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Program Overview

In order for the Rockaway Borough School District to prepare our students of today for tomorrow, we need to provide them with an engaging, personalized curriculum that will inspire and empower them to flourish as ethical and global citizens in the 21st century. All students have unique abilities and interests, and educational technology enables students to experience a more personalized curriculum to gain the 21st century skills necessary to be successful in college and career. Our commitment to creating digital learning environments will be evident through our 1:1 technology initiative.

The long-term goals of the 1: 1 initiative are to:

- Increase student engagement with the curriculum.
- Personalize instruction to meet students' needs, abilities and interests.
- Foster the growth of the 4 C's - Collaboration, Communication, Critical Thinking, and Creativity.

Going 1: 1 will do the following:

- Provide each student with a device to ensure all students have access to high quality, digital resources.
- Deliver high quality curriculum resources via electronic delivery. Students can have learning experiences that were not possible before, such as online discussions around a reading assignment, weekly student podcasts, and collaboration with educational experts from around the globe.
- Assist in creating personalized learning environments. These learning environments are student-centered, so a student can spend as little or as much time as needed to master content anytime, anywhere.
- Allow students to communicate and collaborate in an environment in which they are extremely comfortable while learning to utilize technology appropriately and responsibly.

Chromebook Overview

For the 1:1 technology initiative, the device that has been chosen is a chromebook. A chromebook is a laptop computer that runs the Chrome operating system and is entirely web based, relying on a wireless environment to access the Internet.

Google Apps for Education

One of the primary tools students will be using will be the Google Apps for Education suite, which consists of many apps. Within this suite, students will have the ability to create documents and presentations, as well as use email and store their work in the cloud using Google Drive.

While chromebooks do have a limited amount of offline storage for files, it is recommended that students store all their documents in the cloud using Google Drive. This will also ensure documents are not lost should the chromebook need to be reset.

Chrome Apps and Extensions

Other tools that students may use in their classes are educational apps or extensions available through the Chrome Web Store. These apps or extensions will be automatically installed for student use.

Content Filtering

The Rockaway Borough School District complies with the Children's Internet Protection Act (CIPA) by providing filtering of controversial and inappropriate websites. This filtering is available both at school and while at home. However, the district cannot guarantee that all controversial or inappropriate materials will be blocked.

Receiving your Chromebook

Chromebooks will be distributed to parents during scheduled times once the Technology Acknowledgement Form indicating you have read the Acceptable Use Policy, this Program Handbook, and Policies 7523 and 5513 has been signed by both the student and his/her parent or guardian.

Returning Your Chromebook

Chromebooks are district owned devices and students may be requested to turn in their chromebooks and any accessories for maintenance or inspection at any time. Students must also turn in their chromebooks and accessories upon transferring to another school, going on summer break, or graduating. If the chromebook and accessories are not returned in good working order or not returned at all, access to student data on OnCourse will be suspended until payment for the chromebook and/or accessories is received. If payment is not received, it will be reported to the Rockaway Borough Police Department as theft.

Sound

Sound must be muted on the chromebooks at all times during school hours unless permission has been given by a teacher for instructional purposes.

WebCam

Recording through the chromebook webcam is prohibited unless permission has been given by a teacher for instructional purposes.

Printing

Chromebooks do not support a physical connection to a printer and therefore require Google's Cloud Print Service.

At School

At this time, printing from a chromebook while at school will not be available as we are trying to encourage the use of sharing documents between students and teachers electronically through Google Apps for Education.

At Home

If you have a cloud printer at home, it will be very easy for you to print from the chromebook. For a list of cloud ready printers, follow this link:

<http://www.google.com/cloudprint/learn/printers.html>.

If you do not have a cloud ready printer, there is a way to print with a classic printer by following these directions:

<https://support.google.com/cloudprint/answer/1686197?rd=1>

Expectations for Use of Your Chromebook at School

The chromebook is expected to be brought to school, fully charged, everyday. Students are responsible for bringing their chromebooks to all of their classes. Students are expected to comply with all rules outlined in the Acceptable Use Policy and any teacher directives when using their chromebooks at school.

