



# **GLASSBORO PUBLIC SCHOOLS**

## **1:1 STUDENT LAPTOP GUIDELINES**



## **Expanding Student Access to Technology**

Revised 8/23/2017

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*Portions of this handbook are adapted from:*

- *Collingswood, Delsea-Elk, Hillsborough, and West Deptford 1:1 Device Guidelines*
- *GTPS District Policies and regulations 2160, 2161, and 7523*
- *Gloucester Township Public Schools 1:1 Chromebook Guidelines*

## I. Instructional Goals

Glassboro Public Schools will promote the following instructional goals and strategies with the 1:1 Student Laptop Initiative: 21st Century Skills, Meaningful Student Engagement, Individualized Learning, Inquiry/Problem-Based Learning, and Equity of Access.

- ***21st Century Skills:*** We will ensure that students have high level 21st century skills which will prepare them for high school, college, and careers. This includes technology proficiency, problem solving, and collaboration.
- ***Meaningful Student Engagement:*** We will offer 1:1 computing to make school more engaging and relevant for our students and to support meaningful assignments.
- ***Personalized Learning:*** We will offer more differentiated and targeted learning experiences.
- ***Inquiry and Problem-Based Learning Opportunities:*** Through authentic and collaborative experiences, students will solve problems and demonstrate their learning through inquiry based activities.
- ***Equity of Access:*** We will bridge the digital divide by providing all students with access to technology tools and resources for anytime, anywhere learning.

## **II. Terms of Student Laptop Loan**

### **A. Issue of Student Laptop:**

The Laptop will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the Student Laptop for the remainder of the school year in which it was issued, or until the student withdraws from school. Students are responsible for bringing the Student Laptops to school, taking them home each day, and ensuring they are charged for use the following day. The Student Laptops are not to be left unsupervised at home or at school in unsecured locations. Student Laptops will be stored by the school over the summer months.

### **B. Charger:**

Students will be issued a charger. Students are responsible for returning the charger at the end of the school year in which it was issued. Chargers will be stored by the school over the summer months.

### **C. Carrying Case:**

Students will be issued a carrying case for the Student Laptop. No other case shall be used to carry the Student Laptop. Other materials such as textbooks should not be stored in the case.

### **D. Operating System:**

Student Laptops run the Windows Operating System and most applications are web-based. They also have web-filtering and antivirus services. Additionally, all Student Laptops have a tracking and monitoring system that is activated when the Student Laptop is logged on. The school does not have remote access to the web camera installed on each Student Laptop.

### **E. 1:1 Device Agreement:**

All students and parents/guardians must sign agreements to abide by the district's 1:1 device agreement to participate in the Student Laptop Initiative.

### **F. User Fee:**

All students must pay a mandatory User Fee in order to receive a Student Laptop. Details of the User Fee are in section VII of this handbook.

### III. Acceptable Use

**Acceptable Use:** Students must follow Glassboro Public School District's policies and guidelines for acceptable use.

1. Students must use the Student Laptops, network, and email capabilities for educational purposes only.
2. Students are prohibited from creating or sending offensive, obscene, or harassing messages, images, videos, or audio transmissions.
3. Students are prohibited from damaging Student Laptops, networks, systems, software, "jail breaking", or "hacking". Students are responsible for any damage caused by neglect or vandalism.
4. Students are prohibited from accessing another's folders, files, password, or accounts.
5. Students are expected to follow copyright law and educational fair use policies.
6. Students are prohibited from circumventing any security features. If a student becomes aware of a security flaw on a Student Laptop or network, the student is required to report the security flaw directly to a teacher immediately.
7. Students should not give out personally identifiable information to any web-based services.
8. Students are prohibited from accessing personal social media using district devices or network.
9. Students may not use district devices or network for computerized gaming, other than educational games assigned or authorized by a teacher.
10. Students should protect their password to all accounts. Never give your password out to another student.
11. Students will face consequences for violating the Acceptable Use Policy which may include suspension or revocation of the Student Laptop, email, and/or network privileges.
12. All conduct on Student Laptops and the district network is also subject to the district discipline code.
13. Please refer to Glassboro Board of Education policies 2361 (Acceptable Use) and 7523 (District Issued Technology)

## **IV. Safety and Security**

### **A. "Anti-Big Brother" notification:**

The Laptop is the property of the school district. Student activity on the Student Laptop, including browsing history and files, may be monitored by the school district. The Student Laptop is equipped with a camera. The school district will not utilize the camera to monitor students or violate student privacy. In the event that a Student Laptop that is reported stolen, GPS may take steps to locate the device including accessing images on the Student Laptop.

