Moorestown Township Public Schools
1:1 DEVICE PROGRAM STUDENT GUIDELINES AGREEMENT

Excellence, Equity & Engagement via Partnership

This guideline agreement is required for students to borrow and take home a school-owned laptop computer, Chromebook, or iPad (referred to as a "device" in this document) as part of the MTPS 1-to-1 device program. MTPS believes that providing students and teachers with technology tools will support greater engagement, collaboration, and accessibility in the educational process.

I acknowledge and agree with the following statements:

- I have received, read and understand the MTPS 1:1 Device program Student Guidelines, for the 2020-21 school year including the district's notification that pertains to New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act".

- **CHANGED FOR 20-21**: The district does NOT have any accident protection/insurance coverage on student computers. **Any accidental damage to student laptops (including the first damage incident of the school year) will result in the cost of the replacement parts being charged to the family.**   Devices that are found to be damaged due to misuse, deliberate damage, repetitive damage, or neglect may result in an additional fine being charged to the family and/or disciplinary action taken against the student. Normal wear which results in worn parts needing to be replaced will not result in a charge for repair or replacement.

- All equipment issued to a student must be returned at the end of the school year. Failure to return each item will result in a fee for the replacement cost. Equipment that is lost or stolen will result in a fee for the replacement cost. Equipment returned after the annual return deadline may result in a late fine.

- Use of an MTPS device also falls under the rules of the MooreNet Acceptable Use Agreement that parents and students agree to each year.

- 1:1 devices might NOT have any web filtering on them when they are away from the MTPS network. So, there may be no web content filtering on the device when they are used at home. Parents/Guardians accept full responsibility for supervising their child's Internet use away from school.

Please agree to this document ONLINE **through the Genesis Parent Portal by Aug 26, 2020**.

A PARENT/GUARDIAN must agree to this online through hGenesis.

STUDENTS in grade 6-12 must <u>also</u> agree to this online through Genesis using their own Genesis account.

Sign this form ONLINE through GENESIS

MOORESTOWN TOWNSHIP PUBLIC SCHOOLS

1:1 DEVICE PROGRAM - STUDENT GUIDELINES

I. **Vision**

Moorestown Township Public Schools (MTPS) is preparing students to meet the challenges of a dynamic global society in which they participate, contribute, and achieve their educational and personal goals. MTPS wishes to allow for flexibly advancing the learning of all students toward attainment of college and career-readiness standards. MTPS provides students and teachers with the technology tools, such as laptops, Chromebooks, or iPads (collectively referred to as "devices"), and skills necessary for student-directed learning. The Moorestown Township Board of Education recognizes the use of technology in the educational process is an essential part of the schooling experience. Through purposeful use of Internet-enabled technology at school and away from school, students, teachers, and staff are able to access current information, laws, news, and a variety of other valuable resources from sources across the world.

II. **Goals**

a.   Students use reasoning, creativity, and collaborative problem solving related to authentic, real-world issues.

b.   Students are productive and engaged in their learning experiences.

c.   Students practice good digital citizenship in their online behavior.

d.   MTPS provides consistent and appropriate access to technology for students for instructional purposes.

III. **Terms of Equipment Loan**

Students in certain grade levels may be offered a type of take-home device.   The device will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the device for the remainder of the school year in which it was issued, until the student withdraws from school, or until the device is removed from the student's possession for administrative reasons. Students are responsible for bringing the device to school, taking it home each day, and ensuring it is charged for use the following day.

All 1-to-1 equipment (laptop/Chromebook/iPad, power cord, and other accessories) must be returned to the school by the last week of the school year. Equipment not returned will result in a fine for the replacement cost of the missing equipment. Equipment returned late may result in a late fine being charged.

MTPS reserves the right to change the terms of the loan or this guidelines document at any time or to terminate the 1:1 device program at any time and for any reason.

General Usage Rules

In conjunction with the Board's Acceptable Use Policy for technology and other applicable Board Policies, Regulations and procedures, these 1-to-1 Device Program Guidelines shall apply to all student devices issued by and used in the District, including any other similar District electronic equipment and/or devices considered by the District Administration to come under these Guidelines. Teachers may set additional requirements for use of devices in their classrooms in accordance with District Policy and curricular standards. The use of the device both in school and at home will be monitored by the Administration through a mobile device management software. Any violation of Board policy, these Guidelines, or the MooreNet Acceptable Use Agreement will result in school discipline according to the Board's Student Discipline Guidelines. The device is the property of the Board and subject to review and monitoring.

