, state, or federal law enforcement agency; or, at the request of the student or parent of the student to whom the device was issued.

Individual school Chromebook computers and accessories must be returned to the Collingswood Schools at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Collingswood Schools for any other reason must return their individual school Chromebook computer on the date of termination. Failure to hand in Chromebook under any of these circumstances will result in the withholding of student records.

**CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING**

**DUE BY: September 30<sup>th</sup> This School Year**

Your signature indicates that you have read, understand, and agree to abide by the requirements of Collingswood Public Schools Student/Parent Pledge for Chromebook Use regarding the use of computers, including the Chromebook, and the Internet in the Collingswood Public Schools. Your signature also states that you authorize the Collingswood Public Schools to create and utilize “cloud services” accounts for your student that will be under the control of Collingswood Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to CPS.)

Additionally, to participate in the 1:1 Chromebook initiative, the Collingswood Public Schools is requiring the purchase of a Chromebook Care, Repair and Replacement package. Students who purchase the Chromebook Care package will be permitted to take the Chromebook home. This form, with your signature and payment, must be completed prior to the deployment of the Chromebook to your child. Under this agreement, the Chromebooks are protected against accidental damage. The Collingswood Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This fee does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. The Collingswood Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines outlined below. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

<b>Annual Coverage: \$35</b>	
Accidental Damage Incidents #1 and #2	Accidental Damage Incident #3 or more
Total Replacement of Chromebook: \$145 Replacing Screen: \$50 Replacing Keyboard/Touchpad: \$65 Replacing Power Cord: \$17.50 Other parts/accessories not listed: 50% cost to district	Total Replacement of Chromebook: \$290 Replacing Screen: \$100 Replacing Keyboard/Touchpad: \$130 Replacing Power Cord: \$35 Other parts/accessories not listed: 100% cost to district

*\*Note: Each time a Chromebook is submitted for repair, the device will be examined for any additional damage. All damages will be repaired and all fees must be paid prior to the Chromebook being returned to the student.*

## Student/Parent Pledge for Chromebook Use

I /we understand that Chromebooks are intended primarily for educational use and that students are not permitted to download any applications that use unnecessary memory and compromise the ability of the Chromebook to handle educational needs.

I/we understand it is my/our responsibility to understand and follow the values and standards of cyber safety that children should follow on the use of the Internet.

I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.

I/we understand the terms and conditions of the insurance coverage for the Chromebook provided by the Collingswood School District.

I/we understand that students at the high school level may take Chromebooks home in the evenings for school related use; however, I/we understand that students must have Chromebooks in school every day.

I/we understand that students must return Chromebooks at the end of the school year in the condition it was received with the exception of normal wear. While the District may offer an option for students to keep the Chromebooks over the summer months, I/we understand that the Collingswood School District reserves the right to conduct unannounced inspections of student Chromebooks.

I/we understand that I must report any problems or damage to the Chromebook to the Technology Office.

I/we understand that the use of Chromebooks will be governed by all terms and conditions of the Collingswood School District policies and regulations, including but not limited to the Collingswood School District Use of Technology Policy 2361.

I/we understand that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology 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. Reasons for collecting information include, but are not limited to: Tracking the theft or inappropriate use of the device; honoring a warrant from a local, county, state, or federal law enforcement agency; or, at the request of the student or parent of the student to whom the device was issued.

Individual school Chromebook computers and accessories must be returned to the Collingswood Schools at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Collingswood Schools for any other reason must return their individual school Chromebook computer on the date of termination. Failure to hand in Chromebook under any of these circumstances will result in the withholding of student records.

I /We agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Care Protection Plan and the Student Pledge for Chromebook Use.

Please Print Clearly:

Student Name (Last, First): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING**

**DUE BY: September 30<sup>th</sup> This School Year**

Your signature indicates that you have read, understand, and agree to abide by the requirements of Collingswood Public Schools Student/Parent Pledge for Chromebook Use regarding the use of computers, including the Chromebook, and the Internet in the Collingswood Public Schools. Your signature also states that you authorize the Collingswood Public Schools to create and utilize “cloud services” accounts for your student that will be under the control of Collingswood Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to CPS.)

Additionally, to participate in the 1:1 Chromebook initiative, the Collingswood Public Schools is requiring the purchase of a Chromebook Care, Repair and Replacement package. Students who purchase the Chromebook Care package will be permitted to take the Chromebook home. This form, with your signature and payment, must be completed prior to the deployment of the Chromebook to your child. Under this agreement, the Chromebooks are protected against accidental damage. The Collingswood Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This fee does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. The Collingswood Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines outlined below. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

Annual Coverage: \$35	
Accidental Damage Incidents #1 and #2	Accidental Damage Incident #3 or more
Total Replacement of Chromebook: \$145 Replacing Screen: \$50 Replacing Keyboard/Touchpad: \$65 Replacing Power Cord: \$17.50 Other parts/accessories not listed: 50% cost to district	Total Replacement of Chromebook: \$290 Replacing Screen: \$100 Replacing Keyboard/Touchpad: \$130 Replacing Power Cord: \$35 Other parts/accessories not listed: 100% cost to district

*\*Note: Each time a Chromebook is submitted for repair, the device will be examined for any additional damage. All damages will be repaired and all fees must be paid prior to the Chromebook being returned to the student.*

**Please check one of the following options:**

- I would like to purchase the Chromebook Care Plan through the Collingswood Public Schools in the amount of \$35. Please note: \$35 is an annual enrollment fee. Purchase of the Chromebook Care Plan is required for the student to take the Chromebook home from school.
- Rather than use a school device, I will purchase a **Chromebook** for my child for use in school. I would like my child to access district resources requiring the purchase of a license for a **one-time fee** of \$32.50.