### **B. CIPA certification:**

The district Technology Supervisor certifies that Glassboro Public Schools provides internet filtering and instruction on appropriate online behavior in accordance with the Children's Internet Protection Act (CIPA).

### **C. Loaning Equipment to Others:**

Students may not lend the Student Laptop, charger, or sleeve to others for any reason. This includes other family members. Parents/legal guardians may use the Student Laptop to assist their child who is assigned the Student Laptop with homework and school assignments. Parent/Guardians are not to test the Student Laptop's security features or filtering by attempting to circumvent security features or by typing inappropriate sites into the Student Laptop.

### **D. Passwords:**

Students will login under their assigned usernames and passwords. Students will not share their password with other students.

### **E. Device Security:**

Students should never leave Student Laptops in unsupervised areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, hallways. Secure your Student Laptops in your locker before going to class in an unsecured area.

**F. Internet Safety:**

As part of our curriculum, students will be instructed about appropriate online behavior and safety precautions. We ask students to:

- Immediately report any unauthorized activity on the Internet or network.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never read someone else's email or open their folders or files.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, obscene, or inflammatory content.
- Never arrange to meet an unknown person.
- Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
- Protect your user account by keeping your password secure. Do not leave your Student Laptop logged on while unattended. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the Student Laptop at the time of the activity. If your account is logged on, you are responsible. Keep your password a secret.
- Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself or others. Do not post personally identifiable information where unknown viewers can see it.

## **V. Care and Maintenance**

### **A. Student Laptop Care Guidelines:**

- For prolonged periods of inactivity, you should shut down completely before closing the device. This will help conserve the battery.
- Please be aware that overloading the carrying case will damage the Student Laptop. Take precaution when placing the case on a flat surface. When using the Student Laptop, keep it on a flat, solid surface for air to circulate. For example, using a Student Laptop while on a carpet or bed can cause damage due to overheating.
- Always disconnect the Student Laptop from the power outlet before cleaning.
- Clean the screen with a soft, lightly dampened, lint free cloth, or use LCD approved anti-static screen cleaners or wipes.
- Wash hands frequently when using the Student Laptop to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

### **B. Screen Care:**

- Do not pick up the Student Laptop by the screen.
- Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
- Do not lean on top of the Student Laptop.
- Avoid placing excessive pressure or weight on the Student Laptop screen.
- Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- Never clean the screen with glass cleaner.

### **C. Carrying the Student Laptop:**

- All Student Laptops and components are to be carried in the school-provided carrying cases at all times. Do not place the Student Laptop into another bag.
- Student Laptops should always be shut down or placed in sleep/hibernate mode before being placed in the carrying case.
- Always close the device before moving or carrying the Student Laptop.
- Do not leave the Student Laptop in a vehicle for extended periods of time or overnight.
- Carefully unplug all cords, accessories, and peripherals before moving the Student Laptop or placing it in the case.
- Do not overload the Student Laptop carrying case. Only the Student Laptop and charger should be carried in the case.
- Liquid, foods, and other debris can damage the Student Laptop. You should avoid eating or



drinking while using the Student Laptop.

- Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Student Laptop by the screen or placing your finger directly on the screen with any force.
- Never attempt repair or reconfigure the Student Laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the Student Laptop.
- Do not expose the Student Laptop to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Student Laptop.
- A label has been applied to your assigned Student Laptop for ID purposes. Please do not place additional stickers/items on the Student Laptop.
- Keep your Student Laptop away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, or vacuum cleaners.

**D. Storing the Student Laptop:**

- Avoid using the Student Laptops in areas where damage or theft is likely.
- When students are not using the Student Laptops, they should be stored in their secured lockers. Nothing should be placed on top of the Student Laptop in the locker. Students are expected to take their Student Laptops home every night
- Student Laptops should not be stored in a vehicle at home. If a Student Laptop is placed in a vehicle temporarily, it must not be visible from the outside.

## **VI. Monitoring Student Laptop Usage**

### **A. Anti-Big Brother Act Notification:**

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

"The Anti-Big Brother Act", Glassboro Public Schools informs you that the Student Laptop may record or collect information on the student's activity or the student's use of the device. The device is equipped with a camera, global positioning system, and other features capable of recording or collecting information on the student's activity or use of the device. The school district 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.

### **B. Monitoring Usage:**

- Students will provide access to the Student Laptop and any accessories assigned to them upon request by the school or district. A search of the Student Laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.
- School District technicians and personnel will be able to monitor Student Laptops at any point during the day through remote transmission.
- Students may be randomly selected to provide the Student Laptop for inspection. Students with damaged Student Laptops who fail to report the damage will be subject to additional fines and disciplinary actions.

### **C. Privacy:**

- There is no expectation of privacy regarding the contents of the Student Laptop or communication using any school-owned Student Laptop or network. Glassboro Public Schools reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via the school's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned devices, the district network, or email systems.
- All Student Laptops have a tracking/monitoring system that is activated when the device is logged on.
- Capturing video, audio, or photographs without consent of the classroom teacher is forbidden.

## **VII. User Fee, Damages, and Loss**

### **A. User Fee and Damages Covered:**

Student must pay a \$20 Mandatory Annual User Fee in order to receive a laptop. The User Fee will cover minor repairs of Student Laptop, product defects, and accidental damages. The User Fee is non-refundable.

### **B. Damages Not Covered:**

Students and parents/guardians are responsible for damages not covered by the User Fee. The User Fee does not cover:

- Willful or malicious damage
- Lost Student Laptops
- Negligence (repeated accidental damages or damages due to improper care may be judged negligent care of the Student Laptop)
- Chargers, carrying cases, or other peripherals

### **C. Lost or Stolen Devices:**

- Students must report lost devices to the school within two school days.
- Students must report stolen devices to the school within two school days. Additionally, stolen devices must be reported to the Glassboro Police Department. A copy of the police report should be given to the school administration.
- When a device is reported lost or stolen to school administration, the district may immediately take action to locate the device, including activating GPS/location monitoring data.
- Filing false police reports or false lost/stolen device reports may be punishable by law.

**D. Financial Responsibility:**

Any damage or loss not covered by the User Fee will result in a fine based on current Dell pricing. Failure to return the Student Laptop, carrying case, or charger at the end of the year will also result in a fine for the missing device or equipment.

- Fines must be paid prior to being reissued new equipment.
- Failure to pay fines will result in exclusion from all extracurricular activities including, but not limited to, interscholastic sports, clubs, dances, and other school wide extracurricular activities.
- Fines will be assessed as follows:
  - Charger lost or destroyed \$10
  - Carrying Case lost or destroyed \$20
  - Lost Laptop \$250 (\$100 with police report)
  - Destroyed Laptop \$250

## VIII. Copyright and Plagiarism

### A. Copyright:

Copyright is a form of intellectual property law which protects creators of original works. In general, you cannot make copies, distribute, or perform another's copyrighted work without permission, or without payment. Most original works are considered copyrighted whether registered or not. This includes stories, poems, pictures, music, or artwork. There are exceptions called "Fair Use" for many educational uses of copyrighted works.

### B. Educational Fair use of Copyrighted Works:

It can be considered fair use of copyrighted materials if the use is for educational purposes and not commercial purposes. Consider the following guidelines:

Factors for Fair Use	May Infringe Copyrights
<ul style="list-style-type: none"><li>• Educational purposes</li><li>• Used for scholarship, news reporting, or criticism</li><li>• Factual information</li><li>• Small portions of a larger work</li><li>• Display an image/song/artwork in a paper you turn in or presentation for class</li><li>• Used by a student or teacher for a classroom assignment</li><li>• Replacing damaged copies of purchased item.</li><li>• Government Works</li><li>• Works before 1923</li></ul>	<ul style="list-style-type: none"><li>• Commercial use</li><li>• Used as entertainment</li><li>• Creative information</li><li>• An entire story, song, or artwork</li><li>• Making many copies of a work</li><li>• Displaying image/songs/or artwork as an advertisement or on a product</li><li>• Used by an entire district as directed by administration</li></ul>

(Adapted from: CopyRightOnCampus, copyright.com, copyright.gov)

### C. Copyrighted images:

Fair use and infringement applies to images found on the internet. It is recommended that students utilize the Search Tools options on Google Chrome image searches. This allows users to obtain images marked allowable for reuse.

**D. Plagiarism:**

Plagiarism is a form of academic dishonesty that involves copying parts of another's work and claiming credit as your own. Students should use appropriate citations to avoid academic and/or disciplinary penalties for plagiarism.

Plagiarism includes: (Adapted from Plagiarism 101)

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

## **IX. Rules and Discipline**

### **A. Classroom Rules and Procedures:**

Teachers will create classroom rules and procedures related to student use of the Student Laptop according to sound classroom management principles. These classroom rules will be equivalent to traditional classroom rules. Some examples are provided below:

- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Browsing a website not related to the assignment is equivalent to not paying attention to instruction in class.

### **B. Technology Discipline:**

Most technology related behavior violations are equivalent to traditional classroom violations addressed in the code of conduct. Students are responsible for following all school rules and the code of conduct. Some examples are provided below:

- Cyberbullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

### **C. Suspension or Revocation of Privileges:**

Violations of discipline policy or violations of acceptable use of the Student Laptop may also result in suspension or loss of privileges of district issued device, network privileges or email capabilities. Serious violations of acceptable use, including but not limited to, criminal activity or "hacking" may result in long term suspension and/or legal action.

### **D. Return of Laptop:**

- Laptops may 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. If a student transfers out of the Glassboro School District during the school year, the Laptop, charger, case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Glassboro Intermediate School for any other reason must return their individual school Laptop, charger, case, and any other peripheral devices/tools provided on the date of termination.

- If a student fails to return the Laptop, charger, case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Glassboro Intermediate School, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Laptop, charger, case, and any other peripheral devices/tools provided. Failure to return the Laptop, charger, case, and any other peripheral devices/tools provided will result in a theft report being filed with the Glassboro Police Department.



## **X. Required Forms**

Glassboro Public Schools requires several forms agreeing to the guidelines of the 1:1 Student Laptop program be signed and returned to school. These forms follow this page in the handbook. All students are required to return the following before being issued a Student Laptop:

- *District Issued Technology Device Agreement*
- *1:1 Student Laptop User Fee Agreement*
- *\$20 payment*

### ***1:1 Student Laptop User Fee Form***

**Student Name:** \_\_\_\_\_

#### **User Fee Information:**

- Students will pay a mandatory User Fee of \$20 yearly prior to being issued a Student Laptop. This fee is non-refundable. If paying by check, make check payable to Glassboro Public Schools.
- This User Fee covers accidental damages to the Student Laptop. This includes only the Student Laptop and does not cover carrying cases, chargers, or any other peripherals.
- This policy does not cover willful or malicious damage, lost devices, or negligence. Parents/guardians are responsible for full financial damages in these cases.
- Multiple cases of accidental damage or damages due to improper care may be considered negligent care of the Student Laptop as determined by the building administrator and technology department.
- Students must report defective, damaged, or lost Student Laptops as soon as possible to the school. Lost or stolen Student Laptops must be reported within two school days. Stolen Student Laptops must be reported to the Glassboro Police Department.

#### **Agreements:**

- I understand that the User Fee covers accidental damage to the Student Laptop. Carrying cases, chargers, or other materials *are not* covered by this fee.
- I understand that parents/guardians are financially responsible for willful or malicious damage, negligent care, and lost Student Laptops.
- I have reviewed the information about this policy and the care guidelines provided in the district handbook.

*Sign below to agree to the terms of the district User Fee. Students must return this form with \$20 payment prior to being issued a device. If paying by check, please make check payable to "Glassboro Public Schools".*

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## ***District Issued Technology Device Agreement Student Laptop***

**Student name:**\_\_\_\_\_ **Grade**\_\_\_\_\_

Students are required to sign an agreement of acceptable use of district issued technology devices.

Students issued a 1:1 Student Laptop must abide by all provisions of district policy and handbooks:

*2360 Use of Technology; 2361 Acceptable Use of Computer Networks /Computers and Resources;  
7523 School District Provided Technology Devices to Pupils; GTPS 1-1 Student Laptop Guidelines;  
Pupil Code of Conduct*

### **Acceptable Use:**

- I agree to use the district issued Student Laptop for educational purposes. I have reviewed all guidelines for acceptable use. I understand that violations of acceptable use may result in suspension or revocation of the Student Laptop and/or network privileges.

### **Care:**

- I agree to care for the Student Laptop as described in the GPS 1-1 Student Laptop Guidelines.

### **Damage and User Fee:**

- I agree to pay the \$20 mandatory User Fee. If paying by check, make check payable to GPS. I understand this covers damage for normal wear and tear, and does not cover lost devices, negligence, willful damage, or vandalism. I understand the financial obligations for missing or broken parts, vandalism, or loss of the device.

### **Discipline:**

- I understand that conduct on the Student Laptop and network must follow school discipline rules. I understand that unacceptable conduct may result in suspension or loss of Student Laptop and network privileges as well as any other consequences as detailed in the code of conduct.

### **Legal Notices:**

- "Anti-Big Brother" notification: The Student Laptop automatically stores information about its use and browsing history. That information as well as any emails, documents, photos, or videos may be monitored by the school district. The Student Laptop is equipped with a camera. The district *cannot* remotely access the camera to violate the privacy of any students or other people residing with the student.
- CIPA certification: The district technology supervisor certifies that the district network is equipped with a filter in accordance with the Children's Internet Protection Act (CIPA)

*Sign below to agree to the terms of the district issued Student Laptop:*

**Student Signature**\_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature**\_\_\_\_\_ **Date:** \_\_\_\_\_