Devices Left At Home

If students leave their device at home, they remain responsible for completing all course work as if they had their device present. Repeated failures to bring their device to school (totaling minimum of three (3) consecutive or nonconsecutive days) will result in a loss of home use privileges for one (1) week, and students must leave their device in school in a designated area. Continued or consistent failures to bring the device to school may result in a total loss of device privileges and/or other disciplinary action in accordance with the Board's student disciplinary policies.

Opt Out of Take-Home Portion of the 1:1 Device Program

Although take-home participation in the Program is strongly encouraged, it is not mandatory. If parents/guardians of students eligible to participate in the Program do not wish for their student to take home a device as part of the Program, the parent/guardian must notify the school principal. If, at any time after the student receives a device, the student's parents/guardians do not wish for the student to participate in the take-home portion of the Program any longer, the parent must notify the school principal in writing and return the device and all District issued accessories in the same condition they were issued. That equipment may still be used by the student during the school day, but must be returned to a designated location at school at the end of every day. Once a student's parents/guardians have opted out of take-home, the student may not resume participation in that aspect of the Program unless a request for same is submitted in writing and approved by the District Administration. Any loss, damage, or other unauthorized use will be handled as provided herein.

Device/Network/Internet General Functionality

The district can make no guarantee that the device will function properly, that it will operate with a student's home computer network (or any other network) properly, nor that the computer network at school will function properly 100% of the time. The District is not responsible for lost or missing data as a result of these and is not responsible for proper network functionality while the device is attempting to use a non-MTPS computer network.

IV. **Hardware and Software Issued**

 a. Laptop computer, Chromebook, iPad, or other computer device with battery and integrated web camera
 b. AC adapter/power cord
 c. Carrying case (for certain device types)

All devices have a logging/monitoring system that is activated when the device is logged on. The school does not have at-will remote control access to the web camera installed on each computer.

Students may not install additional software except software specifically chosen by MTPS and approved by MTPS tech staff.

V. **General Device Care Guidelines**

Students are responsible for the general care of the device, including, but not limited to, the following.

 a. For prolonged periods of inactivity, close the lid of laptops and Chromebooks to protect the screen and conserve battery life.
 b. Please be aware that overloading the device bag WILL damage the device. Take precaution when placing the bag on a flat surface. When using a Chromebooks or laptop, keep it on a flat, solid surface for air to circulate. For example, using a laptop while on a carpet or bed can cause damage due to overheating.
 c. Liquid, foods, and other debris can damage the device. Avoid eating or drinking while using the device. DO NOT keep food or food wrappers in the carrying case.
 d. Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up laptops and Chromebooks by the screen or placing fingers directly on the screen with any force.
 e. Never attempt to repair or reconfigure the device. Never attempt to open or tamper with the internal components of the device…doing so will render our warranty void and will be considered intentional damage.
 f. Take care when inserting cords, cables, and removable storage devices to avoid damage to the device's ports.
 g. Do not expose the device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage.
 h. A label has been applied to the device for ID purposes and must not be removed, altered, covered, or destroyed. Do not place additional stickers/items on the computer. Remember the device is the property of MTPS.
 i. Keep the device away from magnets and magnetic fields, which can erase or corrupt data. This includes, but is not limited to, large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

VI. **Cleaning The Device**

 a. Wash hands frequently when using the device to avoid buildup on the keyboard, touchpad or touch screen. Grease and dirt can cause the cursor to jump around on the screen.
 b. Always disconnect the device from the power outlet before cleaning.
 c. To clean the device, wipe it down with a soft, dry cloth.

d. If you wish to periodically sanitize the device, make sure to turn it off and unplug it from power before sanitizing it. Use a clean cloth with a small amount of sanitizing liquid applied to the cloth. Sanitizing liquid should be rubbing alcohol-based (no more than 60% alcohol). Do NOT use bleach-based liquids. Gently wipe all surfaces of the device with the dampened cleaning cloth, then let the device sit for at least 10 minutes or more until it has dried thoroughly before plugging it in or turning it on.