If a student leaves his/her chromebook at home on a regular basis or if it is determined that a chromebook has not been in use for an extended period of time, that student may be required to present their chromebook to the Technology Department for a mandatory inspection to ensure it is in working order. If a student does not bring their chromebook when requested, their account and/or chromebook may be disabled and a fine for the chromebook assessed.

Expectations for Use of Your Chromebook at Home

It is expected that students will use their chromebooks at home to assist them with completing schoolwork and that they will follow the same rules in the Acceptable Use Policy that they follow during the school day. A wireless internet connection will need to be set up on the chromebook for access in completing any teacher requirements. If a student does not have a wireless internet connection at home, there may be other options available through a student's cable television service, such as WiFi services from Optimum.

Students should leave their chargers in a safe place at home and remember to plug in their chromebook to charge each night. If a chromebook is plugged in each night, there is no need to transport the charger back and forth to school as the battery will last all day.

Loaner Chromebooks

Thomas Jefferson school will have a small amount of loaner Chromebooks for use if students come to school with Chromebooks that are not charged or unintentionally leave their Chromebooks at home. The situation may occur where all loaner Chromebooks may be signed out for that school day and a student does not have a Chromebook to use. In this situation, the student will need to do any work in an alternate method (pencil, pen, paper, etc) and transfer to Google Drive on their own time-whether it be at home or during the next school day.

Priority for loaner Chromebooks go to students whose Chromebooks are sent out for damage repair over those who have forgotten theirs at home or did not bring them charged to school. Under no conditions should loaner Chromebooks go home with a student. Should a loaner go home with a student and get damaged, it is that student's responsibility to pay full cost for damage repairs. Should a student pay for Chromebook insurance, it only covers the cost of their district-issued Chromebooks, not loaner Chromebooks.

*****Please note that it is the students' responsibility to bring their Chromebook to school, fully charged, each day.***

*****Please note that, for safety and health reasons, there may be less opportunity for students to borrow loaner Chromebooks for reasons outside of accidental damages during the period of time that we are following COVID-19 mandates.***

Insurance

Insurance will be available for purchase for any family who chooses. Please refer to the *Chromebook Insurance Option* document for further information.

Caring for your Chromebook

General

- No food or drink should be near the chromebook.
- Heavy objects or books should never be placed on top of the chromebook.
- Cords, cables and removable storage devices need to be inserted and removed carefully from the chromebook.
- Chromebooks should not be left in extreme heat or cold conditions, such as in a vehicle.

Chromebook Bags

- In the past, each student has received a bag in which to carry their **chromebook**. During A/B cohort scheduling, students may bring their chromebooks to and from school in their backpack.
- While the bags will provide some protection, they are not guaranteed to prevent damage. Students still need to take extra care in protecting the chromebook.

Screens

- Only a dry microfiber or anti static cloth should be used when cleaning the screens. Do not use any liquid cleaners either sprayed directly on the screen or sprayed on a cloth.

Lockers

There will be times when students will need to store their chromebooks in their school locker or gym locker.

- Do not place books or other items on top of the chromebook .
- Do not leave the chromebook in a locker overnight.

Asset Tags

For security purposes each chromebook is engraved with the following:

Property of Rockaway Borough School District

In addition, an asset tag will be on each chromebook for identification and tracking. The engraving and tag should not be modified or tampered with and **no other stickers, drawings, labels, engraving, or decals may be put on the chromebook.**

Unsupervised areas

- Do not leave a chromebook in an unsupervised areas such as the cafeteria, hallway, bathroom or any other area where it cannot be securely locked.
- Any chromebooks that are found will be taken to the office for tracking purposes.
- If a student's chromebook is found unsupervised on numerous occasions, that student may be put on a period of probation where they will be unable to take their chromebook home. The student will be responsible for checking it in and out of the media center each day for a period of time to be determined by school administration.

