

# **Middletown Township Public School District Chromebook Initiative**

## **OVERVIEW**

### ***Middletown Township School District One-to-One Initiative***

The changing landscape of our world's information to digital form requires students to have a different set of skills than what was required just a decade ago. Future graduates must be equipped with not just the three R's, but also with essential skills of problem solving, critical thinking, communication and technological literacy. Students will need to be able to quickly find, synthesize and communicate information and collaborate with colleagues—not just in their own office, but within a global community of colleagues and customers.

Middletown Township Public Schools (MTPS) wants to ensure students develop the skills and knowledge necessary to responsibly interact in this increasingly interconnected world. Therefore, whenever possible, MTPS supports a 1:1 initiative (student to computing device) using the Google Chromebook in an effort to create a seamless and dynamic educational experience for students.

The purpose of the 1-to-1 initiative is to enhance the learning environment while expanding the opportunity for a value-added approach to globalization of the curriculum, blended learning experiences, and the creation, collaboration and publication of digital learning content. The district will successfully facilitate the rollout of a 1-to-1 computing environment using Google Chromebooks for all students in grades 3 through 12. For students in grades K-2, devices are available upon request. Additionally, the district will include complete distribution of all devices, parents and student training, and comprehensive online documentation and instruction.

The goals of our 1-to-1 initiative are to:

- create and support equitable opportunities for student learning through technology, using the device as an extension of the classroom
- promote self-directed, collaborative, and increased learning opportunities for students, educators, and administrators
- increase student and parent learning engagement while building capacity for students and educators to share best practices locally in their learning community and globally with other learning communities
- ensure all students are developing essential skills and acquiring critical knowledge needed for a successful future beyond K-12 education to be college and career ready
- facilitate educator learning to individualize and differentiate instruction to ensure all students are provided with opportunities to succeed in their learning

The Chromebook technology increases access to digital curriculum, to greatly supplement our printed texts and other on-site resources. The opportunity to use 1-to-1 devices gives students access to learning in classrooms and at home.

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## **EXPECTATIONS**

### **Students will bring the Chromebook to school every day.**

The MTPS Chromebooks are being provided to enhance the educational experience at MTPS. If a student forgets the MTPS Chromebook, he/she will be unable to participate fully in that day's activities in the classroom. We do not have enough Chromebooks to loan them out to students who forget theirs at home. If a student forgets their Chromebook at home, they will not have it for the day. All work assigned and completed on the Chromebook is the responsibility of the student. At the elementary school level, Chromebooks will primarily reside within the school building unless previously agreed upon.

### **Students will charge the Chromebook nightly and will begin each day with a fully charged battery.**

The MTPS Chromebook needs to be fully charged for each day. The Chromebook should be charged in a location which is both secure and safe so no damage will be accidentally done to the Chromebook when it is charging. The average time it takes to fully charge a Chromebook from 0% to 100% is about three (3) hours.

### **Students will not leave the Chromebook unattended.**

When not in the student's possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks found at school will be collected and stored in the school's office. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook rests solely with that individual. Specific to the elementary level In the event a locked environment is not available, Chromebooks which need to be temporarily unattended should be returned to a staff member for safe keeping.

### **Students will keep the Chromebook secure and safe when carrying, transporting, and storing.**

Chromebooks are sensitive and expensive electronic devices, and proper care of them is the responsibility of the students to whom they are issued. The district will provide a carrying case with each Chromebook. Carefully transport your Chromebook to school every day in the district provided case. Avoid placing weight on the Chromebook. Never throw or slide a Chromebook. Always store your chromebook indoors and never expose a Chromebook to temperature extremes or direct sunlight. Please do not leave a Chromebook in a vehicle overnight during a summer day.

### **Students will only use the MTPS Chromebook when in a location which is free from food, liquid, and debris that could damage the device and which provides a flat surface on which to operate.**

Students should only use the Chromebook in appropriate locations. Do not use the MTPS Chromebook in an area where food and drink are present. Spilling any sort of food or drink on the Chromebook could permanently damage it. The Chromebook should only be used on a flat surface where it will not fall to the ground or damage the screen. Pets and siblings can also damage the Chromebook. Care should be taken to always have the Chromebook in an environment where it can be operated safely. Chromebooks should not be placed on top of soft items like pillows or blankets which could cause the Chromebook to overheat. Do not use the Chromebook near a pool, on the beach, or any location where the Chromebook can be easily damaged. Always leave the district provided case on the chromebook during use.

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**Students should not slam or push on the lid, or set objects/books on top of the Chromebook.** Screen damage is the #1 type of damage for Chromebooks, and it can be avoided with proper care. It is the student's responsibility under this agreement to avoid such damage. The Chromebook is an electronic device; handle it with care. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects. Avoid using any sharp object on the Chromebook. The Chromebook screen is glass and is vulnerable to cracking. Never place heavy objects on top of the Chromebook and never drop your Chromebook. Careful placement in your backpack is important. The Chromebook can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid applying liquids to the Chromebook. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Proper and regular cleaning should occur to limit the spread of infectious disease.