\_\_\_\_\_  
Print Student Name Here, Grade

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature (REQUIRED) Date

## Collingswood Middle School (CMS)

### CHROMEBOOKS FOR HOME USE/Demonstrated Financial Need

Students in grades 6-8 are not issued an individual Chromebook device for school and home use. CMS utilizes classroom Chromebook carts to provide students with access to a Chromebook when required as part of the classroom instruction and/or practice.

Note: students use the classroom Chromebook while in school but do not bring the Chromebook home.

It is the expectation that CMS students have access to an internet-connected device at home (installed with a chrome browser) in order to complete lesson-related activities and practice.

If a demonstrated financial hardship exists, and your child does not have access to a device to use at home, a parent or guardian may complete a form to request a Chromebook be provided for home use. The device will be checked out to the student and will be kept at home for the school year. The device will need to be returned at the end of the school year or sooner if your student is leaving the district for any reason.

Requesting a device for home use is predicated upon a demonstrated financial need and implies consent of acceptable use in accordance with school district policy and acknowledgement that the Chromebook, software, and issued peripherals are owned by Collingswood Public Schools (CPS).

Duty of care of the district owned device is expected. Accidental damage must be reported timely to the technology office or building administration and will be evaluated on a case by case basis. Continued accidental damage, or any intentional damage, to the device may cause Chromebook home use privileges to be revoked.

To request a CPS Chromebook for home use, the ***Request for Chromebook for Home Use/Chromebook Care Protection Plan Fee Waiver Form*** must be submitted along with the following forms:

Student/Parent Pledge for Chromebook Use

CPS Chromebook Acceptable Use Policy

**Request for Chromebook for Home Use/Chromebook Care Protection Plan Fee Waiver Form**

**(CMS Students)**

***Please submit one form per student***

**Please Print**

Student Name: ----- \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Our family is experiencing a demonstrated financial hardship, and my child does not have access to an internet-connected device at home to complete lesson-related activities and practice.

I am submitting this form to register my request that the Collingswood Public School (CPS) District issue a Chromebook to my child for home use, and further request that the fee be waived for the Chromebook Care Protection Plan.

I acknowledge that requesting a device for home use is predicated upon a demonstrated financial need and implies consent of acceptable use in accordance with school district policy and acknowledgement that the Chromebook, and issued peripherals are owned by CPS.

I further acknowledge and understand that the device will be checked out to the student and will be kept at home for the school year, and that the device and peripherals will need to be returned at the end of the school year or sooner if my student is leaving the district for any reason. If the device and peripherals are not returned, I agree to pay the replacement cost.

I understand that duty of care of the district owned device is expected. Accidental damage will be reported to the technology office or building administration and will be evaluated on a case by case basis. I understand that continued accidental damage, or any intentional damage, to the device may cause Chromebook home use privileges to be revoked.

A student is eligible for a fee waiver if the following prerequisite is met:

1. Free/Reduced Lunch Recipient: The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; Those guidelines include:

- a. Household receiving benefits from NJSNAP or NJ TANF/Workfirst-NJ
- b. Foster Children that are under the legal responsibility of a foster care agency or court
- c. Children who meet the definition of homeless, or migrant

Additional consideration for a fee waiver may be given if the guidelines listed above have not been met. Please complete this form and submit supporting documentation should there be extenuating circumstances.

Requests will be reviewed upon receipt, and parents/guardians will be promptly notified as to whether the *Chromebook for Home Use/Fee Waiver Request* has been granted or denied. Questions regarding this process should be addressed to the Collingswood Middle School Main Office.

I certify that the statements submitted on this form are true and accurate.

\_\_\_\_\_  
**Parent/Guardian Signature / Date**



# POLICY COLLINGSWOOD BOARD OF EDUCATION

PROGRAM  
M2361/Page 1 of 4

## ACCEPTABLE USE OF COMPUTER NETWORKS / COMPUTERS AND RESOURCES

### **2361 (M) ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES**

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

#### Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

# POLICY COLLINGSWOOD BOARD OF EDUCATION

PROGRAM  
M2361/Page 2 of 4  
ACCEPTABLE USE OF COMPUTER NETWORKS / COMPUTERS AND  
RESOURCES

- B. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;
  - 2. Degrades or disrupts equipment or system performance;
  - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
  - 4. Steals data or other intellectual property;
  - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
  - 6. Gains or seeks unauthorized access to resources or entities;
  - 7. Forges electronic mail messages or uses an account owned by others;
  - 8. Invades privacy of others;
  - 9. Posts anonymous messages;
  - 10. Possesses any data which is a violation of this Policy; and/or
  - 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

## Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as

# POLICY COLLINGSWOOD BOARD OF EDUCATION

defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors. In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyber bullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

# POLICY COLLINGSWOOD BOARD OF EDUCATION

## Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the principal's office a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

## Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act  
Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: September 26, 2005

Revised: September 24, 2012