

Keyport School District
Chromebook Handbook 2021-2022





Vision Statement: *The Keyport Public School District is striving to inspire our diverse student body to achieve academic excellence and to make positive contributions to society.*

Mission Statement: *The mission of Keyport Public Schools is to challenge each student to thrive in a safe, caring, and stimulating environment.*

The focus of the Chromebook Program for Keyport Public Schools is to prepare students for college and career readiness in the competitive world of digital information. As we navigate the 21st Century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Individual use of Chromebooks is a way to empower and engage students in real-world problem solving and critical thinking opportunities.

The policies, procedures and information contained in this document apply to all Chromebooks used within Keyport Public Schools, and include any other device the Administration considers falling under the umbrella of this policy. Administrators and teachers may set additional requirements for computer use at their individual schools or in their classrooms.

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Receiving Chromebooks

Keyport Central School

6th Grade Class of 2028

- Parents must first sign the Keyport School District's Parent/Student Chromebook Device Agreement and Districts Acceptable Use Policy. *See pages 8 and 12.*
- Chromebooks will then be distributed to students at the next Chromebook distribution date.

7th Grade Class of 2027

- Parents must first sign the Keyport School District's Parent/Student Chromebook Device Agreement and Districts Acceptable Use Policy. *See pages 8 and 12.*
- Chromebooks will then be distributed to students at the next Chromebook distribution date.

8th Grade Class of 2026

- Parents must first sign the Keyport School District's Parent/Student Chromebook Device Agreement and Districts Acceptable Use Policy. *See pages 8 and 12.*
- Chromebooks will then be distributed to students at the next Chromebook distribution date.

Receiving Chromebooks

Keyport High School

9th Grade Class of 2025

- **Incoming freshmen are required to place a \$50 non-refundable down payment for their school issued chromebooks. This will include a brand new Lenovo 100e Chromebook and charger. This device will remain with the student for their entire length of time at KHS. The students will keep this device upon their graduation year 2025.**



- Parents must first sign the Keyport School District’s Parent/Student Chromebook Device Agreement and Districts Acceptable Use Policy. *See pages 8 and 12.*
- Chromebooks will then be distributed to students at the next Chromebook distribution date.

10th Grade Class of 2024

- Parents must first sign the Keyport School District’s Parent/Student Chromebook Device Agreement and Districts Acceptable Use Policy. *See pages 8 and 12.*
- Chromebooks will be disabled upon contract signatures.

11th Grade Class of 2023

- Parents must first sign the Keyport School District’s Parent/Student Chromebook Device Agreement and Districts Acceptable Use Policy. *See pages 8 and 12.*
- Chromebooks will be disabled upon contract signatures.

12th Grade Class of 2022

- Parents must first sign the Keyport School District’s Parent/Student Chromebook Device Agreement and Districts Acceptable Use Policy. *See pages 8 and 12.*
- Chromebooks will be disabled upon contract signatures.

Returning Chromebooks

- KCS ONLY Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Keyport School District for any other reason must return their Chromebook and charger within two (2) weeks of their last day of attendance. If the device is not returned within two (2) weeks a replacement charge of \$170 will be assessed.



- If a student fails to return the Chromebook and charger, at the end of the school year district records may be withheld and/or the device will be reported stolen.

Chromebook Fines

- If a Chromebook is physically damaged, the student will be assessed a fine according to the district's escalating fee structure.
 - First offense - ***free***
 - Second offense - ***\$40***
 - Third offense - ***\$80***
 - Complete replacement cost - ***\$170***
 - Replacement charger- ***\$30***
- 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 \$170 replacement fee will be assessed.
- If a Chromebook is lost or stolen, a replacement fee of \$170 will be assessed for a complete new package, including a charger. The term "**lost**" refers to any district-issued device or component that can not be located upon a reasonable search but will not exceed five (5) school days. Students will be provided with a daily loaner for up to two (2) weeks, allowing time for payment obligations to be met.
- Failure to comply with the Chromebook Policies listed above and the Keyport Public Schools Acceptable Use Policy(AUP) will result in disciplinary action.



Taking Care of Chromebook and Accessories

- Each student is responsible for the general care of the Chromebook assigned to him/her by the district.
- Chromebooks that are broken or fail to work properly must be taken immediately to the teacher and reported to the Keyport School's main office for assessment and repair if deemed necessary.
- General care includes:
 - Close the Chromebook screen before moving it.
 - Do not lean on the top of the Chromebook when it is closed.
 - Be careful with the screen, do not poke it, put pressure on it or place anything on the keyboard before closing the lid (e.g. pens, pencils.)
 - Clean the screen with a soft, dry cloth or anti--static cloth.
 - Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
 - No food or drink is allowed near your Chromebook.
 - Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Keyport Public Schools.
 - Chromebooks must never be left in an unlocked cart or any unsupervised area.
 - Students may be selected at random by teachers or administrators to inspect the Chromebook for damages or misuse
 - Chromebooks should be connected to the power cable when returned to the charging stations at the completion of the school day.
 - 1:1 Chromebooks should be charged at night, as students are responsible for keeping a charged battery every day.

Software on Chromebooks

- The extensions/apps originally installed by Keyport School District must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Students are not allowed to load extra extensions/apps on their Chromebooks.
- Any attempt to “jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action and Chromebook privileges will be revoked.

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Network Connectivity

- The Keyport School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

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Appendix

District Policy -7523

SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.



To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;
2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil



elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;

7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.



The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – “The Anti-Big Brother Act”

Approved: 21 August 2013

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