**Students will make the MTPS Chromebook available for inspection by an administrator, teacher, or staff member upon request. Students understand that the MTPS Chromebook and its contents can be monitored by MTPS staff.**

The Chromebook is the property of the Middletown Township School District and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook. The MTPS Chromebooks are the property of MTPS and are being loaned to the students for educational purposes. At any time, an MTPS staff member can inspect a student's Chromebook. Students will return the Chromebook to MTPS prior to withdrawing or leaving MTPS for summer vacation.

**Students will use appropriate and respectful language in all communications, and will abide by all MTPS school policies while using the Chromebook, both at school and at home.**

Because all Chromebooks are MTPS property and are issued as an educational tool and resource to students, any behavior, materials, or communications involving the Chromebook that are deemed inappropriate by an MTPS staff member may result in disciplinary action regardless of whether they took place or were received at school or away from school.

**Students will abide by all copyright laws.**

Copyrighted material is protected by law. Any use of copyrighted material should be appropriately noted in any school work. Please check with a teacher if you have any questions about using copyrighted material or how to give credit for use of any copyrighted material.

**Students will use the MTPS Chromebook for educational purposes.**

All MTPS Chromebooks must be used in support of the educational initiative of MTPS. This access may be revoked at any time for abusive or inappropriate conduct related to the use of the Chromebook. Failure to comply with the MTPS policies or the guidelines stated in this document for care and use of the Chromebook may result in the loss of privilege to take the Chromebook home or use of the Chromebook in general. Attempting to bypass the filter at school/home or using the Chromebook for non-educational purposes while at school is prohibited. At home, it is the responsibility of the parents or guardians to ensure that the Chromebooks are being used in accordance with this policy.

**Students will not use or harm another student's Chromebook. Students will not loan the MTPS Chromebook assigned to them to others. Students will not use or attempt to use another student's or a MTPS staff member's subscriptions, logins, files, or personal information.**

The MTPS Chromebook is assigned to one student for educational purposes and should not be loaned to others. Passwords, sign in badges, and logins should also remain confidential with the individual

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students. Any material on the MTPS Chromebook obtained with their login or password is the responsibility of the student.

**Students will not give out personal information, such as name, address, photo, or other identifying information on the Internet, nor will students misidentify themselves during online communication in an attempt to avoid detection for any misbehavior or rules violation.**

Giving out personal information on the Internet can be dangerous. Students should never misidentify themselves or reveal their age on the MTPS Chromebooks. Students should not share files except for school related projects or assignments.

**Students will not change the configuration of the MTPS Chromebook, including the network and security settings.**

Policy settings are pre-configured on all MTPS Chromebooks and are managed by the MTPS Administration. Any attempt to bypass these preconfigured settings is prohibited. Students will log into the MTPS Chromebook ONLY with their school assigned Google Apps for Education user account. Students may not log into the MTPS Chromebook using a non-MTPS assigned account.

**Students will not deface or otherwise decorate the MTPS Chromebook.** Students will be issued the same Chromebook each year until the device is replaced per the district's standard practices, or is damaged to the point of necessary replacement at student/family cost, consistent with page 5 of this document. Students are expected to treat the MTPS Chromebooks with care and respect. The Chromebooks are the property of MTPS and are not to be defaced by any student. This includes pen marks, stickers, marring the surface, picking at the keys, glitter, etc. Students will be allowed to personalize the district provided carrying case.

**Students must abide by parental guidelines when traveling with or using the MTPS Chromebook at locations other than MTPS.**

All Chromebooks are MTPS property, issued to students as an educational tool and resource, and as such, use of the Chromebook is subject to district limitations regardless of time or location. We are relying on parents/guardians to be the best judges of where and how their child may use the MTPS Chromebook. It is the parent(s)/guardian(s) who/m bear the financial responsibility for any damage or loss of the Chromebook.

**Students will not attempt to repair, alter, or make additions to the MTPS Chromebook.**

If any repairs need to be made, the student should return the MTPS Chromebook to a designated location within their school. Depending on the condition of the Chromebook and the repair needed, there may be a loaner Chromebook given until the assigned Chromebook is repaired. No attempts should be made to fix the Chromebook except as supervised by an MTPS staff member. Unauthorized repairs to the Chromebook can invalidate its warranty.

**Students should not leave the Chromebook in their lockers overnight and agree to bring the Chromebook back and forth between school and home on a daily basis.**

The school does not have the space to store and charge all of the Chromebooks each night. Furthermore, there may be people using the facility after school hours and the Chromebooks cannot be guaranteed secure at MTPS each night.

