

PRESCHOOL

Paterson Public Schools

1:1 Chromebook Initiative

Parent/Guardian and Student

Acceptable Use Policy Handbook

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The mission of Paterson Public Schools is to provide an academically rigorous, safe and nurturing educational environment by meeting the social, emotional and academic needs of our students as we prepare them for post-secondary education and career. In the district's strategic plan – Goal Area #1: Teaching and Learning- the Goal Statement is to create a student-centered learning environment to prepare students for career, college readiness and lifelong learning. Per Goal Area #1 - Objective 5 of the Strategic Plan, the District will continue to Increase educators' capacity to utilize technological resources and strategies to prepare students to become future-ready leaders. As such, this 1:1 Chromebook initiative is specifically designed to facilitate Goal Area 1: Objective 5. The 1:1 program ensures that students can access internet resources when needed – whether in the classroom, at home, or in any public area that has an Internet connection. The policies, procedures, and information within this document apply to all Chromebooks in the 1:1 program. *School Administration may set additional requirements for use in their academies with the written authorization of the Superintendent.

1. GENERAL INFORMATION

1.1 Receiving Your Chromebook

- Chromebooks will be distributed after the parent/guardian attends an orientation and/or meets with school personnel and signs the PPS Chromebook Agreement Form.
- Please note the PPS Chromebook Agreement Form must be read and signed by both the parent(s)/Guardian(s).

1.2 Chromebook Check-in

- Chromebooks will be returned before the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of Paterson Public Schools during the school year, the Chromebook, charger and any other peripheral provided will be returned at that time.

1.3 Check-in Fines

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact their homeroom teacher and principal immediately.

Any technical issue with the Chromebook must be brought to the attention of the teacher immediately. This includes but is not limited to: the Chromebook 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 damage will be covered without cost; however, any damage that appears intentional to the Chromebook will require the preschool provider to pay the cost of sixty (\$60.00) for insurance to cover the cost of a replacement Chromebook. See (PPS Policy 5531 Section F)
- After one incident of accidental damage, the preschool provider will be required to pay a fee of sixty (\$60.00) to cover the cost of insuring a second Chromebook.
- All reports of damage will be investigated and addressed on a case by case basis.
- Preschool providers must reimburse the District for any outstanding bills including,

but not limited to lost, broken, destroyed, or unreturned school property or fees.
Funds will be recouped through payments to the preschool provider.

2. TAKING CARE OF YOUR CHROMEBOOK

Parents/Guardians and Students are responsible for the general care of the Chromebook assigned to them. Chromebooks that are broken or fail to work properly must be taken to the school Device Manager for an evaluation of the equipment. Parents/Guardians and Students are responsible for backing up their data to protect from loss. Users of PPS technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

2.1 General Precautions

- Chromebooks are school property and all users will follow these guidelines and the Paterson Public Schools' Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Paterson Public Schools.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged each day.
- Chromebooks are very sensitive to extreme heat and extreme cold. Therefore, leaving them in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the Chromebook and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause it to break.
- Keep the case on the Chromebook—do not attempt to take it off.

2.2 Screen Care

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

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a backpack or carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or antistatic cloth.
- Do not “bump” the Chromebook against walls, car doors, floors, etc. as it will eventually break the screen.
- Do not carry the Chromebook by the screen.
- Do not throw or sling backpacks containing the Chromebook
- Do not close the Chromebook with pens/pencils, etc. on the keyboard as the screen could be damaged.

3. USING YOUR CHROMEBOOK AT HOME

Chromebooks are intended for use at HOME should the District need to implement remote learning. In addition, to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

3.1 Chromebooks Undergoing Repair

- Loaner Chromebooks may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.

3.2 Charging Your Chromebooks Battery

- Chromebooks must be charged each evening.

3.3 Photo Library/Screensavers/Background Photos

- Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and 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 Chromebook. Only photos that are for an educational purpose should be saved to the Chromebook. All other photos/videos should not be taken or stored.

3.4 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes or the teacher allows for headphone use.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available.
- Students may be directed by school personnel to remove pictures, music, videos if the storage of instructional materials is compromised.
- Only music/sound files that are obtained legally for educational purposes are allowed.

3.5 Printing

Printing will not be available with the Chromebook.

