

Chromebook/iPad Care Recommendations

General Chromebook/iPad Care Recommendations

- Students, or where age-appropriate the student's parent, are expected to take appropriate care of their Chromebooks/iPads during the time assigned to them. It is the student's and/or parent's responsibility to ensure that his/her own Chromebook/iPad is functioning properly.
- For prolonged periods of inactivity, you should shut down the Chromebook completely before closing the lid. This will help conserve the battery.
- Chromebooks should be shut down properly each night. Do not just shut the lid. Updates continuously occur and therefore the machine must be shut down each day to receive them.
- When using the Chromebook/iPad, keep it on a flat, solid surface so that air can circulate (For example, using a Chromebook/iPad while on a carpet or bed can cause damage due to overheating).
- Liquid, food, and other debris can damage the Chromebook/iPad. Avoid eating or drinking while using the Chromebook/iPad.
- Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force. Make sure all items are removed from the keyboard before closing the lid (for example earbuds or pencils).
- Never attempt to repair or reconfigure the Chromebook/iPad. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook/iPad. Please contact your child's teacher or technology coordinator with any concerns.
- Take care when inserting cords, cables, and other removable storage devices to avoid damage to the Chromebook/iPad ports.
- Exposing your Chromebook/iPad to extreme temperatures, direct sunlight, freezing temperatures, or ultraviolet light for extended periods of time will cause damage. Do not leave in a vehicle overnight. Freezing temperatures can cause the screen to break.
- A label has been applied to your Chromebook/iPad for ID purposes. Please do not place additional stickers/items on the computer. Remember the Chromebooks/iPads are the property of the Pleasantville School District.
- Keep your Chromebook/iPad away from magnets and magnetic fields, which can corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.
- Refrain from leaving your Chromebook/iPad in potentially hazardous places where it may be accidentally stepped on, dropped, spilled upon, etc. If you carry your Chromebook/iPad in a bag, do not throw or drop the bag.

Cleaning Your Chromebook/iPad

- Always disconnect the Chromebook/iPad from the power outlet before cleaning.
- Clean the screen with a soft, lightly dampened, lint-free cloth, or use LCD approved anti-static screen cleaners or wipes.
- Wash hands frequently when using the Chromebook/iPad to avoid buildup on the touchpad or screen.

Screen Care

- Picking the Chromebook up by the screen can cause damage. Please refrain from doing this.
- Avoid touching the screen with fingers, pens, pencils, or any sharp instruments.
- Avoid placing excessive pressure or weight on the Chromebook/iPad screen.
- Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- Clean the screen with a soft, dry cloth, or anti-static cloth.
- NEVER clean the screen with a glass cleaner.

Carrying the Chromebook/iPad

- Chromebooks should always be shut down or placed in standby mode/hibernate mode before moving or carrying the Chromebook.
- Always close the lid before moving or carrying the Chromebook/iPad.
- Do not leave the Chromebook/iPad in a vehicle for extended periods of time or overnight.
- Carefully unplug all cords, accessories, and peripherals before moving the Chromebook/iPad.

Security

- NEVER leave Chromebooks/iPads unsupervised
- ALWAYS log out of a Chromebook when not actively using it.
- Avoid using the Chromebook/iPad in areas where damage or theft is likely.
- Chromebooks/iPads should not be stored in a vehicle. If a Chromebook/iPad is placed in a vehicle temporarily, it should not be visible from the outside. Heat and or freezing temperatures can cause damage.

Loaning Equipment to Others

- Students may not lend Chromebook/iPad or Chromebook/iPad components to others for any reason; this includes other family members.

Power Management

- It is the student's and/or parent's responsibility to fully recharge the Chromebook/iPad battery.
- Chromebooks should be placed in standby or hibernate mode if they will be used within 30 minutes; otherwise, the Chromebook should be shut down. Hibernate mode will use less battery charge but will start back up a little slower.

Acceptable Use

- The Pleasantville School District [Acceptable Usage Policy](#) states that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws.

Passwords

- Students will log in under their district-assigned Google usernames and passwords. Students will not use their personal Gmail account to log in. Students will not share their password with other students including siblings.