Intentional Damage, Loss or Theft

Any intentional damage or damage beyond reasonable use must be reported to the main office immediately. You will be financially responsible for any intentional damage to the device or components of the device (e.g., cracked screen, lost battery charger, etc.). A chart that indicates the cost of a chromebook, if a complete replacement is necessary, as well as the costs of various components that could be damaged can be found at the end of the handbook.

If it is believed the device has been lost or stolen, the parent/guardian is required to file a police report immediately with the Rockaway Borough Police Department in addition to notifying the main office. In accordance with Board of Education Policies 7523, School District Provided Technology Devices to Students and 5513, Care of School Property, the student and his/her parent/guardian will be responsible for the cost of the chromebook and any accessories.

Right to Privacy

The Rockaway Borough School District may, without prior notice or consent, access, monitor, log or record use of student Chromebooks at school. Webcams will never be used to monitor students. The Rockaway Borough School District complies with the Anti-Big Brother Act with adoption of Policy 7523, School District Provided Technology Devices to Students which must be reviewed and signed off by both students and parents. Some of the ways in which the chromebooks and content are monitored are listed below.

Management of Chromebooks

The District utilizes Google's Management Console to manage the chromebooks for changing security settings, updating software, and adding or removing apps and extensions. Google's Privacy Policy for Education can be found at: <http://www.google.com/edu/privacy.html>

Learning Management Systems

Teachers will be using various Learning Management Systems, such as Google Classroom in which they can deliver assignments and/or remotely view and project student screens to assist with understanding of a topic.

Technical Support

- **If at home, Chromebook issues should be communicated to the following email address: gentech@rockboro.org**

If at school, Students that are having technical issues with their chromebooks should bring to the attention of the classroom teacher they are with. A loaner chromebook will be provided, if available.

- The Technology Department will investigate the issue and repair it if possible.
- Once the chromebook has been repaired, the chromebook will be returned to the student's homeroom teacher.
- If after investigating, it is found that the technical issue is due to intentional misuse or neglect, the student will be responsible for the repair of the damage and/or the entire cost of the chromebook and any accessories and the incident will be reported to school administration.

Disciplinary Actions

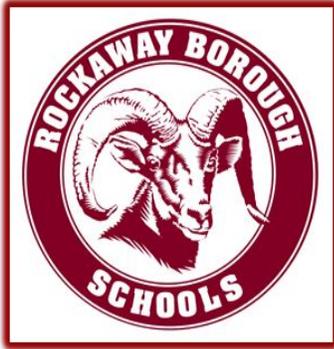
As outlined in this handbook, there are times that students may be subject to disciplinary actions for not following the information outlined in this handbook or the Acceptable Use Policy. Disciplinary action will be determined by school administration. Examples of reasons for disciplinary action include:

- Resetting a chromebook to factory default settings.
- Removal of school issued apps or extensions.
- Use of a proxy server to bypass content filtering.
- Any attempt to use outside parts and/or repairs that void the agreement with our vendor.

Additional Information

For additional questions or information about the 1:1 initiative or the chromebooks that will be distributed, please feel free to contact us at 973-625-8603.

****This form must be signed and handed in by 9/18 if you wish to purchase Insurance.**



Rockaway Borough School District

Chromebook Insurance Option

Thomas Jefferson School

Rockaway Borough is offering parents the option of purchasing insurance for the student issued chromebooks. This insurance will be offered **each year** your child has a chromebook. For the 2020-2021 school year, the cost of the insurance is \$35 (covering September 2020 through June 2021), and it will cover the **first 3**

incidents of accidental damage only.

This coverage does not cover the cost of loss or intentional damage of the device.

If you would like to participate in the insurance option, please complete this form with a check for \$35 made out to **“Rockaway Borough Board of Education”** and bring it with you when you pick up your child’s chromebook. Please make sure the names and grades of your children are written on the form and/or noted in the memo of the check.

