

Denville Township Schools



Valleyview Middle School Google Apps for Education and Student Chromebook Contract#

VISION

The focus of the Chromebook Program for Denville Township Schools is to prepare students for college and career readiness in the competitive world of digital information. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Individual use of Chromebooks is a way to empower and engage students in real world problem solving and critical thinking opportunities.

The policies, procedures and information contained in this document apply to all Chromebooks used within Denville Township Schools, and include any other device(s) the Administration considers to fall under the umbrella of this contract, such as, personal devices that students use to access the District's networks, technology systems, and educational programming. Administrators and teachers may set additional requirements for students' computer and electronic device use at their individual schools or in their classrooms.

STUDENT RESPONSIBILITY & GUIDELINES

A. Taking Care of Your Assigned Chromebook

Each student is responsible for the general care of the Chromebook assigned to him/her by the District. Our goal is to provide students with the same device each year. **Chromebooks** for Valleyview students are expected to last from the beginning of 6th grade through the end of 8th grade. It is crucial that students are responsible for **and** care for their assigned device at all times.

B. Chromebook Use and Student Access to the District's Computer Systems

Chromebooks are intended for educational use only. These devices have been purchased to support and enhance instruction, research, and collaboration. Furthermore, all software and applications that the District has installed or downloaded onto the Chromebooks is for educational use only. Students are prohibited from downloading and installing programs and applications without the approval of their teacher(s) and/or a school administrator(s).

Similarly, students' access to the District's internet/intranet, electronic mail (e-mail) system, Google Apps for Education ("GAPE") accounts, software and programs ("computer systems") are also provided for educational purposes only. Students' use of Chromebooks and the District's computer systems must conform with all Denville Township Board of Education ("Board") Policies, District Regulations, school rules, student handbooks and student code of conduct. Use of Chromebooks and the District's computer systems is a privilege may be revoked at any time for inappropriate conduct carried out on such devices and systems.

Use of Chromebooks and the District's computer systems for unauthorized purposes and/or in violation of Board Policies, District Regulations, school rules, student handbooks, student code of conduct and the law can lead to disciplinary action. The District may also revoke or suspend a student's use of a Chromebook and access to its computer systems.

1. All Students using District Chromebooks must adhere to the following:

- a. Close the Chromebook screen before moving it;
- b. Do not lean on the top of the Chromebook when it is closed;
- c. Do not poke or put pressure on the screen or place anything on the keyboard before closing the lid (e.g. pens, pencils);
- d. Clean the screen with a soft, dry cloth or anti-static cloth;

- e. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.;
- f. No food or drink is allowed near your Chromebook;
- g. Chromebooks should be left in their cases while students are working on them;
- h. Chromebooks must remain free of any writing, or drawing; and
- i. **Chromebooks must never be left in an unlocked cart/cabinet, car or any unsupervised area.**

2. Additional Valleyview 1:1 Student Guidelines:

- a. 6th Grade students will be assigned an individual Chromebook, charger and bag he/she will use for the entire school year.
- b. Students will return devices (Chromebooks and chargers) as requested by the Administration for required care at any time, at the end of the school year, or when leaving the district.
- c. Students will receive the same device back the following school year so it is critical that every student takes care of the device assigned to him/her.
- d. Students will travel between classrooms and to and from school with devices so students must be careful not to damage or lose their Chromebooks and always use the case provided.
- e. Chromebooks that are broken or not working properly must be reported immediately to the technology department.
- f. Every student must bring his/her assigned Chromebook to school each day, fully charged.
- g. **Lost, or stolen Chromebooks or chargers must be reported immediately to School Administration. The School shall not be responsible for loss or theft of the device or charger. Costs related to loss or theft will be the responsibility of the student and his/her parent/guardian.**
- h. If a student reports to school without a working Chromebook, he/she must check out a loaner device from the Technology Department in the morning and return it at the end of the school day.
- i. Students will not have the ability to print from the Chromebook to any school printer.
- j. Parents/Guardians are responsible for a yearly insurance fee to cover accidental damage to Chromebooks. The fee for 2019-2020 is \$29.00.

Failure to comply with the terms and conditions listed herein, as well as with the Denville Township Schools Acceptable Use Policy will result in disciplinary action

C. Google Apps for Education (GAFE)

1. Denville Township Schools will create a Google Apps for Education (GAFE) account for all District staff members and students.
2. Students will log into Denville Township Schools Google Apps for Education (GAFE) domain to create, save, and share files with members of the Denville Township School District.
3. The GAFE account provides students with access to all District-authorized Google resources from any computer or electronic device with Internet access that the student uses.
 - a. Access is available during school hours as well as during after-school hours, such as when students are home.
 - b. Any Internet browser can be utilized to login to the Google Apps account, however Chrome is the recommended browser.
 - c. Students must only use their GAFE account for educational purposes only and in accordance with teacher and school administrator directives.

4. Google Drive 

- a. Drive is a collaborative suite for students and teachers to create, edit and share documents, spreadsheets, presentations, and files.
- b. Google Docs, Sheets, and Slides, are similar to Word, Excel, and PowerPoint respectively however they deliver collaborative workspaces for students and staff to further support the learning process.

5. Google Classroom

- a. Classroom streamlines assignments and boosts collaboration.
- b. Students will have the ability to submit projects and assignments and receive feedback from teachers.

6. Gmail 

- a. Students will have an email address linked to a Denville Township Gmail account.
- b. Students have the ability to communicate with Denville Township District staff and students.
- c. Emails and email accounts are District property and subject to monitoring.
- d. By default settings, communication with outside sources (non-Denville staff and students) is restricted unless authorized by the Administration.
 - i. Communication with individuals outside of the District may be granted for specific assignments if requested by the teacher and authorized by the Technology Department.

7. Google Calendar 

- a. Students and teachers can create, edit, and share collaborative calendars for assignments, projects, events, etc.

8. Google Sites 

- a. Students and teachers can create and share webpages to showcase work.

9. Chrome Web Store 

- a. Students will have access to District-approved educational Apps.

10. You Tube 

- a. Students will have access to educational videos and resources to enhance learning. 

11. Google Hangout and Google+ it 

- a. Students may have access to Google Hangout and Google Plus if requested by the teacher and authorized by Administration and Technology.

D. Electronic Device Notification

Chromebooks may record or collect information on the use of the device if it is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on my activity or use of the device. It is possible this collection of information on the student's activity or use of the device may occur outside of the school. 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 as per N.J.S.A.18A:36-39 (P.L. 2013, c. 44). Further, students shall not use Chromebooks to violate the privacy rights or privacy expectations of other individuals, including, but not limited to, other students.

E. Google Apps for Education Accounts

It is understood that District-issued Google Apps for Education Accounts will record or collect information on activity conducted while logged into District-issued Google Apps for Education accounts. This includes the recording or

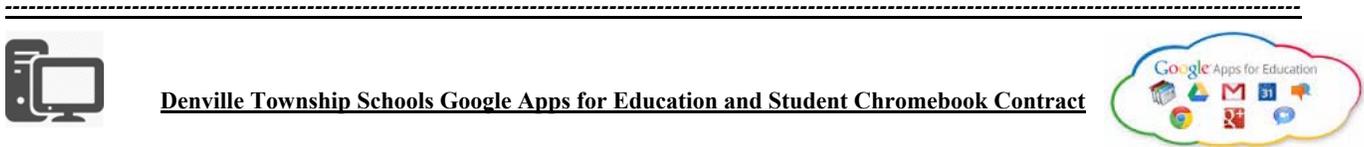
collection of information on any device from which the Google Apps for Education Account is accessed, whether at school or elsewhere. Activity will be recorded from other browser tabs or instances in addition to the one that was used to log into the Google Apps for Education account and will continue as long as Google Apps for Education Account is logged in. 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 as per N.J.S.A.18A:36-39 (P.L. 2013, c. 44).

F. Board Ownership of Information Stored on Chromebooks and Accessed from its Computer Systems

The Board owns the rights to all data and files that are stored, created, saved, shared, received and/or viewed using any of its Chromebooks or on any device used by a student when accessing the District’s computer systems, such as a District-issued GAFE account. The District, which includes school administration and teaching staff members, has the right to monitor students Chromebook use, without the students’ knowledge or permission. The District also has the right to monitor the information that is accessed by students using the District’s computer systems, also without students’ knowledge or permission. The District and Board may delegate this right to monitor students’ Chromebooks and students’ access to the District’s computer systems to a third party, such as, for example, the Denville Township Police Department. The purpose of monitoring students’ Chromebooks and access to the District’s computer systems is to further student safety and/or security services. **Accordingly, in using a Chromebook or by accessing the District’s computer systems through any device, the student and his/her parent(s) expressly authorize the disclosure of student information to the District and to District-authorized third parties for the purpose of providing student safety and/or security services.**

G. Students Should Have No Expectation of Privacy Regarding Information Stored on Chromebooks or Accessed from Personal Devices.

Since the District and District-authorized third parties will have access to information stored, viewed, received and/or shared on a student’s Chromebook and accessed through the District’s computer systems, **students should have no expectation of privacy when using a Chromebook or when accessing the District’s computer systems**. Therefore, all students should assume that whatever they do, type, enter, send, receive, and view on a Chromebook or while accessing the District’s computer systems may be electronically stored by the District and is subject to inspection, monitoring, evaluation, and District use at any time. The District reserves the right to comply with reasonable requests from law enforcement and regulatory agencies for information pertaining to any student’s use of his/her Chromebook and/or access to the District’s computer systems. Such information may include screen shots, photographs, files, internet browsing history, logs, diaries, archives, e-mail use, and/or computer use.



I acknowledge receipt of this notification and I am aware of the terms and conditions outlined above regarding student devices, Google Apps for Education (GAFE) accounts and students’ access to the District’s computer systems. My signature below indicates that I have read, understand and agree to the elements outlined in this document. My signature below further indicates that I authorize the District and any third party designee to monitor my child’s Chromebook use and my child’s access to the District’s computer systems.

_____	_____	_____
School	Homeroom Teacher’s Name	School Year
_____	_____	_____
Student’s Name	Student Signature	Date
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Dat