3.6 Home Internet Access (THIS IS WRITTEN AS IF THERE IS NO PPS ACCESS IF WE DO GET IT THE NUMBERED BULLETS WILL APPLY)

- 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. It is not the responsibility of PPS to assist students in accessing any network outside of the school environment.
- To protect students, software is installed on the PPS network, and on the student 1:1 Chromebooks that will filter or block any content deemed inappropriate or harmful by PPS. The software will filter web content when the 1:1 Chromebook is on or off of the PPS network. Web content filters are not 100% accurate and sometimes allow access to content that should be blocked. If a teacher, parent, guardian, or student sees questionable content on a PPS assigned Chromebook, they will need to contact school administration or the PPS Technology Department immediately. There may be times that the PPS filter is not accessible outside of the network due to maintenance, or reasons beyond the control of the PPS Technology Department. Should this happen, the student 1:1 Chromebook will not be able to access the internet during that time.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook

- Students will save work to their @ppstudent.org Google accounts via the Chromebook.
- Storage space will be available on the Chromebook, but since it has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will **NOT** be backed up by the school district in cases of resetting or reimaging.
- It is the student's responsibility to ensure that their work is saved and, therefore, not lost due to mechanical failure or accidental deletion.

4.2 Network Connectivity

Paterson Public Schools makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the school district will not be responsible for lost or missing data.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

The Extensions/Apps originally installed by Paterson Public Schools must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the District may add software applications for use in a particular course.

5.2 Additional Software

Any attempt to deprovision the Chromebook or change the configuration will result in an immediate action and loss of Chromebook privileges.

5.3 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 responsibilities when using the Chromebook.

5.4 Procedure for Reloading Software

- If technical difficulties occur or illegal software are 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 reimage any Chromebook.
- Students are highly encouraged to save of all Chromebook documents and work as identified in Section 4 above.

- Students are highly encouraged to manage their saved data to ensure that enough space is available for school created content.

5.5 Software Upgrades

- Apps installed from the administration console will not need updates.
- The Chromebooks OS (Operating Software) updates automatically; however, parents/guardians may need to periodically check the Chromebook to ensure the OS is up-to-date. If the OS is out of date, they should notify their school Device Manager so that the Chromebook should be updated.
- Parents/guardians should not attempt to update the software on their own.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Parent/Guardian Responsibilities

- Talk to your child/children about values and the standards that your child/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 increasingly 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 child/children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette:
 - o <http://www.netsmartz.org/presentations/parents>
 - o <https://www.commonsensemedia.org/parent-concerns>
- Ensure that siblings and other family members are not using the Chromebook for personal use.

6.2 School Responsibilities are to:

- Provide Internet and online material access to its students while on school grounds.

- Provide Internet filtering and blocking of inappropriate materials as able.
- Paterson Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted through or on a Paterson Public Schools' owned Chromebook and to investigate inappropriate use of resources.

6.3 Students are responsible for:

- Using Chromebooks in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Paterson Public Schools in the protection of Chromebooks/computer systems by contacting an administrator about any security problems they may encounter.
- Complying 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.
- Using or possessing hacking software is strictly prohibited. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the school district.
- If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning Chromebooks to the appropriate school IT point-of-contact at the end of each school year. Students who withdraw or terminate enrollment at Paterson Public Schools for any other reason, must return their individual school Chromebook and other peripherals on/or before the date of termination.

Monitoring all activity on their account(s).

6.4 Unacceptable Use:

Students MAY NOT engage in any conduct that violates this Acceptable Use Policy or the Code of Student Conduct.

For example, a student or parent/guardian MAY NOT:

- Sign out of their @ppsstudent.org Chromebook to allow any other google account to log onto the device;
- Bypass or attempt to bypass PPS' filtering software;
- Swear, use vulgarities, or any other inappropriate language in any electronic communication;
- Access web pages or Internet content that is inconsistent with the educational objective of PPS;
- Participate in cyberbullying which is defined as the use of electronic media to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidate others;
- Participate in sexting which is defined as sending sexually explicit or sexually suggestive photographs or videos of themselves or other to their peers;
- Use the network/internet for any illegal activity, including violation of copyright law, violation of contracts, or transmitting any material in violation of any federal, state or local law;
- Send, receive, view, or download illegal or otherwise prohibited material via PPS' computer system;
- Install or download media, without authorization, to any PPS or non-PPS electronic Chromebooks while connected to the PPS network;
- Use PPS' computer system for private financial or commercial gain or advertising;
- Use resources wastefully (e.g. bandwidth, file space, paper, and ink/toner) or fail to respect the PPS resource limits;
- Gain unauthorized access to resources or entities;

- Post material authored or created by another without his or her consent;
- Submit, post, publish or display any obscene, profane, threatening, illegal, or other inappropriate material;
- Use PPS' computer system while access privileges are suspended or revoked;
- Vandalize PPS' computer system, including, but not limited to, modifying or rearranging keyboards, individual key caps, any other peripheral equipment, or destroying data by creating or spreading viruses and/or by any other means;
- Forge, intercept, or interfere with electronic mail messages;
- Post personal contact information about oneself or others including, without limitation, name, address, telephone, school/work address, without the prior written approval of the school principal or other designee of PPS;
- Use PPS' computer system to disrupt others;
- Read, modify or delete data owned by others; and
- Violate any School Board policy or procedure or the Code of Student Conduct while using the Chromebook.