If payment for insurance is not received by September 18th, you will be financially responsible for any accidental damage to the device or components of the device (ex. broken keyboard, cracked screen, etc.). The back of this form includes a chart that identifies the cost of the chromebook, if a complete replacement is necessary, as well as the costs of various components that could be damaged.

_____ Yes, I would like to participate in the insurance option for chromebooks. (\$35 through 6/2021)

_____ My child participates in the free/reduced lunch program. (Insurance reduced to \$25)

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

****This form must be signed and handed in upon receiving your Chromebook.**

**Rockaway Borough School District
2020-2021 Internet and Network Use Agreement Form
for district provided technology**

Students are to sign the below agreement indicating that they will abide by the internet and network rules and responsibilities for their district provided technology device . Parents are to sign indicating their permission to allow their child access to the school's internet connection and district network and to confirm that they are aware that their child could potentially access inappropriate material.

This section is to be signed by the student.

As a student in the Rockaway Borough School District, I agree to:

- Use the internet in support of education and research consistent with the educational objectives of the Rockaway Borough School District.
- Use the internet only with the permission of the responsible adult.
- Be considerate of other users on the network and the internet and use appropriate language for school situations as indicated by the school code of conduct.
- Not tamper with the computer hardware or software, vandalize data, invoke computer viruses, attempt to gain access to restricted or unauthorized network service or violate copyright laws.
- Immediately report any problems or breaches of these responsibilities to the responsible adult.
- Abide by the internet and network use agreement terms and conditions of the Rockaway Borough School District, as stated in the attached 1:1 Technology Initiative Program Handbook.

I understand and will abide by the above conditions. I further understand that any violation may result in the loss of access privileges and school disciplinary actions.

Student Name: _____

Student Signature: _____

This section is to be signed by the parent/guardian of a student.

As a parent/guardian of this student, I have read the responsibilities, rules, and regulations for the internet and network use as stated in the 1:1 Technology Initiative Program Handbook. I understand that internet access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials.

I accept full responsibility for my child's compliance with the above conditions and, hereby, give my permission for my child to use the Rockaway Borough School District's network and internet.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

*****This form must be signed and handed in upon receiving your Chromebook or handed in during the first week of school.***

Rockaway Borough 1:1 Technology Pledge Form

1. I will take care of my device as identified in the 1:1 Internet and Network Agreement form.
2. I will do my best to never leave the device unattended.
3. I will not loan my Chromebook to other individuals and understand the device is my responsibility.
4. I will know where the device is at all times.
5. I will keep food and beverages away from my device since they may cause damage to the device.
6. I will not disassemble any part of my device or attempt any repairs.
7. I will protect my device by only carrying and storing it appropriately.
8. I will not place decorations (such as stickers, markers, etc.) on the device case or Chromebook.
9. I understand that my device is subject to inspection at any time, without notice and remains the property of the Rockaway Borough School District.
10. I will follow the policies outlined in the Rockaway Borough 1:1 Internet and Network Agreement while at school.
11. I understand that inappropriate content found on the device is subject to disciplinary action.
12. I will be responsible for any damage caused by neglect or misuse.
13. I will not deface the serial number or identification label on my Chromebook.
14. I understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by Rockaway Borough administration.
15. The use of my Google account and Chromebook are for school-related and instructional purposes only.
16. I understand my responsibilities with respect to the care and maintenance of the Chromebook.
17. I understand that I must report any problems or damage to the Chromebook immediately to my homeroom teacher.
18. I understand that the Rockaway Borough School District reserves the right to conduct unannounced inspections of student Chromebooks.
19. I will not share my Google account password with other students. I am responsible for all use under my Google account.
20. I understand that the use of Chromebooks will be governed by all terms and conditions of the Rockaway Borough School District policies and regulations, including but not limited to the Rockaway Borough School District Use of Technology.

I agree to the stipulations set forth in the above documents including the Rockaway Borough School District 1:1 Technology Guidelines, Policies, and Pledge Form.

Student Name: _____

Student Signature: _____

Date: _____

*****This form must be signed and handed in upon receiving your Chromebook or handed in during the first week of school.***

The Internet Safety Pledge

Read each statement and check the box to agree. Sign your name at the bottom!