VII. Screen Care

a. Do not pick up laptops or Chromebooks by the screen.

b. Do not touch the screen with pens, pencils, or any sharp instrument.

c. Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.

d. Do not lean on top of the device and avoid placing excessive pressure or weight on the device.

e. Clean the screen with a soft, dry cloth, or anti-static cloth.

f. A cloth dampened with a very small amount of water can be used to wipe down the LCD screen if it is particularly dirty. There are also "screen wipes" sold in the electronics department of local stores that may be used.

g. NEVER clean the screen with glass cleaner and never clean it with bleach or other chemicals.

VIII. Carrying the device

a. Devices and components are to be carried in the school-provided carrying case. If students carry the device without a case or in a non-school-provided case or backpack and damage occurs as a result, that may be considered damage through negligent care, resulting in a fine and/or disciplinary action.

b. Carrying the device in its case in a backpack is not recommended, but if it is carried in a backpack, it should be in the carrying case while in the backpack, and the backpack should not be overloaded.

c. Devices should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case in order to prevent damage.

d. Close the lid before moving or carrying a laptop or Chromebook..

e. Do not leave the device in a vehicle for extended periods of time or overnight.

f. Carefully unplug all cords, accessories, and peripherals before moving the device or placing it in the carrying case.

g. Do not overload the carrying case since it is likely to cause damage to the device. Textbooks, notebooks, binders, etc. are not to be placed in the carrying case.

IX. Security

a. NEVER leave devices in **unsupervised** areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, unlocked classrooms, gyms, dressing rooms, restrooms, and/or hallways. Secure your device in your locker (if you have one) or a locked classroom with the teacher's permission before going to class in an unsecured area.

b. Avoid using the device in areas where damage or theft is likely (such as bathrooms/restrooms - where the device could get wet, or airport/bus/train terminals - where it might get misplaced and stolen).

c. When students are not using them at school, devices should be stored in their locked lockers or in a locked classroom. NOTHING should be placed on top of the device in the locker. Students are expected to take their devices home every night, regardless whether or not they are needed at home that night.

d. Devices should not be stored in a vehicle. If a device is placed in a vehicle temporarily, it must not be visible from the outside.

e. During after-school events, students are still expected to maintain the security of the device. Students participating in sports events will secure the devices by locking them inside their locker. Unsupervised devices will be confiscated by staff and returned to the tech team at that school.

f. Continued or consistent failures to keep a device secure may result in a total loss of device privileges, and/or disciplinary action in accordance with the Board's student disciplinary policies.

X. Loaning Equipment to Others

a. Students may not lend devices or device components to others for any reason.

b. Parents/legal guardians may use the device to assist their child who is assigned the device with homework and school assignments.

XI. **Power Management**

    a. It is the student's responsibility to recharge the device so it is fully charged at the beginning of each school day. Power outlets might not be accessible in classrooms for recharging.

    b. Devices should be placed in standby mode or hibernate, if they will be used within the next 30 minutes; otherwise, the device should be shut down to conserve battery. Hibernate mode will use less battery charge than standby mode but will start back up a little slower.

    c. Dimming the brightness of the screen will extend the life of the battery.

    d. Uncharged batteries or failure to bring the device to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.

    e. All students are required to carry their chargers (power adapters) to school.

    f. Students will only use power adapters supplied by the school.

    g. Be careful not to cause a tripping hazard when plugging in the device.

XII. **Software and File Management General Information**

    a. Devices are provided with a set of standard pre-loaded software and software configuration. The provided software and configuration may not be altered by students or parents.

    b. Do not remove any software or change computer settings, unless directed by school staff.

    c. Software applications may be installed by members of the MTPS technology services department.

    d. Some software applications may be made available to students to install through a self-service system if they have a need for that non-standard software.

    e. The software installed by MTPS must be left in usable condition by users of the device.

    f. Do not change the computer name.

    g. Do not remove or change operating system extensions.

    h. Do not attempt to circumvent any security restrictions or security settings on the computer.

    i. The school does not accept responsibility for the loss of any data deleted due to re-imaging or maintenance performed on the device by MTPS staff.

    j. Periodic software updates will automatically install on the device as those updates become available.

Music, Games, or Programs

The MooreNet Acceptable Usage Agreement states that students are expected to comply with ethical-use guidelines and abide by the federal copyright laws. Music, videos, and games may not be downloaded, installed, or saved to the hard drive unless the student has permission from the teacher for an educational project.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the device.

