



HADDONFIELD BOARD OF EDUCATION

One Lincoln Avenue • Haddonfield, NJ 08033-1892

(856) 429-4130 • FAX: (856) 429-6015

www.haddonfield.k12.nj.us

2018 – 2019 Parent and Student Device Maintenance Terms and Agreement

Terms for the Use of District Provided Technology for the Haddonfield Public School District

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, we will be providing students with their own Chromebook.

Purpose

Online communication is critical to the students' learning of 21st Century skills and tools. These tools offer an authentic real world vehicle for student expression. In an effort to put students at the center and empower them to take control of their own learning, Haddonfield Public School District will be providing students with their own individual Chromebook for use in the classroom and at home.

These devices are district owned and on loan to the students by the Haddonfield Public School District. The Haddonfield Public School District has the right to protect its network and technical resources. Thus, all students are required to adhere to the Haddonfield Board of Education Acceptable Use Policy. Participating students must follow the responsibilities stated in the Haddonfield Board of Education Acceptable Use Policy, District Policy #7523, School District Provided Technology Devices to Students, as well as the following terms and agreement.

Security

Responsibility to keep the device secure rests with the student. Haddonfield Public School District is not liable for any device stolen or damaged on or off of school property. If a loaned device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts in similar situations.

Definitions

District: Haddonfield Public School District

Device: Chromebook

User: Anyone, including Students, using the Haddonfield Public School District's technology including, but not limited to, computers, tablets, devices, networks, internet, email, chat rooms, and other forms of technology services or products.

Hardware and Software Issued

The Chromebook will be assigned to individual students and serial numbers will be recorded. Students will be issued the following:

- A Chromebook
- A wall charger
- Students are to supply their own carrying cases

Financial Responsibility/Device Maintenance Fee/Theft and Loss

- A Device Maintenance Fee is required through the Haddonfield Public School District for student issued Chromebook devices for a fee of **\$50 per user per year**.
- The Device Maintenance Fee is meant to ensure all students have a functioning device at all times.
- Device Maintenance Fee covers a maximum of two incidents per year with no deductible. Any additional incidents are subject to repair costs and fines listed below in the "Table of Estimated Pricing for Intentional Damage, Lost Equipment, Uninsured, and 3+ Incidents".
- Students on a free and reduced lunch program are entitled to a free or reduced Device Maintenance Fee.
- In the event a Device Maintenance Fee is required and not provided by a parent, the student will only be able to use the technology device during school hours and will be unable to take the technology device home with him/her. Completion of the Opt Out of Device Maintenance Form is required. You can obtain this form by contacting your building principal
- Devices that are damaged due to misuse, deliberate damage, and neglect may result in a fine being issued to the users/parents.
- Students are required to report any hardware or software problems in the operation of the Chromebook to the Principal/designee within two (2) school days. The student will refrain from attempting to repair the device on his/her own.
- Students will report the suspected loss of the device immediately to the Principal/designee.
- A parent or student is required to immediately file a police report in the event it is believed the technology device has been stolen, subject to vandalism, or any other criminal act. Within one (1) school day after filing a police report, a parent or student shall complete the School District Provided Technology Loss Form and submit the completed Loss Form and a copy of the police report to the Principal/designee.

Device Maintenance Fee

What is Covered? (two incidents per year)	What is not Covered?
Accidental Damage (drops/spills)	Intentional Damage
Cracked Screen	Lost Equipment
Fire	
Flood	
Theft (police report must be submitted to the District)	
Liquid Submersion	
Power Surge by Lightning	
Manufacturer's Defect	

Table of Estimated Pricing* for Intentional Damage, Lost Equipment, and 3+ Incidents

Parts/Repairs	Fine Amount
Broken and/or Cracked Screen	\$200
Damage Casing and/or Bezel	\$100
Damaged and/or Lost Wall Charger and/or USB Cable	\$30
Missing/Removed Asset Tags/Labels	\$5
Lost Device (replacement cost)	\$300
Physically damaged device that cannot be repaired (replacement cost)	\$300

*Estimated costs are subject to change based upon current parts and replacement unit prices.

Device User Agreement

Students participating in the 1:1 Initiative must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Haddonfield Board of Education Acceptable Use Policy and Policy 7523, School District Provided Technology Devices to Students. Additionally, the device:

1. May not be used to cheat or gain an unfair advantage on assignments or tests or for non-instructional purposes (such as making personal phone/video calls and text/instant messaging).
2. May not be used to record, transmit, or post photographic images or video of a person or persons on campus during school activities and/or hours. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of all persons involved.
3. May only be used to access files on the device or internet sites which are relevant to the classroom curriculum.
4. May only be used during those classes participating in the pilot program for the purpose of instructional activities and must be stored immediately upon the direction of the teacher.
5. Must be kept clean, free from stickers, decals, hand written text, etc.
6. Non-educational games are not permitted.
7. Users must comply with staff request to shut down the devices or close the screen. User issued device is not to be disruptive to classroom activities or the user's learning. Phone and video conversations and use of text in order to facilitate face-to-face interaction are not permitted.