- I will tell my trusted adult if anything online makes me feel sad, scared, confused, or uncomfortable.
- I will ask my trusted adult before posting photos or sharing information like my name, address, current location, phone number, school name, or parents' credit card information with anyone.
- I won't meet face-to-face with anyone I meet in the digital world. I will tell my trusted adult if someone asks to meet me in-person.
- I will respect the online property of others. I will not copy information without crediting the person who created it.
- I will not take any pictures or videos of anyone without their permission. I will not post photos or videos of anyone without their permission.
- I will ask my trusted adult which sites I can view or use and for how long. I will follow the rules of the websites, such as those based on age or parental approval.
- I will always use good "netiquette" (manners) and not be rude or mean online. I will not "spam" others or use offensive language or comments. If I see mean comments or bullying online, I will tell my trusted adult. I will try my best to be an upstander online.

Adapted from the US Scouts and Girl Scouts internet safety pledges.

Rockaway Borough School District
200-21 Livestreaming Instruction and Educational Services

As you are aware, the school district is working diligently and creatively to ensure your child's safety and peace of mind for the 2020-21 school year. To that end, we have determined that a hybrid instructional model for the upcoming school year may mitigate the spread of COVID-19 and provide for the health and safety of our school community. To effectuate a hybrid model that may include both in-person and virtual learning or simply virtual learning if needed, the school district may implement livestream instruction and/educational services to consenting students that would allow them to in synchronous learning and maintain, to the extent feasible, their regular school schedule during virtual, or remote learning.

Livestream instruction could necessitate group-based, interactive learning during which other parents/guardians/caretakers could overhear or possibly observe your child's participation in the learning. During livestreamed instructions, please understand that there would be no expectation of privacy over the information that your child may disclose during the virtual lesson or discussion, or in his/her image or voice. In other words, your child could be visible and audible to other members of the public as if s/he were participating in a discussion with peers in a public library. Please know that these discussions would be of the curricular content being taught. Any off-topic discussion by students will be redirected by teachers and instructional support staff.

Parents are also expected to refrain from actively listening to or viewing their child's livestream so that a familiar classroom environment can be cultivated. Parental abuse of the livestreaming services could result in the removal of the child's livestreaming privileges. To ensure your understanding and agreement with the rules for your child's participation in this type of instruction, your consent is required below.

If you authorize your child's participation in classroom livestream instruction under either a remote or hybrid instructional model, please complete the form below. Without your signature or consent, your child cannot participate in this form of remote instruction.

As a parent/guardian, I authorize my child to participate in livestream instructional and/or educational services and agree to during the 2020-21 school year.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Sample cost sheet for certain damages

Item Type	Item Description	Cost Range
Chromebook	Chromebook	\$250-\$300
AC Adapter	Adapter Yellow-Tip	\$49.
Battery	Battery 3-Cell Polymer	\$35-\$40
Board Main	Mainboard	\$175-\$185
Board Other	Board LED	\$1-\$2
Board Other	Board Card Reader	\$2-\$3
Cable	Power Cord Black	\$11.
Cable	Cable LVDS For Touch	\$4-\$5
Cable	Cable FFC-TP to MB 211,	\$.50-\$1
Cable	Cable FFC - LED Board to Card Reader Board	\$.50-\$1
Cable	Cable Filtering/Rectification w/twin Cap	\$.50-\$1
Cable	Cable Filtering/Rectification w/single Cap	\$.50-\$1
Camera	Liteon HD Camera	\$14.
Hardware	LCD Hinge W/Bracket- R for Touch	\$7.
Hardware	LCD Hinge W/Bracket-L for Touch	\$11,
Hardware	Thermal Module with Fan	\$7-\$8
LCD	LCD LED Touch Panel	\$120-\$130
Memory SSD	SSD Board	\$30-\$35
Plastic	LCD Cover	\$31.
Speaker	Speaker Set	\$10