6.5 Chromebook Care

- Parents/guardians will be held responsible for maintaining their individual Chromebook and keeping them in good working order.
- Chromebook batteries must be charged and ready for use each day.
- Only labels or stickers approved by the Paterson Public Schools may be applied to the Chromebook.
- Chromebooks that malfunction or are damaged must be reported to the school IT point-of contact. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally

damaged will be repaired. Preschool providers will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.

- Chromebook damage: Preschool providers may be responsible for any and all damage as circumstances warrant.
- It is the parent's/guardian's responsibility to ensure that the Chromebook is in a safe and secure location.
- Chromebooks that are stolen must be reported immediately to the school administration.

6.6 No Expectation of Privacy

No Privacy Rights Students who use the District's computers/internet/District network/technology/Chromebook are charged with recognizing that the District Administration does have the authority to intercept any and all messages transmitted to or from, or any information present on, the District's computers/internet/network/technology/Chromebook, and that there will be no privacy rights construed by the District to exist in any such messages or information, or in any other use of the District's computers/internet/District network/technology/Chromebook.

7. PROTECTING AND STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

The school district will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the Chromebook. Each student will be assigned the same Chromebook for the duration of the 1:1 period in their school. They will be collected at the end of each school year.

7.2 Storing Your Chromebook

- It is the parent's/guardian's responsibility to ensure that the Chromebook is in a safe and secure location.
- To prevent damage, nothing should be placed on top of the Chromebook.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should a Chromebook be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, and hallways.
- 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 main office. The preschool provider will be responsible for reimbursement of any Chromebook that is stolen while left unattended.

8. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading inappropriate apps and media.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook, case, charger, etc.
- Defacing Chromebook with stickers, labels, markers, pens, etc.
- Resetting Chromebook to factory defaults.
- Placing Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).

- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student Chromebook to other students inside and outside of school.
- Multiple instances of damage caused by lack of care for the Chromebook and other peripheral Chromebooks.
- Tiers of offenses for loss or damage to device:
 - 1st offense: Cost sharing by preschool provider for device repair and probation
 - 2nd offense: Loss of take-home privileges
 - 3rd offense: Suspension of all device privileges

9. DIGITAL CITIZENSHIP

School issued Chromebooks should be used for educational purposes and students are to adhere to the ACCEPTABLE USE POLICY and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

- Respect Intellectual Property. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

10. WEBSITE AND SOCIAL MEDIA GUIDELINES

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see. (THINK, is it True, Helpful, Inspiring, Necessary, Kind?)
- Follow the school's Student Code of Conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts (Plagiarism). It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher or trusted adult right away.
- You will have access to YouTube. You are expected to use it for school provided/related links only.

11. SUMMARY OF STUDENT/PARENT/GUARDIAN/DIRECTOR CHROMEBOOK AGREEMENT

Paterson Public Schools is proud and pleased to be able to begin to offer students Chromebooks for their academic use. Chromebooks offer mobility and the ability to take them home to complete work for school. Parents/guardians of students who are issued a Chromebook must agree to the following terms and conditions:

- Chromebooks are the property of the Paterson Public Schools and may only be used for educational purposes. It may only be used by the student to whom it is assigned. The parent/guardian and student must understand and agree that he/she has no expectation of privacy in materials sent, received, or stored on the Chromebook. The School Board is not responsible for malfunction of the Chromebook, nor any unauthorized charge or fee resulting from the use of the Chromebook. **Note:** No Internet filter is 100% effective. A filter may still allow information that is objectionable or potentially offensive to students to be accessed. Students need to report sites that should potentially be blocked to their teacher.
- Chromebooks may be taken home or to other locations after-school hours by the student. However, the parent/guardian and student is responsible at all times for its care and appropriate use. The parent/guardian understands that he/she is being issued the original power supply for the Chromebook. No additional power supply will be provided for the student by the division. Replacement of lost, damaged, or stolen power supplies are the sole responsibility of the preschool provider.
- Students assigned a Chromebook must have a signed copy of the Paterson Public Schools' Acceptable Use Policy on file.
- Students assigned a Chromebook MUST notify their teacher immediately if the Chromebook is lost or stolen.
- Chromebooks are configured to be used on the school network. The Department of Technology will not be able to assist students at their homes in order to connect it to other Internet providers.

- Parents/guardians must periodically check Chromebooks for updates. All Chromebooks must be turned in at the end of the school year.
- Division and school policies regarding appropriate use, data protection, computer misuse, and safety must be adhered to by the user. Please refer to Paterson Public Schools' Acceptable Use Policy. No software Apps or applications may be installed on division Chromebooks by the student.
- Loss or damage to the Chromebook resulting from misuse, neglect, or abuse will require that the student reimburse the school division.

Parent's Signature:

Print Name:

Director's Signature:

Print Name:

School:

Date:

Child Name _____

Child ID Number:
