

Student Name: _____ Grade: _____ Homeroom Teacher's Last Name: _____

District Technology Use and District-Issued Technology Device Agreement

Glassboro Intermediate School students ("the Student") and their parent / legal guardians are both required to sign a District Technology Use and District-Issued Technology Device Agreement in order to use district technology and district-issued technology devices. Glassboro Intermediate School ("GIS") students must abide by all provisions of district policy and handbooks, including but not limited to: *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 district and school guidelines regarding acceptable use.
- I understand that violations of acceptable use may result in suspension or revocation of the Student Laptop and / or network privileges.
- I understand that violations of acceptable use may result in further disciplinary action by Glassboro Public Schools District and / or by Glassboro Intermediate School.

Care:

- I agree to properly care for the Student Laptop as described in the GIS District Technology Use and District-Issued Technology Device Guidelines.

Damage and User Fee:

- I agree to pay the Annual Non-refundable Mandatory User Fee of \$20 in order to receive a 1:1 Student Laptop.
- If paying by check, please make check payable to **GPS**.
- I understand the Annual Non-refundable Mandatory User Fee will cover damage to the 1:1 Student Laptop for normal wear and tear.
- I understand this Annual Non-refundable Mandatory User Fee will not cover lost devices, negligence, willful damage, or vandalism.
- I understand that financial obligations for missing or broken parts, vandalism, or loss of the device, are the responsibility of my parent / guardian.

Discipline:

- I understand that conduct on the Student Laptop and network must follow district and school discipline rules and guidelines.
- I understand that my unacceptable conduct may result in suspension or loss of the 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 Glassboro Public Schools District. The Student Laptop is equipped with a camera. Glassboro Public Schools District cannot remotely access the camera to violate the privacy of any students, or of other people residing with the student. See *Section VI Monitoring Student Laptop Usage A. "Anti-Big Brother" Act notification* for more information.
- *CIPA* Certification: The Glassboro Public Schools District Technology Department certifies that the district network is equipped with a filter in accordance with the *Children's Internet Protection Act (CIPA)*.

Student and Parent / Guardian: Please sign below to agree to the terms of the 1:1 Student Laptop User Fee Form and the District Technology Use and District-Issued Technology Device Agreement. Students must return this signed form with the Annual Non-refundable Mandatory User Fee of \$20 to their homeroom teacher or to the GIS Main Office prior to being issued a device. If paying by check please make check payable to GPS.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(PLEASE ALSO READ AND SIGN THE NEXT PAGE →)

Student Name: _____ **Grade:** ____ **Homeroom Teacher's Last Name:** _____

1:1 Student Laptop User Fee Form

Annual Non-refundable Mandatory User Fee Information:

- Each student must pay the \$20 Annual Non-refundable Mandatory User Fee before receiving a Student Laptop.
- The Annual Non-refundable Mandatory User Fee is non-refundable.
- If paying by check, please make check payable to **GPS**.
- The Annual Non-refundable Mandatory User Fee covers accidental damages to the Student Laptop.
- The fee only includes 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. Students and their parent / guardians are responsible for full financial damages in these instances.
- Multiple cases of accidental damage or damages due to improper care may be considered negligent care of the Student Laptop as determined by Glassboro Intermediate School's Building Administrator and / or Glassboro Public Schools District Technology Department.
- Students must report defective, damaged, or lost Student Laptops as soon as possible to a teacher, to Glassboro Public Schools District Technology Department, or to the Main Office at Glassboro Intermediate School.
- Lost or stolen Student Laptops must be reported within two school days to the Main Office at Glassboro Intermediate School.
- Stolen Student Laptops must also be reported to the Glassboro Police Department.

Agreements:

- By signing this agreement, I understand that the Annual Non-refundable Mandatory User Fee covers accidental damage to the Student Laptop. Carrying cases, chargers, or any other peripherals are not covered by this Annual Non-refundable Mandatory User Fee.
- I understand that parents / guardians are financially responsible for willful or malicious damage, lost devices, or negligence.
- I have reviewed the information about this policy and the care guidelines provided in the district handbook.

Student and Parent / Guardian: Please sign below and on the previous page to agree to the terms of the 1:1 Student Laptop User Fee Form and the District Technology Use and District-Issued Technology Device Agreement. Students must return this signed form with the Annual Non-refundable Mandatory User Fee of \$20 to their homeroom teacher or to the Glassboro Intermediate School Main Office prior to being issued a device. If paying by check please make check payable to GPS.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(☐ PLEASE ALSO READ AND SIGN THE PREVIOUS PAGE)

**GLASSBORO INTERMEDIATE SCHOOL
DISTRICT TECHNOLOGY USE & DISTRICT-ISSUED
TECHNOLOGY DEVICE GUIDELINES**



Expanding Student Technology Use and Access

Revised 8.12.2019

**GLASSBORO INTERMEDIATE SCHOOL
DISTRICT TECHNOLOGY USE & STUDENT LAPTOP
GUIDELINES**

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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
- Glassboro Public Schools 1:1 Student Laptop Guidelines, 8/23/17

I. Instructional Goals

Glassboro Intermediate School (“GIS”) and Glassboro Public Schools District (“GPS”) will promote the following instructional goals and strategies with the 1:1 Student Laptop Initiative and District-Issued Technology Devices: 21st Century Skills, Meaningful Student Engagement, Individualized Learning, Inquiry- / Problem-Based Learning, and Equity of Access.

• ***21st Century Skills:*** We will ensure that students are utilizing district technology to promote high-level 21st Century skills, which will prepare them for high school, college, and careers. This includes immersion in technology, media, and information literacies, critical thinking skills, problem solving, and collaboration.

• ***Meaningful Student Engagement:*** We will offer 1:1 computing to increase student engagement, to offer more relevant material and topics for our students, and to support authentic, real-world, meaningful student coursework.

• ***Individualized Learning:*** We will offer all students differentiated and targeted learning experiences, allowing them more creativity and flexibility in their personalized learning experiences.

• ***Inquiry- and Problem-Based Learning Opportunities:*** We will offer authentic and collaborative experiences, allowing students to solve problems and demonstrate their learning through inquiry-based and problem-based activities. These opportunities will offer students the ability to improve upon their 21st Century skills in communication, leadership, productivity, initiative, and social skills.

• ***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: Glassboro Intermediate School (“GIS”) will assign one Student Laptop to individual students and will record the assigned laptop serial number. 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. The Student is responsible for bringing their assigned Student Laptop to school every day, taking their Student Laptop home each day, and ensuring the laptop is charged for use the following day. The Student Laptops are not to be left unsupervised at home or at school in unsecured locations. The Student’s parents / guardians may NOT bring to school the Student Laptop if the Student forgets and leaves theirs at home that day. GIS will not take steps to get the Student’s laptop to them. All teachers have printed-out versions of work being completed in class; thus, the Student is required to complete that day’s work by hand and may turn that work in as the completed assignment. If the Student neglects to bring the Student Laptop to a class, they may be subject to consequences related to the code of conduct and school policies. Consequences may be addressed by their teacher, GIS staff, or by GIS administration. Students need to understand that leaving the Student Laptop at home / not bringing the Student Laptop to class is equivalent to leaving a required textbook or school supplies at home or not bringing them to class. Student laptops, chargers, carrying cases, etc., will be stored by the school over the summer months.

B. Charger: Students will be issued one charger with their Student Laptop. Students are responsible for returning the charger at the end of the school year in which it was issued. If the charger is not returned at the end of the school year with the Student Laptop, student and their parent / guardian will be responsible for the replacement cost of the charger, which is listed in Section VII D “Financial Responsibility.”

C. Carrying Case: Students will be issued one carrying case for the Student Laptop. No other case shall be used to carry the Student Laptop. No other materials, such as textbooks, pencils, personal items, should be stored in the case. No stickers shall be placed on the carrying case, or the Student and their parent / guardians will be responsible for replacement cost of the case—listed in *Section VII Letter D “Financial Responsibility.”*

D. Operating System: Student Laptops run a district-issued Windows Operating System and most applications are web-based. Student Laptops 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 (see Section IV Safety and Security).

E. 1:1 Device Agreement: All students and their parent / guardian must sign agreements to abide by the district's technology use and district-issued technology agreement to participate in Glassboro Intermediate School’s Student Laptop Initiative.

F. User Fee: All students must pay the Annual Non-refundable Mandatory User Fee of \$20 in order to receive a Student Laptop. Details of the User Fee are in Section VII User Fee, Damages, and Loss of this handbook.

III. Acceptable Use

Students must follow Glassboro Public Schools District (“GPS”) and Glassboro Intermediate School (“GIS”) policies and guidelines for acceptable use.

1. Students must use the Student Laptop, 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 may not post to any social media or send electronically any situation, event, pictures, messages, images, videos, or audio transmissions related in any way to Glassboro Public Schools District, Glassboro Intermediate School, nor related in any way to a student, faculty member, staff member, or teacher from Glassboro Public Schools District or Glassboro Intermediate School without their prior explicit written permission. Violation of this rule by the Student will result in the most severe consequences and penalties available to GPS and / or GIS, or their designees.
4. Students are prohibited from damaging Student Laptops, networks, systems, software, "jailbreaking", or "hacking." Students and their parents / guardians are responsible for any damage caused by neglect or vandalism.
5. Students are prohibited from accessing anyone else’s laptop, district-issued device, folders, files, passwords, or accounts.
6. Students are expected to follow copyright laws and educational fair use policies.
7. Students are prohibited from circumventing any security features. If a student becomes aware of a security flaw on a Student Laptop, district-issued device, or network, the student is required to report the security flaw directly and immediately to a teacher.
8. Students may not give out personally identifiable information to any web-based services.
9. Students are prohibited from accessing personal social media using district devices or networks.
10. Students may not use district devices or network for computerized gaming, other than educational games assigned or authorized by a teacher.
11. Students should protect their password to all accounts. Students should never give their password out to another student.
12. Students will face consequences for violating the Acceptable Use Policy which may include suspension or revocation of the Student Laptop, district technology, district email, and / or district network privileges.
13. All conduct on Student Laptops and the district network is also subject to district and school discipline code.

14. Please refer to GPS District Board of Education policies 2361 (Acceptable Use) and 7523 (District Issued Technology).

IV. Safety and Security

A. “Anti-Big Brother” notification: The Student Laptop is the property of Glassboro Public Schools District (“GPS”). 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. GPS will not utilize the laptop camera to monitor students or to violate student privacy. In the event that a Student Laptop is reported stolen, GPS may take steps to locate the device including accessing images on the Student Laptop. See *Section VI Monitoring Student Laptop Usage* A. “Anti-Big Brother” Act notification.

B. CIPA certification: The GPS District Technology Supervisor certifies that Glassboro Public Schools District 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 carrying case to anyone else 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. Parents / 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 log onto the Student Laptop with their district-assigned username and password. Students will not share their password with other students.

E. Device Security: Students should never leave the Student Laptop unattended. When not using the Student Laptop, either power it down properly or put it in Screen Lock mode (Windows + “L”). Students should never leave Student Laptops in unsupervised areas. Unsupervised areas include, but are not limited to, any floor, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, or hallways. Students must secure their Student Laptops in their locker before going to an unsecured area, with permission from their teacher.

F. Internet Safety: As part of the GIS and GPS 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 a teacher, to the GPS District Technology Department, or to the GIS Main Office.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never read someone else's email or open someone else's 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 website 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 your full name, addresses, phone numbers, passwords, or social security numbers for yourself or others. Do not post personally identifiable information where unknown viewers can see it.

V. Student Laptop Use, Care, and Maintenance

If the Student does not follow the guidelines listed below, it will void the Student Laptop warranty. In this event, the student assigned to the Student Laptop and their parent / guardian will be held responsible in whole for the full costs to repair / replace the Student Laptop or its parts at replacement value.

A. General Student Laptop Use, Care and Maintenance Guidelines:

- The Student should always power down the Student Laptop completely before closing its lid.
- The Student should never put the Student Laptop into Sleep or Hibernate mode.
- Overloading the carrying case will damage the Student Laptop; therefore, do not place any items other than the Student Laptop and its charger and peripherals in the carrying case.
- The Student must take precautions when they place 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 the Student Laptop.
- 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 will cause the cursor to jump around on the screen.
- Do not eat or drink while working on the Student Laptop. All foods and liquids must be kept away from the unit, its case, and its keyboard, charger, and peripherals.
- Never attempt repair or reconfiguration of the Student Laptop.
- Under no circumstances should the Student themselves, or anyone else, 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 will cause damage to the Student Laptop.
- Identification labels have been applied to the assigned Student Laptop for ID purposes. Never remove those labels. If they are coming off, please let your teacher know immediately.
- Do not place any stickers or other items on the Student Laptop, nor its carrying case. Student and their parent / guardian will be responsible for replacement costs for any components damaged due to stickers or other similar items placed on the Student Laptop or its carrying case.
- Keep the 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.

B. Screen Care:

- Do not pick up the Student Laptop by its screen. This will crack the screen or damage the hinges.
- Do not touch the Student Laptop screen with fingers, pens, pencils, or any sharp instrument.
- Do not lean on the Student Laptop.
- Do not place pressure or weight on the Student Laptop or its screen.
- Do not leave pencils, pens, or papers on the keyboard or in the carrying case when closing the lid.
- Do not clean the screen with glass cleaner.

C. Carrying the Student Laptop:

- Always properly power down the Student Laptop before zippering it in its carrying case.
- Carefully unplug all cords, accessories, and peripherals before zippering the Student Laptop in its case.
- Always house the Student Laptop and its components in the school-provided carrying case.
- Never take the Student Laptop out of its carrying case.

- Do not place the Student Laptop into another bag.
- Never walk around with the Student Laptop open—it should be shut down and then zipped in its carrying case when it is being walked or transported anywhere.
- Do not leave the Student Laptop in a vehicle for extended periods of time or overnight.
- Never overload the Student Laptop carrying case.
- Only the Student Laptop, its charger, and any peripherals should be carried in its case.

D. Storing the Student Laptop:

- Do not use the Student Laptop in areas where damage or theft is likely.
- When not using the Student Laptop, the student may store it in their secured hall or gym locker.
- The Student should not place anything on top of the Student Laptop in their hall or gym locker.
- The student is expected to take their Student Laptop home each night and take it into the home.
- The Student Laptop should never be stored overnight or for any length of time in a vehicle.
- If the 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 (NJSA) 18A:36-39 "The Anti-Big Brother Act," Glassboro Public Schools District 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:*** The Student will provide access to the Student Laptop and any accessories assigned to them upon request by the school or district. Glassboro Public Schools District or its designees may search the Student Laptop and student files if there is suspicion that any policies, procedures, or guidelines have been violated. Glassboro Public Schools District technicians and personnel will be able to monitor the Student Laptop 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 district-owned Student Laptop, technology device, email, or network. Glassboro Public Schools District reserves 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 situations, events, video, audio, images, or photographs without consent of the classroom teacher is strictly forbidden.















VII. User Fee, Damages, and Loss

- A. ***User Fee and Damages Covered:*** The Student must pay the Annual Non-refundable Mandatory User Fee of \$20 in order to receive a Student Laptop. The Annual Non-refundable Mandatory User Fee will cover minor repairs of the Student Laptop, product defects, and accidental damages. The Annual Non-refundable Mandatory User Fee will not be refunded to the Student or their parent / guardian.
- B. ***Damages Not Covered:*** The Student and their parent / guardian are responsible for damages not covered by the Annual Non-refundable Mandatory User Fee. These are some of the costs and items not covered by that fee:
- 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:*** 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.
- Lost Devices:
 - Students must report lost devices to the Glassboro Intermediate School (“GIS”) Main Office within two school days.
 - Stolen Devices:
 - Students must report stolen devices to the GIS Main Office within two school days.
 - Additionally, stolen devices must be reported to the Glassboro Police Department.
 - A copy of the police report must be given to GIS Administration (in the GIS Main Office) within two school days of filing the police report with the Glassboro Police Department.
 - Filing false police reports or false lost / stolen device reports may be punishable by law.
- C. ***Financial Responsibility:*** Any damage or loss not covered by the Annual Non-refundable Mandatory User Fee will result in a fine for the Student and their parent / guardian, based on current pricing. Failure to return the Student Laptop, its carrying case, or its charger at the end of the school year will also result in a fine for the missing device or equipment.
- Fines must be paid prior to the Student being reissued new equipment.
 - Failure to pay fines will result in exclusion of the Student from all extracurricular activities including but not limited to interscholastic sports, clubs, dances, and other school wide extracurricular activities.
 - Fines will be assessed either as follows or at the current replacement cost for the item:
 - Charger lost or destroyed = \$50 or current replacement cost
 - Carrying case lost, destroyed, or severely damaged = \$150 or current replacement cost
 - Lost or stolen laptop = \$100 with police report / \$1,000 (or current replacement cost) without police report
 - Destroyed / severely damaged laptop = \$1,000 or current replacement cost

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:
• Educational purposes	 Commercial use
 Used for scholarship, news reporting, criticism	 Used as entertainment
 Factual information	 Creative information
 Small portions of a larger work	 An entire story, song, or artwork
 Display an image/song/artwork in a paper your turn in or presentation for class	 Making many copies of a work
 Used by a student or teacher for a classroom assignment	 Displaying image / songs / artwork as an advertisement or on a product
 Replacing damaged copies of purchased item	 Used by an entire district as directed by administration
 Government works	
• Works before 1923	

(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:*** Glassboro Intermediate School 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 or not bringing your device to class is equivalent to leaving your textbook or school supplies at home or not bringing them to class.
- 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 Glassboro Public Schools District and the Glassboro Intermediate School Codes 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, district technology, or district-issued technology devices may also result in suspension or loss of privileges of district-issued devices, 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 Policies:***

- Laptops may be returned prior to the end of the school year, on a date to be provided, so that 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 Student Laptop, charger, case, and any other peripheral devices or tools provided will also be returned by the Student at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Glassboro Intermediate School for any other reason must return their Student Laptop, charger, case, and any other peripheral devices or tools provided, by the date of termination.
- If the Student fails to return the Student Laptop, charger, case, or any other peripheral devices or tools provided at the end of the school year or upon termination of enrollment at Glassboro Intermediate School, the Student and their parent / guardian will be subject to criminal prosecution or civil liability and district records may be withheld. The Student and their parent / guardian will pay the replacement cost of the Student Laptop, charger, case, and any other peripheral devices or tools provided.
- Failure to return the Student Laptop, charger, case, and any other peripheral devices or tools provided will result in a theft report being filed with the Glassboro Police Department.

X. Required Forms and Fees

Glassboro Public Schools District and Glassboro Intermediate School require several forms be signed and returned to the Student's homeroom teacher or to the Main Office. The forms to be signed by the Student and their parent / guardian are included on pages 1 and 2 of this pamphlet. A copy of these same forms are also included on the last two pages of this pamphlet, and are intended as copies that the Student and parent / guardian should keep for their personal records.

All students are required to return the following items before being issued a Student Laptop and before being able to sign onto any district technology, district-issued device, email account, or network:

- Technology Use and District-Issued Technology Device Agreement (page 1 of this pamphlet)
- 1:1 Student Laptop User Fee Form (page 2 of this pamphlet)
- \$20 Annual Non-refundable Mandatory User Fee

~This page and the next page are for Student / Parent / Guardian records—please keep!~

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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 Glassboro Public Schools District. The Student Laptop is equipped with a camera. Glassboro Public Schools District cannot remotely access the camera to violate the privacy of any students, or of other people residing with the student. See *Section VI Monitoring Student Laptop Usage A. “Anti-Big Brother” Act* notification for more information.
- *CIPA* Certification: The Glassboro Public Schools District Technology Department certifies that the district network is equipped with a filter in accordance with the *Children's Internet Protection Act (CIPA)*.

Student and Parent / Guardian: Please sign below to agree to the terms of the 1:1 Student Laptop User Fee Form and the District Technology Use and District-Issued Technology Device Agreement. Students must return this signed form with the Annual Non-refundable Mandatory User Fee of \$20 to their homeroom teacher or to the GIS Main Office prior to being issued a device. If paying by check please make check payable to GPS.

Student Signature: Please keep this copy for your records

Date: _____

GLASSBORO INTERMEDIATE SCHOOL
DISTRICT TECHNOLOGY USE & DISTRICT-ISSUED TECHNOLOGY DEVICE GUIDELINES

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Parent Signature: Please keep this copy for your records

Date: _____

~This page and the previous page are for Student / Parent / Guardian records—please keep!~

1:1 Student Laptop User Fee Form

Annual Non-refundable Mandatory User Fee Information:

- Each student must pay the \$20 Annual Non-refundable Mandatory User Fee before receiving a Student Laptop.
- The Annual Non-refundable Mandatory User Fee is non-refundable.
- If paying by check, please make check payable to **GPS**.
- The Annual Non-refundable Mandatory User Fee covers accidental damages to the Student Laptop.
- The fee only includes 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. Students and their parent / guardians are responsible for full financial damages in these instances.
- Multiple cases of accidental damage or damages due to improper care may be considered negligent care of the Student Laptop as determined by Glassboro Intermediate School's Building Administrator and / or Glassboro Public Schools District Technology Department.
- Students must report defective, damaged, or lost Student Laptops as soon as possible to a teacher, to Glassboro Public Schools District Technology Department, or to the Main Office at Glassboro Intermediate School.
- Lost or stolen Student Laptops must be reported within two school days to the Main Office at Glassboro Intermediate School.
- Stolen Student Laptops must also be reported to the Glassboro Police Department.

Agreements:

- By signing this agreement, I understand that the Annual Non-refundable Mandatory User Fee covers accidental damage to the Student Laptop. Carrying cases, chargers, or any other peripherals are not covered by this Annual Non-refundable Mandatory User Fee.
- I understand that parents / guardians are financially responsible for willful or malicious damage, lost devices, or negligence.
- I have reviewed the information about this policy and the care guidelines provided in the district handbook.

Student and Parent / Guardian: Please sign below and on the previous page to agree to the terms of the 1:1 Student Laptop User Fee Form and the District Technology Use and District-Issued Technology Device Agreement. Students must return this signed form with the Annual Non-refundable Mandatory User Fee of \$20 to their homeroom teacher or to the Glassboro Intermediate School Main Office prior to being issued a device. If paying by check please make check payable to GPS.

Student Signature: *Please keep this copy for your records*

Date: _____

Parent Signature: *Please keep this copy for your records*

Date: _____