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C.R.E.W (the Chromebook Research Exploration Workshop) is a two-part initiative that first creates a 1:1 chromebook environment with the network, and second, all members of the C.R.E.W will participate in workshops designed to train students in the effective use of chromebook computers. The focus of the C.R.E.W. initiative at Camden Charter School Network is to provide tools and resources to the 21st century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students are chromebooks. The individual use of chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher; it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with chromebooks integrates technology into the curriculum anytime, anyplace.

CCSN is pleased to make available for the Student's use in connection with his/her studies a chromebook computer (CCSN-Owned Device). Students in grades 6-12 will be issued a CCSN chromebook computers solely for educational purposes. The chromebook is tagged and serial numbers are documented by CCSN Tech department. The student's permission to use the chromebook is strictly subject to the terms and Conditions in this agreement. Teachers may set additional requirements for use in their classrooms.

1.0 Receiving your Chromebook computer

Chromebooks will be distributed each Fall provided that all of the following three requirements have been met successfully.

1. Both the student and parent/guardian has successfully completed the C.R.E.W Orientation.
2. Students must then earn a Digital Driver's License. To ensure our students take proper safety precautions, identify valuable content, and appropriately use the device provided, all students grades 6-12 are required to complete the DDL prior to receiving their school issued Chromebook. Students may work on this little by little or all at once. Each Prove-It quiz requires a score of 80% or higher to pass. You may have multiple attempts.
 - **Promise Students**-Must Complete 3 Digital Cases and Successfully pass the Prove-Its.
 - **Academy Students**- Must Complete 6 Digital Cases. Once all Prove-Its have been passed, Academy students take the cumulative DDL Exam to

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receive a Digital Driver's License. Students must score an 80% or higher to pass.

3. Parents & Students must sign and return the Chromebook Acceptable Use Policy Form and the Anti-Big Brother Notification Form before the chromebook can be issued.

1.1 Chromebook Check-in

Chromebooks and accessories must be returned to the CCSN Technology office during the final week of school so they can be checked for serviceability. Students who withdraw, are suspended or expelled, or terminate enrollment at CACHS for any other reason must return their individual school chromebook on the date of termination. If a student fails to return the chromebook at the end of the school year or upon termination of enrollment at CACHS that student will be subject to criminal prosecution or civil liability. The student/parent will also pay the replacement cost of the chromebook.

1.2 Return of Chromebook to CCSN Tech Dept

Student right to use the CCSN-owned Chromebook will terminate and Student and parent must return the chromebook to CCSN within a period of time to be determined by the school administration upon the occurrence of any of the following:

1. Student's use of the Chromebook expires as provided in Section 1 above
2. Student ceased to be enrolled at CACHS
3. CCSN provides Student with five days notice that the chromebook must be returned
4. Student fails to perform any of his/her obligations under this agreement
5. It is determined that the student has used the chromebook inappropriately or for inappropriate purposes.

Upon the return of the chromebook to CCSN, CCSN shall have no liability whatsoever for loss, destruction or misuse of any information or data existing on the chromebook computer. Failure to return the chromebook will result in a theft report being filed.

2.0 Taking Care of Your Chromebook

Students are responsible for the general care of the chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to a Dean or the appropriate Grade Level Team Leader who will schedule an appointment with a CCSN technician.

2.1 General Precautions

The chromebook is school property and all users will follow this policy and the acceptable use policy for technology.

1. For prolonged periods of inactivity, close lid to protect the Chromebook as well as to conserve battery life.

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2. Please the chromebook in the protective bag provided. Do not place anything else in the bag. Do not overload your backpack with the chromebook.
3. Keep Chromebook on a flat, solid surface.
4. Do not lean on the top of the chromebook when it is closed.
5. Do not place anything near the Chromebook that could put pressure on the screen
6. Clean screen with a soft, dry cloth or anti-static cloth. No cleansers of any type.
7. Liquids, foods, and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook.
8. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of CCSN.
9. Cords and cables must be inserted carefully into the chromebook to prevent damage.
10. Do not “bump” the Chromebook against lockers, walls, car doors, etc as it will eventually break the screen.

2.2 Chromebooks Left in Unsupervised Areas

Under no circumstances should chromebooks be left in unsupervised areas. Any chromebook left in these areas is in danger of being stolen. If a chromebook is found in an unsupervised area, it will be taken to the office.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. Students are responsible for keeping their Chromebooks battery charged for school each day. In addition to teacher expectations for chromebook use, school messages, announcements, calendars and schedules may be accessed using the chromebook. Students are responsible for bring their chromebook to all classes.