**Students will report all problems and damage immediately to a MTPS staff member. Students will not attempt to remove asset or identification names on the Chromebook. Students will report loss/theft of the MTPS Chromebook to their parents/guardians, MTPS Administration, and proper authorities within 24 hours.**

Each Chromebook has a unique identification number and at no time should the numbers or labels be

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modified or removed. Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to an MTPS staff member as soon as possible. Chromebook repair/replacement options will be determined by the School Administration. You may be issued a temporary Chromebook until your Chromebook is working properly or replaced. If the Chromebook is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.

### **Students who are able to keep their Chromebooks during summer months will ensure device functionality prior to the new school year.**

Students in grades 9 through 11 will have the added benefit of using their Chromebook during the summer months when school is not in session. Students are expected to ensure their chromebooks are functioning prior to the new school year. Summer help desk hours for Chromebook repairs will be available for students weekly during the summer to resolve any issues that occur. All expectations in this Chromebook Agreement hold true for summer use. Students who do not wish to keep their chromebook during the summer must inform their building's main office prior to dismissal for the year.

**If the Chromebook is lost or stolen, a replacement fee of \$260 will be assessed for a complete package replacement (Chromebook, AC power cord, and case). A replacement charger will cost \$25. For purposes of this agreement, "lost" refers to any district-issued, student-assigned Chromebook or component that cannot be located upon a diligent search for a reasonable period, not to exceed three (3) school days.**

**If the Chromebook is physically damaged, the student will be charged according to the district's escalating fee structure. (First offense = free, 2nd offense = \$40.00, 3rd offense = \$80.00, 4th offense = total cost of device). Parent notification will occur after each offense. Chromebooks damaged to the point of necessary replacement and/or deemed unrepairable by district technology staff will be considered a total loss of device and a \$260 replacement fee will be assessed.**

**All Chromebooks distributed to students in grades K through 5, and 12 must be returned at the end of each school year. Students in grades 6, 7, 8, 9, 10, and 11 may take their Chromebooks home during the summer break. Students who leave MTPS at any time must return the Chromebook to their building's main office, along with any other accessories, at the time they leave.**

**In the event that a fine is payable consistent with the above language, or a Chromebook is not returned by a student leaving MTPS, the fine, return of the equipment, or replacement cost shall be enforceable by all legal means. Seniors or students leaving the district and failing to return equipment shall not be issued transcripts or diplomas until all equipment is returned and/or fines are paid in full. Students with outstanding fines will not be permitted to remove their Chromebook or related equipment from school premises.**

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### **The student will use the Chromebook Camera & Microphone for approved use only.**

The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with school policies and State and Federal laws. Users of the Chromebook device are required to use the device in a manner that complies with these and other MTPS policies. Use of the Chromebook in a manner that violates MTPS policy may result in revocation of the device and may result in further disciplinary consequence. Use of the Chromebook and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes. Therefore, electronic recordings obtained with the Chromebook may not be shared, published or rebroadcasted for any reason by the student without permission. Furthermore, users of the Chromebook should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

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*If you prefer to electronically sign this agreement, then you may via clicking the following link:*

[CHROMEBOOK RULES AND GUIDELINES ELECTRONIC SIGNATURE PAGE](#)

*If you prefer to print, sign a hard copy, and submit it to your student's school either before or at the scheduled Chromebook pick up event, then please review the terms and sign below this message.*

Signing this form acknowledges that you have completely read the rules and guidelines regarding the MTPS Chromebook initiative ***with your student***. Detach this page, sign the agreement below with your student, and return this page to your building's main office.

## **Parent Agreement Statement**

By signing this agreement, I confirm that I have completely read and understand all the rules and guidelines associated with the MTPS Chromebook initiative, as set forth through the five (5) pages of the initiative overview and expectations. I agree to follow these rules and oversee my student's use of the Chromebook. I understand that I am ultimately responsible for any damage or loss of the MTPS Chromebook and agree to pay any related fees due to damage or loss as outlined in the rules and guidelines for use. I agree to hold my student accountable for following these rules and guidelines when my student has the Chromebook off school campus.

**Parent/Guardian name**  
**(printed)**\_\_\_\_\_

**Parent/Guardian signature**\_\_\_\_\_ **Date**\_\_\_\_\_

## **Student Agreement Statement**

By signing this agreement, I confirm that I have completely read and understand all the rules and guidelines associated with the MTPS Chromebook initiative, as set forth through the five (5) pages of the initiative overview and expectations. I agree to completely follow these rules at all times while the Chromebook is under my care. I agree to keep the Chromebook safe and secure at all times and understand I am responsible for returning the Chromebook to MTPS at the end of the school year (or upon withdrawing from MTPS) in the same condition as I received it.

**Student name**  
**(printed)**\_\_\_\_\_

**Parent/Guardian signature**\_\_\_\_\_ **Date**\_\_\_\_\_