



#1. STUDENT CHROMEBOOK 1:1 AGREEMENT FORM

The one-to-one initiative will give students the opportunity to be involved in the learning process in new and engaging ways. As a tool with such a prominent role in the daily educational process, it is imperative to establish procedures and guidelines for the appropriate use of this device. Students will be issued a Chromebook, which is the property of the Carlstadt-East Rutherford Regional High School District. The purpose of this document is to outline appropriate procedures and expectations as they relate to Henry P. Becton Regional High School.

Students will receive a Chromebook, a charger and a Chromebook cover. At all times the legal title of the Chromebook is in the possession of the Carlstadt-East Rutherford Regional High School District. Student's right of possession and use is limited to and conditioned upon their full and complete compliance with this Agreement and the District's Acceptable Use of Computer Networks and Resources Policy and Regulation. Students have no rights of confidentiality when using the Chromebook. Contents of email, information regarding internet usage, and network communications may be reviewed at the sole discretion of the District. By signing this Agreement, students further acknowledge that the Carlstadt-East Rutherford Regional High School District is required by law to comply with the New Jersey Public Information Act. As such, students agree to comply fully and in a timely manner with any and all directives issued by the District in its efforts to comply with the Public Information Act. Students further recognize that this may result in the release of email content, Internet use history, network communications, and other similar information to third parties, if so required by law.

As a recipient of a district issued Chromebook, the student receiving the device and their parents/guardians signing this form agree to the following:

- **Device Use:** Students should use the assigned device for educational purposes only. Students are expected to bring their assigned device to all classes each day with a full battery charge. Students shall comply at all times with the Henry P. Becton Regional High School Student Handbook and Code of Conduct, including the Acceptable Use of Computer Networks and Resources Policy and Regulation. The use of each device assigned to a student is subject to the acceptable use guidelines described in BOE policies and regulations #2361 and #7523. Failure to comply may result in the immediate termination of student's rights of possession and the District may repossess the Chromebook.
- **Student's right to use and possess the Chromebook:** Student's rights terminate upon withdrawal/graduation from Henry P. Becton Regional High School, unless otherwise terminated earlier. Student's failure to return the property in a timely manner will be



considered unlawful appropriation of Carlstadt-East Rutherford Regional High School District property. Students continued use of the Chromebook for non-school purposes without district consent may also be considered unlawful appropriation of district property and may result in disciplinary and/or legal action.

- **Chromebook is Required Each Day of Class:** Students are required to bring fully charged Chromebooks to class every day. Students are expected to take their Chromebook home every night for assignments and recharging. All rules and regulations that are in effect during the school day extend to home use of the Chromebook. If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present and the classroom teacher may deduct points as deemed appropriate. If a student repeatedly leaves their Chromebook at home, they may be subject to disciplinary consequences.
- **Inappropriate Content:** Inappropriate content will not be allowed on Chromebook devices. The presence of inappropriate material, including but not limited to pornographic material; inappropriate language; weapon-related content; alcohol, drug, and/or gang-related symbols or pictures, will result in disciplinary action and possible loss of Chromebook privileges.
- **Loaning or Borrowing Chromebooks:** Students shall **NOT** loan their Chromebooks to other students or borrow a Chromebook from another student. Students shall not share their passwords or usernames with others.
- **Required Accessories:** There are no specific required accessories at this time for the Chromebook. Any additional items such as a case can be purchased by the individual student.
- **Manufacturing Defects and Technical Problems:** Any manufacturing defects of the assigned device should be brought to the immediate attention of the Technology Department. Students will be required to submit a *Technical Support Form* located on your Google Drive identifying the problem and the student will be contacted with instructions on how to proceed.
- **Modification of the Chromebook:** Students shall not modify the Chromebook in a way that will permanently alter it, either physically and/or electronically, other than as instructed by an administrator or other school personnel. Students are not permitted to apply marks, stickers, or other decorations to District-provided Chromebook covers. Any alternation or destruction of a Chromebook or cover will result in the student having to



pay for its replacement. Student Chromebook will be labeled by The Carlstadt-East Rutherford Regional High School District to identify and track each device. Chromebooks will be identified by a serial number and a CER label. Students are prohibited from altering these identifying marks.

- **Damage Fee:** Refer to the *Chromebook Annual Usage Fee Form* as to what is covered and excluded. Similar to textbooks, the student is responsible for maintaining their Chromebook in proper working condition. Students are NOT to place stickers of any adhesive decoration to their Chromebook. All devices, regardless of condition, will be returned to the Technology Department in June for routine summer maintenance.
- **Lost Device Fee:** Refer to the *Chromebook Annual Usage Fee Form* as to what is covered and excluded. All students are responsible for the security of their Chromebook. Devices should be kept with the students at all times, or secured in a student's hallway locker. Students who lose their device are required to pay a fee in the amount of \$400.00 to cover the cost of a replacement device. Students maintain their right to report circumstances that result in the loss of damage of their device. The student's responsibility and obligation for the Chromebook is the same as any district-issued textbook.
- **Software and Applications:** The Technology Department reserves the right to audit and remove any software in the student assigned device at any time. The Technology Department may require the installation of software that will have access to personal information stored in the student assigned device.
- **Electronic Recording Capabilities:** Any electronic recordings obtained with the device must be for instructional/educational purposes only. Students must obtain prior approval from a staff member in order to use the audio, image or video recording capabilities of the device. Students should ask all individuals being recorded for their permission before starting to record. No recording should start without the permission of all individuals being recorded. In addition, electronic recordings obtained with the device may not be shared, published or re-broadcasted for any reason by the student without obtaining the permission of the district and all individuals present in the recording.
- **Privacy:** As per the guidelines of the NJ Anti-Big Brother Act (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44) the Board of Education reserves the right to examine, restrict, or remove electronic data from devices assigned to students. Students and their parent/guardians understand the assigned device may record or collect information on the student's activity or the student's use of the device. Students and parents/guardians



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further understand that all communication sent or received while connected to The Carlstadt-East Rutherford Regional High School District network infrastructure and services can potentially be recorded and archived. The District reserves the right to share any of such archived records with law enforcement authorities if deemed appropriate by the District. In addition, the District reserves the right to use the geolocation features of the device to track its location in case it is lost or stolen. The District shall not use any of the recording or geo-location capabilities of the device in a manner that would violate the privacy rights of the student or any individual residing with the students.

- **Recording Feature and Camera:** The Chromebook comes equipped with a microphone, front-facing camera, and video capabilities. The Carlstadt-East Rutherford Regional High School District reserves the rights concerning the recording and/or publishing of any student or staff member's work or image. Student must obtain permission from the principal or designee before recording an individual or group or publishing a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the District's Acceptable Use of Computer Networks and Resources Policy and Regulation.
- **Access to Internet Material:** In accordance with the "Children's Internet Protection Act" (CIPA), The Carlstadt-East Rutherford Regional High School District will use appropriate filtering measures to limit the exposure of students to indecent or objectionable material on the internet while the device is connected to the school network. Furthermore, District staff will monitor student use of the device while on campus and provide guidance in the appropriate use of the device and the access to the global Internet. Parents/guardians understand that district Internet filters are not in place for the Chromebook when used at home, agree to monitor the student use of the device while off campus, and are encouraged to establish rules of usage with the student.
- **Data Security/Intellectual Property/Academic Integrity:** Students are responsible for the security of the data stored on their district assigned device. No passwords or login information should be shared with any classmate. Students recognize that all content created on a district device and using a district Google account is not subject to intellectual property claims. Students further recognize that all activity should follow the expectations for Academic Integrity as described in the Henry P. Becton Regional High School Student Handbook.