3.1 Chromebook 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.

1. Students who fail to bring their device to school may be issued a warning; multiple instances of this may result in a disciplinary referral.
2. Students who fail to bring their chromebook to school will be allowed check out a loaner Chromebook. Students must report to homeroom during this time they will receive a pass to either their Dean/Team Leader who will checkout a Loaner device to the students Follett Destiny account. Loaner Devices must be returned by the end of the school day to the Dean/Team Leader office. Failure to return a loaner device will result in a disciplinary referral.
3. **If a student repeatedly leaves his or her chromebook at home he/she may be required to utilize the Chromebook only during school hours.**

3.2 Charging Your Chromebook Battery

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Chromebooks must be brought to school each day fully charged and in working condition. Students need to charge their devices each evening. Repeated violations may result in a disciplinary referral and or loss of chromebook privileges.

In cases where use of the chromebook has caused batteries to be discharged, students may be able to connect their Chromebooks to a power outlet in class.

3.3. Assignments and the Chromebook

Students are encouraged to save assignments to their 'cloud storage' Google Docs. Email and document sharing will be encouraged in many classes. Storage space on the chromebook is limited and will not be backed up at school.

1. It is the student's responsibility to ensure that work is not lost.
2. Chromebook malfunctions are not an acceptable excuse for not submitting work.

3.4 Chromebook Undergoing Repair

Students should seek help as soon as a Chromebook problem surfaces. Students who are experiencing problems with Chromebooks will go to their Dean/Team leader. The Dean/Team leader will schedule student an appointment with a CCSN technician. Loaner devices may be issued temporarily to students if it is determined from the Technology Services Department that the device needs to be kept for a period of time for repair. Unresolved problems can magnify support issues and can cause additional problems. Students are expected to be and will be taught how to be ACTIVE participants in problem resolution. Technology Services staff may facilitate the student in performing diagnostic tests and re-imaging the Chromebook if necessary. If the Technology Department request cannot be resolved immediately, the request will be taken care of in the order in which it was received and assigned a priority level. Currently there are three defined levels:

- **Priority 1** (emergency) - problems that prevent a user from performing school work in a normal fashion: a user's Chromebook crashes or freezes, Wi-Fi or authentication issues. CCSN Technology Department guarantees a response and assistance as soon as possible for individuals with P1 issues. Should a loaner become necessary, one will be provided.
- **Priority 2** (intermediate) - loss of charger or battery life. The technology department will respond to the issue in priority order within regular school hours.
- **Priority 3** (low) – problems that include technical or "how to" questions will be in priority order below P1 and P2 issues.

3.5 Replacement Costs for Damaged Chromebooks

Students and their Parents are required to cover chromebook replacement in the event of theft, loss, or accidental damage. If a student breaks their chromebook, here is an outline of how the replacement charges would break down.

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1. The first time a chromebook is damaged there will be no cost to replace the device.
2. The second time the replacement cost is \$55.00
3. The third time the replacement cost is \$110.00
4. The fourth time the replacement will be the actual cost of the chromebook.
5. Please note that if the Power Supply/ Charger is lost/damaged the replacement cost will be the cost of the Power Supply.

3.6 Chromebooks and Media

All devices are owned by CCSN and each device must be used properly. Pictures, photos, games and programs must be appropriate.

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. The District encourages students to find and utilize apps that enhance their learning. The District utilizes a management system that allows for over-the-air inventory of all apps on student devices. Loading inappropriate apps will result in disciplinary action.
3. If the device does not have room for a class-required app, students will be required to delete music or personal apps to allow room for the class app.

3.7 Webcams

Please be advised that the district provided devices are equipped with integrated camera/video recording capabilities and global positioning features. These features, by default, have the capability to record and or collect information as it pertains to the student's activity or use of the device.

Camden's Charter School Network shall not use any of the aforementioned capabilities in a manner that would violate the privacy rights of the student or individual residing with the students. All privacy rights will adhere to the Anti-Big Brother Act (S-2057) of New Jersey (See section 6.0)

3.8 Network Connectivity

The district makes no guarantee that the 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.

1. Bypassing web filter through a web proxy is forbidden and will result in disciplinary action and or loss of privilege
2. Home Internet Access- Students are allowed and encouraged to access their home Internet or public Internet access on their chromebooks.

4.0 Apps on Chromebooks

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The software/apps originally installed by the District must remain on the chromebook in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course. Periodic checks of chromebooks will be made to ensure that students have not removed required apps.