8. The use of Google Docs, Edmodo, Moodle, blogs, podcasts, or other Web 2.0 tools are considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools.
9. During school hours the user should only use his/her device to access classroom related activities.
10. Violations of any Board of Education policies, administrative procedures, or school rules involving a user's device may result in the loss of use of the device in school, disciplinary action, and/or fines.

Students and Parents acknowledge that:

1. When the device is connected to the Haddonfield Public School District's wireless network, internet and network filters will be applied to one's connection to the internet, and no attempt will be made to bypass them. Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device you use to access it while in a public school.
2. The District will not remotely view the device's screen or activate any audio/video features on the device (cameras and microphones).
3. The District will be using a Mobile Device Management software called "GoGuardian" which allows for tracking the device via location services, remotely locking and wiping the device, deploying apps, and disabling/enabling device features.
4. GoGuardian software will provide off campus filtering and monitoring. This filtering and monitoring will also follow the students Google EDU account should it be logged into any non-district owned technology.
5. Disabling or deleting location services, mobile device management profiles and/or mobile device management apps is strictly prohibited.
6. Bringing on to the premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of AUP.
7. Bringing on to the premises any explicit material, such as pornography, explicit apps, books, photos, videos, etc., is in violation of AUP.
8. Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of Policy AUP.
9. The District has the right to collect and examine any device at any time. The school reserves the right to inspect a student's device if there is a reason to believe that the user has violated the Board's policies, administrative procedures, school rules, has engaged in other misconduct while using his/her issued device, or if the device is suspected to be the source of inappropriate material, an attack or virus infection.
10. All files must be saved to the device's local storage or cloud services such as Dropbox, Copy, Evernote, Google Apps, etc.
11. If the device runs out of storage space, personal apps and data must be deleted to make room for educational material. Educational Apps, documents and resources always take precedent over personal data.
12. Students must use the district provided Managed Google ID. No personal IDs are allowed.
13. The District is not financially responsible or liable for any intentional or accidental purchases made by the user on the device, including Apps, Music, Movies, Books, etc.
14. Upon leaving the District permanently (transfer out, graduation, etc.), the device and all accessories must be returned to the district in proper working order. For non-returned

- and/or damaged equipment, the Haddonfield Public School District has the right to issue fines, withhold final grades, and/or withhold school transfer and/or college transcripts.
15. Device must be fully charged prior to bringing it to school and runs off its own battery while at school.
 16. Any violation of the above will result in disciplinary actions and may result in loss of device privileges.

Email and Internet Usage/Safety

1. Digital communication 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.
2. As part of our curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. We require students to:
 - a. Immediately report any unauthorized activity on the Internet or network.
 - b. Notify a teacher immediately if you accidentally access an inappropriate site.
 - c. Never read someone else's email or open their folders or files without their permission.
 - d. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
 - e. Never arrange to meet an unknown person utilizing social networks from the Internet.
 - f. Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
 - g. Protect your user account by keeping your password secure and logging off or locking the screen when not using the Chromebook. 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. Passwords may never be shared with anyone except with parents/guardians and authorized school district personnel.
 - h. Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a non-descript username that does not identify you personally to online viewers/organizations you do not know.
3. Off-Site Internet Use: Haddonfield Public Schools will not serve as a home Internet service provider. While filtering capabilities extend off campus, it is the responsibility of the parent or guardian to monitor student Chromebook use, especially Internet access, in the home.

All students must submit this completed form in order to receive a Chromebook. (Families with multiple HSD students must complete one form per student).

Student Signature

As a student, I have carefully read, understand and will abide by the above policies and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges, fines, as well as other disciplinary action.

Signature of Student: _____ Date: _____

Printed Name: _____ Grade: _____

Parent/Guardian Signature

As a parent/guardian, I understand that my child is responsible for abiding by the above policies and guidelines. I have read and discussed the guidelines with my child and understand the responsibility he or she has when in possession of the device. I further understand that I have the right at any time to request of the District that the Chromebook only be provided to my child for usage during school hours.

Signature of Parent/Guardian: _____ Date: _____

Device Maintenance Fee - Payment Information

Cost: \$50/year

Coverage Period (school year): 2018-2019

Check (only): _____ Paid on: _____

*Checks to be made payable to: "Haddonfield Board of Education"

For Administrative Purposes Only

Device Details

Asset Tag #: _____ Device Serial #: _____