Student Storage/Saving Files

    a. Students are expected to use their MTPS Google account (@mtps.us) and Google Drive to save school-related files.

    b. Students may use local storage locations such as the "My documents" folder or desktop for **temporarily** saving files, but note that those locations are NOT backed up and files saved there WILL BE LOST if the device needs to be reimaged and MAY BE LOST if technical staff need to troubleshoot the computer.

    c. Students' "P-drive" on the MTPS computer network may be used for saving files on Windows laptops, but note that the P-Drive is NOT ACCESSIBLE FROM THE INTERNET so files saved there will not be accessible from home.

    d. The use of thumbdrives or other external storage media is not recommended.

Screensavers/Wallpapers

Devices are configured with a standard screensaver and background wallpaper which should not be modified.

Passwords

Students will login using their assigned usernames and passwords. Students will not share their password with others.

Sound

Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with permission from the teacher.

Printing

    a.   Help conserve our instructional resources by using "print preview" or digital transmission of work when possible.

    b.   Students will be able to utilize one or more common-area printers in the school during the school day. Appropriate school printers will be automatically installed and available on the device.

    c.   If students have a printer at home, they may plug it into the appropriate port on an MTPS device and attempt to use it for printing, but at-home printing functionality is NOT GUARANTEED NOR SUPPORTED by MTPS.

XIII.   Email and Internet Use

    a.   Email accounts are provided by the school, with certain functional restrictions by grade level. Email correspondence must be used for educational purposes only. Electronic communication coming from or going to the school issued device can and will be monitored to make sure the terms of the agreement are being followed. Digital communications 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, vodcasts, and online collaboration sites.

    b.   As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the district on the district's wired and wireless network. THERE MAY BE NO FILTERING OF INTERNET CONTENT ON MTPS DEVICES WHEN THEY ARE NOT CONNECTED TO THE MTPS NETWORK AND ARE AWAY FROM SCHOOL GROUNDS. Parents are asked to discuss rules for use of the device while away from school with their child to ensure that the child is supervised and using the device appropriately. It is the primary responsibility of the student to appropriately use the device, network, and the Internet. Moorestown Public Schools will not be responsible for any harm suffered while on the Internet or network.

    c.   Students are required to notify building personnel if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety

As part of MTPS curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals online. MTPS asks students to:

    a.   Immediately report any unauthorized activity on the Internet or network.

    b.   Notify a teacher immediately if they accidentally access an inappropriate site.

    c.   Never read someone else's email or open someone else's folders or files without 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.

    f.   Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; accurately cite sources of information.

    g.   Protect their accounts by keeping passwords secure and logging off or locking the device when not using it. 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 a student's account is logged in to a computer, that student takes responsibility for that use. Keep your password a secret.

    h.   Protect personal information. Never give full name, addresses, phone numbers, passwords, or social security numbers for oneself or others. Use a "code name" with online viewers/organizations you do not know!

    i.   Do not falsely represent one's age to websites that require users to be a certain age to use their services.

    j.   Avoid online sites and materials that do not support the curriculum or are inappropriate for educational use.

Off-Site Internet Use

    a.   MTPS will not serve as a home Internet service provider. Additionally, the District may NOT provide Internet filtering for the devices while connecting to the Internet away from school and/or on a non-district network connection. It is the responsibility of the parent or guardian to set additional rules for use while away from school and monitor their child's device use, especially Internet access, while away from school.

b. MTPS is not responsible for providing Internet access outside of school. The ability to access the Internet from home varies from situation to situation. No guarantee is implied. If you do not have Internet access at home, please contact your school's guidance department for information on possible options.

XIV. **Monitoring Device Usage**

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act" - *A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.*

a. When students are away from school, it is the responsibility of the parent and/or guardian to supervise the student's activity. Students will provide access to the device and any accessories assigned to them upon request by the school or district. A search of the device and student files may be conducted if there is suspicion that any policies, procedures, guidelines, or laws have been violated.

b. Moorestown technicians and personnel will be able to monitor student devices at any point during the day through remote transmission.

c. Students may be selected to provide their device for inspection. Students with damaged devices who failed to report the damage will be subject to additional fines and disciplinary actions.