1. Inspections- Regular inspection of student chromebooks will occur. Students have no expectation of privacy on the device.
2. Jailbreaking or removing any of the required apps, restrictions, or monitoring services the district has placed on the device. Will result in disciplinary action and or loss of privilege.

4.1 Procedure for restoring chromebooks

If technical difficulties occur or illegal software is discovered, the chromebook will be restored to its original format or have inappropriate apps removed. The school does not accept responsibility for the loss of content deleted due to a restore.

4.2 Social Media Guidelines

Students will be expected to use some Web 2.0 and Social Media Tools as part of their curriculum under the supervision and guidance of their teachers. These tools may include Google+, Schoology and others.

1. Students use these tools to meet communication, collaboration, creation, research and information fluency skills required by the New Jersey Common Core. When using Web 2.0 and Social Media tools, safeguards are in place to protect and assure the safety of students. Use of these tools must be accordance with CCSN policies and procedures including but not limited to the Acceptable Use procedures.

4.3 CCSN Email

All digital communication between Students and Teachers will be through the District approved platform Schoology.

4.4 Software Upgrades

Each time a Chromebook is turned on, the system automatically checks for updates and applies any updates that it finds. Students should completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day. Student should periodically upgrade the apps on the Chromebook if prompted.

5.0 Acceptable Use

The use of the District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges

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may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for student. When applicable, law enforcement agencies may be involved.

5.1 Parent/Guardian Responsibilities

Ensure students use the chromebook appropriately. Talk to your children about values and the standards 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.

1. Should you want your student to opt out of having an chromebook on a 24/7 basis, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements and for any damages to the chromebook during the school day.
2. Students whose parents opt out of the 24/7 access option will be required to check-out a chromebook each morning and check it back in at the end of the day.

5.2 Students are Responsible for

Students are responsible for bringing the chromebooks to school, taking them home each day, and ensuring they are charged for use the following day. Students are also responsible for the following:

1. Using chromebooks in a responsible and ethical manner. Obeying general school rules concerning behavior and communication that apply to chromebook use.
2. Monitoring all activity on their accounts.
3. Turning off and securing their chromebook after they are done working to protect their work and information.
4. Using all technology resources in an appropriate manner so as to not damage school equipment
 - a. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the students’ own negligence, errors or omissions. Use of any information obtained via CACHES designated Internet System is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services
5. Helping the District protect our computer system/device by contacting an administrator about any security problems they may encounter.
6. Forwarding any e-mail they receive containing inappropriate or abusive language or if the subject matter is questionable to the technology office.

5.3 Student Activities Strictly Prohibited

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Students who engage in any of the following prohibited activities. Will be subject to disciplinary action as outlined in section **5.5 Student Discipline**.

1. Illegal installation or transmission of copyrighted materials.
1. Any action that violates existing Board policy or public law.
2. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
3. Pictures, video, and audio recordings of any student or staff member without prior consent.
4. Inappropriate or unsolicited pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.
5. Spamming-Sending mass or inappropriate emails.
6. Gaining access to other student's accounts, files, and/or data.
7. Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
8. Use of anonymous and/or false communications through messenger services.
9. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
10. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to the uploading or creation of viruses or programs that can infiltrate systems and/or damage components of school equipment will not be allowed.
11. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
12. Bypassing web filter through a web proxy.
13. Jailbreaking or removing any of the required apps, restrictions, or monitoring services the district has placed on the device.
14. Installing another Internet browser on the device.
15. Installing blacklisted apps on the device.
16. During the school day, the use of chat apps, video games, movies, music or other apps not approved by the teacher for school use.

5.4 Legal Propriety

Students are expected to 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.

1. Plagiarism is not allowed. 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.

5.5 Student Discipline

Violations of any or part of the above policy will result in discipline consequences deemed appropriate by AHS administration, including but not limited to the following:

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required daily chromebook check-out, loss of network privileges, suspension, expulsion, and/or legal action.

6.0 Children's Internet Protection Act (CIPA)

The Children's Internet Protection (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful over the Internet. CCSN follows the Protecting Children in the 21st Century Act by:

1. Blocking or filtering Internet access to materials that are harmful to minors
2. Providing instruction in Internet Safety.

