

OCEANPORT SCHOOL DISTRICT

TECHNOLOGY

CHROMEBOOK ACCEPTABLE USE

HANDBOOK



This usage handbook is to be followed in conjunction with the Oceanport School District's established policies including but not limited to 2360 - Use of Technology and 7523 - School District Provided Technology Devices to Students.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Office in the computer lab. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cables such as for charging must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.

Screen Care:

- The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen including at the edges of the frame.
- Never pick up or carry a Chromebook by the screen.
- Do not place anything on the lid cover including books especially when carrying.
- Do not lean on top of the Chromebook.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Using Your Chromebook At School

The Chromebook is intended for use at school each and every day. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. Chromebooks are to be stored charging in their assigned homeroom carts when not in use after normal school hours.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape or labels that are not the property of Oceanport School District. Students may add appropriate themes, music, photos and videos to their Chromebook.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school

Protecting and Storing Your Chromebook

Chromebooks are labeled with an asset tag indicating the assigned student and serial number. Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

When students are not using their Chromebook, the Chromebook must always be in a safe and secure location. When not needed for class they should be stored in student lockers with the lock securely fastened or on a docking cart. Nothing should be placed on top of the Chromebook, when stored in the locker or under a desk. At the end of each day there will be time allocated for proper storage of devices. At this time all students must return their Chromebooks to the carts in their homerooms. Under no circumstances should students take their Chromebooks out of the building.

Chromebooks Left in Unsupervised/Unsecured Areas

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's Office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

New Jersey's Anti-Big Brother Act

The electronic device provided by the Oceanport School District may record or collect information on a student's activity or a student's use of the device. The Oceanport School District will not use any of these electronic capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility

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Student/Parent Signature Form

I have read, understand, and will voluntarily abide by the Oceanport School District's Technology ChromeBook Acceptable Use Handbook available on the district's website <http://oceanport.k12.nj.us/cbhandbook>. I understand that if I violate any of these guidelines my computer and network privileges may be suspended. Also other discipline and/or appropriate legal action may be taken against me. I also understand that damage to the district's technology will result in bills for repair or replacement of the device.

Student
Signature: _____ Date: _____

Parent/Guardian
Signature: _____ Date: _____

**Please submit this sign off sheet to your child's homeroom teacher by
Thursday, September 15, 2016**