Privacy

a. There is no expectation of privacy regarding the contents of computer files or communication using any school-provided computer, network, or service. Moorestown Township Public Schools reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via MTPS's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned devices, computers, or other equipment.

b. All devices have a tracking/monitoring system that is activated when the device is on. The school does not have remote access to the web camera installed on each computer and will not use the web camera in a manner that would violate the privacy rights of the student or any individual residing with the student.

c. Capturing video, audio, or photography while on school grounds must be used for educational purposes and follow all school policies.

XV. **Damages, Theft, and Malfunction**

Damage (CHANGED FOR 20-21)

a. Damage should be reported to the school within 1 school day of the damage occurring.

b. Accidental damage to the device will result in a fee being charged to the family for the replacement or repair cost of the damaged components, or the laptop itself if MTPS determines that it is damaged beyond repair. The fee for the replacement parts will be charged even for the first accidental damage incident of the year.

c. Parts of the device that wear out through normal usage will not be charged a fee.

d. A replacement or repair fee will be charged for damaged chargers, batteries and carrying bags.

e. Frequent/repeated damage, negligent care, and/or deliberate damage to the equipment may result in school discipline according to the Board's Student Discipline Guidelines and/or fines.

Theft/Loss/Vandalism

a. If at any point a device is stolen or lost during the school day or is vandalized or linked to a criminal act; the student is to immediately report it to their teacher or school administration. At that time, an appropriate report will be filled out by the student.

b. If at any point a device is stolen or lost while off school property or is vandalized or linked to a criminal act, it must be reported to the Moorestown Police Department by the parent or student and a copy of the police report must be brought to the school within 24 hours (excluding weekend/holiday) to be given to school administration.

c. Filing a false police report and insurance claim is punishable by law.

  d. Equipment that is lost or stolen will result in a fee to the family for the replacement cost of the equipment.

Malfunction and Loaner Equipment

  a. General malfunctions of the device or the software on it should be reported to the student's teacher (who will relay that to the technology department), or it may be brought to the student helpdesk room at an appropriate time, or it may be reported via a call or email to the student helpdesk.

  b. Loaner equipment may be provided to a student if their regular equipment is malfunctioning, damaged, or otherwise in need of repair and will not be usable or accessible to the student for an extended period of time. This is subject to the availability of spare equipment in the district on a first-come, first-served basis.

  c. Students are responsible for loaner equipment as if it were the equipment assigned to them for the school year.

  d. Any damage to a loaner device while assigned to a student will be charged to the student's family.

Financial Responsibility

  a. Devices that are found to be damaged due to misuse, deliberate damage, or neglect may result in a repair fee being charged to the students/parents of the responsible parties and may result in an additional fine or disciplinary action.

  b. Devices are given out with an integrated battery, charger, and possibly other accessories that all must be returned at the end of the school year. Failure to return each item will result in a fee for that item.

  c. Returning equipment after the annual deadline for returning equipment may result in a late fine.

  d. Non-return of equipment, or equipment that is reported stolen or lost, will result in a fee for the replacement cost of that equipment.

XVI. **LIMITATION OF BOARD LIABILITY**

The 1:1 devices permit students' access to the Internet and other online materials. The Internet and certain sources of online materials accessible through the device constitute an unregulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that student device users may locate. The Board cannot and does not guarantee the accuracy of the information or the appropriateness of materials that a student device user may encounter or access. Furthermore, the Board will not be responsible for any damage any student device user may suffer, including but not limited to, loss of data or interruptions of service; nor shall the Board be responsible for financial obligations arising through the unauthorized use of the device. By virtue of a student's participation in the 1:1 Device Program, both the student and his/her parents/guardians agree to indemnify and hold the District and the Board harmless for any inappropriate material encountered or acquired through the use of a device.

Table of <u>Estimated</u> Pricing for Damage/Loss/Replacement*

Parts/Repairs	Fee
Screen (LCD panel)	**$200.00**
Keyboard	**$40.00**
Trackpad/Touchpad	**$50.00**
Power Adapter	**$50.00**
Battery	**$120.00**
Hinge	**$40.00**
Built-in camera	**$40.00**
Carrying case/bag	**$20.00**
Asset Tags/Labels	**$5.00**
Top housing/cover panel	**$50.00**

	Bottom housing/cover panel	**$35.00**
	Personal stickers/sticker residue cleanup fine	**$5.00**
	Entire Windows laptop	**$600.00**
	Entire iPad	**$450.00**
	Entire Chromebook	**$300.00**
The costs of these and any other parts needed for repairs will be based on the vendor's current pricing.		