6.1 Anti-Big Brother Act-New Jersey

Anti-Big Brother Act-New Jersey Statutes Annotated (NJSA) 18A:36-39 (P.L. 2013, c44) was enacted. It requires that parents/guardians of students who have been assigned district or school owned electronic devices for use outside of school in connection with the district's academic program, must be notified and informed of the following:

1. If a school district furnishes a student with a laptop computer, cellular telephone, or other electronic device, the district shall provide the student with written or electronic notification that electronic devices may record or collect information on the student activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device.
2. Please be advised that the district provided devices are equipped with integrated camera/video recording capabilities and global positioning features. These features, by default, have the capability to record and or collect information as it pertains to the student's activity or use of the device.
3. Camden's Charter School Network shall not use any of the aforementioned capabilities in a manner that would violate the privacy rights of the student or individual residing with the students. All privacy rights will adhere to the Anti-Big Brother Act (S-2057) of New Jersey

2019 -2020 C.R.E.W Permission Slip

Dear Parent/Guardian:

As part of the Camden's Charter School Network's CREW initiative, the Network is pleased to make available a chrome book computer (CCSN-Owned Device) for your student's use in connection with his/her academic studies. The C.R.E.W. initiative at Camden's Charter School Network is designed to provide tools and resources to the 21st century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Students in grades 5 -12 will be issued a CCSN chrome book computer solely for educational purposes. **In keeping with Network policy we are requesting your Parental permission to checkout a chrome book to your student.** Each chrome book and charger is tagged and the serial numbers are documented by CCSN Tech Department.

By agreeing to participate in the CREW program the student understands that they will be required to make sure that their school issued chrome book is charged and in working order for daily classroom use. The student's ability to use the chrome book is strictly subject to the terms and conditions in the CREW Acceptable Use Policy. Teachers may set additional requirements for use in their classrooms. **Students will not be issued chrome books for take home use until this agreement is signed and returned and both the Student and Parent Workshops have been successfully completed.**

We believe that effective teaching and learning with chrome books integrates technology into the curriculum anytime, anyplace. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Together with your help we can empower students to maximize their full potential and to prepare them for college and the workplace. Your cooperation is greatly appreciated, if you have any questions or concerns please contact me (856) 365-1000 ext. 307.

Sincerely

Aaron L. Brown
Educational Media Specialist

Parent (On Behalf of Student) Please Initial and Sign below

___ I will take care of my school issued chrome book and charger and will return it to the school on time and in good condition.

___ I understand that my use of network owned chrome book is a privilege and I will follow the guidelines regarding its use as outlined in the CREW Acceptable Use Policy.

5th 6th 7th 8th 9th 10th 11th 12th
(Circle the grade level for 2018-2019 school year)

Student Name (Please Print)

Parent Signature (on Behalf of Student)

Date

Parent's Please Initial and Sign Below

___ I give my child permission to **borrow** a chrome book computer (CCSN-Owned Device) for take home use.

___ I understand and accept responsibility to pay for any chrome book/accessories that are lost or damaged as outlined in the 2019-2020 CREW Acceptable Use Policy.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

2019 -2020 C.R.E.W Permission Slip
2019 – 2020 Anti Big Brother Act Notification Form

The C.R.E.W. initiative at Camden’s Charter School Network is designed to provide tools and resources to the 21st century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Students in grades 5-12 will be issued a CCSN chrome book computers solely for educational purposes. Students and teachers participating in this program will have the opportunity to model a classroom that goes beyond the confines of the traditional textbook/ classroom model.

Please be advised that the district provided devices are equipped with integrated camera/video recording capabilities and global positioning features. These features, by default, have the capability to record and or collect information as it pertains to the student’s activity or use of the device.

Camden’s Charter School Network shall not use any of the aforementioned capabilities in a manner that would violate the privacy rights of the student or individual residing with the students. All privacy rights will adhere to the Anti-Big Brother Act (S-2057) of New Jersey.

Anti-Big Brother Act-New Jersey Statutes Annotated (NJSA) 18A:36-39 (P.L. 2013, c44) was enacted. It requires that parents/guardians of students who have been assigned district or school owned electronic devices for use outside of school in connection with the district’s academic program, must be notified and informed of the following:

If a school district furnishes a student with a laptop computer, cellular telephone, or other electronic device, the district shall provide the student with written or electronic notification that electronic devices may record or collect information on the student activity or the student’s use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student’s activity or use of the device.

The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or individual residing with the student.

Your cooperation is greatly appreciated, if you have any questions or concerns please contact me (856) 365-1000 ext. 307.

Sincerely

Aaron L. Brown
Educational Media Specialist

Student Name (Please Print)

Parent Signature (on Behalf of Student)

Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date