Email and Internet Use

Email accounts are provided by the school. Email correspondence will be utilized for educational purposes only. Electronic communication coming from or going to the school issued Chromebook/iPad can and will be monitored to make sure the terms of the agreement are being followed. Digital communications etiquette is expected by all students using all school provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, online training, online courses, and online collaboration sites.

As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district for use on the Chromebook/iPads while students are in school. Filtering not only restricts access to unacceptable sites but also restricts access to inappropriate materials of all kinds. Pleasantville School District cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. It is the responsibility of the student to appropriately use the Chromebook/iPad and the Internet and the parent to monitor their usage. Pleasantville School District will not be responsible for any harm suffered while on the Internet.

Students and/or parents are required to notify building personnel if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety

- As part of our curriculum, students will be instructed about appropriate online behavior. We ask students and/or parents to:
- Immediately report any unauthorized activity on the Internet or network.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never read someone else's email or open their folders or files.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- Never arrange to meet an unknown person utilizing social networks from the Internet.
- Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; accurately cite sources of information.
- Protect your user account by keeping your password secure and logging off or locking the device when you're not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged on you are responsible. Keep your password a secret.
- Protect personal information. Never give full names, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
- Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Off-Site Internet Use

- Pleasantville School District will not serve as a home Internet service provider. It is the responsibility of the parent or guardian to monitor student Chromebook/iPad use, especially Internet access, in the home. Content blocked through the district's firewall when the Chromebook/iPad is used in school may not be blocked when the Chromebook/iPad is used at home. Pleasantville School District will not be held liable for student internet activity outside of the school.
- Parents may contact Comcast to see if they qualify for Comcast's Internet Essentials \$10-A-Month Service.
- Pleasantville School District is not responsible for providing Internet access outside of school. The ability to access the Internet from home varies from situation to situation. There may be hotspots available on a case-by-case basis. Contact the school administration, if needed.

Monitoring Chromebook/iPad Usage

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

"The Anti-Big Brother Act" - A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's 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 notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgment as long as the student retains the use of the electronic device.

Students should never be left unsupervised while using Chromebooks/iPads or other computers. While at home, this is the responsibility of the parent and/or guardian. Students will provide access to the Chromebook/iPad and any accessories assigned to them upon request by the school or district. A search of the device and/or user's history may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

Pleasantville School District personnel will be able to monitor/access student Chromebooks/iPads at any point during the day through remote transmission. Students may be randomly selected to provide the Chromebook/iPad for inspection. Students who fail to report damage to a Chromebook/iPad will be subject to additional fines and disciplinary actions.

Privacy

- There is no expectation of privacy regarding the contents of Google files and communication using any school-owned computer or network. Pleasantville School District reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via their equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned Chromebooks, iPads, computers, or other equipment.
- All Chromebooks/iPads have a monitoring system that is activated when the Chromebook/iPad is logged on. This enables the school to track all devices. The school does NOT have remote access to the web camera installed on each computer.
- Capturing video, audio, or photography without the consent of all participants is forbidden.

Damages, Theft, and Non-Returned Device Fees

Financial Responsibility

- Insurance is provided through the District for student issued Chromebook/iPad computers. The insurance is meant to protect against accidental damage, theft, and normal wear on the devices.
- Chromebooks/iPads that are found to be damaged due to misuse, deliberate damage, or neglect may result in a fine being issued to the students/parents of the responsible parties.
- In the event of theft, vandalism, or other criminal acts, a police report MUST be filed by the student or parent within 24 hours.
- Each student is issued a Chromebook/iPad, and charger that must be returned at the end of the issue period. Failure to return each of these items may also result in a fine/fee.

List of items which you could be fined for if yours is lost, damaged, or needs repairs due to malicious or irresponsible behavior:

- Screen
- Keyboard
- Power Adapter (Charger)
- Missing/Removed Asset Tags/Labels
- Chromebook
- iPad
- Hotspot
- Other parts

*The costs of any parts needed for repairs will be based on the manufacturers price list

Pleasantville Public School District Policy

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 networks/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.
- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks 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 purpose 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 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 cyberbullying 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.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed 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

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