



## THOMAS EDISON ENERGYSMART CHARTER SCHOOL

---

150 Pierce Street, 2<sup>nd</sup> Floor. Somerset, NJ. 08873 ♦ Tel: 732-412-7643 ♦ Fax: 732-412-7645  
email: [info@energysmartschool.org](mailto:info@energysmartschool.org)

### Chromebook/Internet Appropriate Use Contract for All Students

The mission of the 1:1 Chromebook Program at Thomas Edison EnergySmart Charter School (TEECS) is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

TEECS endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

The policies, procedures and information within this document apply to all Chromebooks used at TEECS by students, staff or guests. Teachers may also set additional requirements for Chromebook use in their classrooms.

TEECS offers three Chromebook options for students and their parents:

**Option 1:** A TEECS-issued Chromebook, to be kept at school during non-school hours. This option requires a \$50 insurance fee per academic year. The Chromebook will be stored during non-school hours in a cart at school and cannot be taken out of school.

**Option 2:** A TEECS-issued Chromebook that student can take home during non-school hours, weekends and holidays. This option requires a \$50 insurance fee per academic year and a \$100 one-time take home fee. (Note: If you have paid this fee in a previous year, please choose Option 1).

**Option 3:** Student provides his or her own Chromebook. Please note that the Chromebook will be registered under TEECS' Google Management Console that will enforce all school restrictions and the student will not be able to use it with a personal account. The restrictions will be removed only when a student un-enrolls from TEECS. There is no fee required with this option. All computers must run the Chromebook operating system.

### ***Terms and Conditions of this Contract***

Please read this document carefully. When signed by you and your parent/guardian, it becomes a legally binding contract. We must have your signature and that of your parent/guardian before a student can use any Chromebook (either their own or school issued) on TEECS' property. **All contracts are to be signed electronically on Community Pass by Wednesday, August 26, 2020.** An account will be required if you do not already have one. Please note that any student without a signed contract on file will not be able to access their account on PowerSchool.

Listed below are the provisions of this contract. This policy also applies to all other electronic devices, including but limited to, cell phones, iPads, etc. If any user violates these provisions, access to the Chromebook and or TEECS' Internet will be denied, and the user will be subject to disciplinary action.

## **Chromebook/Internet Use and Policies for All Students**

1. **Student Use in Classrooms:** Students are required to take their Chromebooks to class each day as directed by their teacher. Students are responsible for ensuring their Chromebooks are ready for classroom use each day. Chromebooks should be charged, able to access the Internet and TEECS' network.

When a Chromebook is not being used for class, it is to be closed and/or put away. Chromebooks should always be carried appropriately, with the screen closed.

2. **Student Access to the Internet:** At school, students will have access to the Internet. When not at school, students will be able to access the Internet wherever it is available to them (home or other locations). Parents and guardians are encouraged to monitor student's time and activities on the Chromebook when used outside of school.
3. **Network:** When users are connected to the network, all activities are logged. All email currently on the server is available to the System Administrators and consequently, to the school.

No student may use another person's Chromebook physically or through the network to distribute email or to do any other activity without that person's consent. This especially includes sending out messages or pretending to be that person on the network.

4. **Student Access and Monitoring:** All computer-related activities are monitored including but limited to on-line actions such as website access, newsgroup, protocol, bandwidth and network use. The school has the right to search, access or monitor Chromebooks at any time. Our Internet filtering software allows for the blocking of inappropriate websites and is in effect only when students are accessing the Internet at school. While it attempts to filter objectionable content, it may not be 100% effective.
5. **Technology Use:** Students will have access to forms of media and communication, which is in support of education and research and in support of educational goals, and objectives of TEECS. Access to media and communication beyond these specific uses will be supported or allowed.

Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and computer viruses.

Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without consent of the individual, school administrator or IT Department, will be considered an act of vandalism and subject to disciplinary action in accordance with the school discipline policy.

Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the IT Department and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.

Students are responsible for their ethical and educational use of technology resources. Violations of these rules will result in the loss of privileges as well as other disciplinary action in accordance with the school discipline policy.

6. Email: Only school email can be used on Chromebooks. Students will be provided with an email account that can only be used within the school's domain. Students are to use the TEECS' email accounts for academic purposes only.

Sending out bulk email is prohibited. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent. Consequences will be determined based on the content of the email.

7. Chatting: During school hours, students may not use any chat or collaboration program to communicate with others through the Chromebook network, unless a teacher or administrator expressly authorizes them to do so. This includes using email during class, which is prohibited.
8. Social Media: Students are prohibited from accessing any social media site on their Chromebook. Hateful, derogatory pages or blogs regarding the school or other students will have consequences for both the creators and participants. Club pages or blogs may only be created with administrator approval.
9. Communicating with Staff: Students can only communicate with TEECS' Staff through their District email, Google Drive or school telephone.
10. Audio: Sound must be turned off, except when used as part of a class. Students must provide their own headphones.
11. Food and Drink: All food, drink, etc. are to be kept away from the Chromebook. Chromebooks should not be brought to the cafeteria.

### **Student Use of Personal Chromebook**

Students that choose to use a Chromebook provided by their parents and/or guardians are still required to abide by TEECS' Chromebook/Internet Use Policies and electronically sign the contract on Community Pass by Wednesday, August 26, 2020 (Option 3). Additionally, the following policies also apply:

1. Registration: Student's personal Chromebooks will need to be registered to TEECS' Google G-Suite. Students with personal Chromebooks must enroll their Chromebook with the IT Department. Student's will be unable to use TEECS' network until they have done so. **If a Chromebook is used by a student without enrolling it with the IT Department, TEECS is not responsible for the Chromebook activity or conduct of the student.**
2. TEECS' Loaner Chromebooks: If a student forgets or is unable to use their own Chromebook and needs to borrow a Chromebook from TEECS, there will be a daily fee of \$2.00. Students and their parents/guardian are also liable for any damage to the loaner Chromebook.

### **TEECS' Issued Chromebooks**

Students that use a TEECS' issued Chromebook are required to abide by TEECS' Chromebook/Internet Use Policies. Additionally, the following policies also apply:

## Chromebook Use and Care:

1. Insurance will be provided through Thomas Edison EnergySmart Charter School to cover the costs of damage to the Chromebook. ALL STUDENTS MUST PURCHASE INSURANCE IN ORDER TO RECEIVE A CHROMEBOOK. Under this insurance policy, the Chromebook is protected against accidental damage or loss due to an act of nature. TEECS will require a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school's discipline code.

The insurance policy does not cover for the loss of Chromebook and/or its accessories, cosmetic damage or damages caused by intentional misuse and abuse. TEECS will access the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. There will not be a deductible for the first and second damage incident. Third and subsequent damage incidents will result in a \$25 deductible fee. **Students and their parents/guardians will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

Students are responsible for the general care of the Chromebook that the school has assigned them. Chromebooks that are broken or fail to work properly must be taken to the IT Office immediately. If a loaner Chromebook is available, one will be issued to the student until their Chromebook can be repaired or replaced.

2. Students are not to deface the Chromebook or its accessories in any way. Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape or labels that are not the property of TEECS. Do not attempt to remove or change the physical structure of the Chromebook, including the keys, the screen cover or the plastic casing.
3. Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified by record of the serial number and TEECS asset tag and the student's Google account username. Under no circumstances are students to modify, remove or destroy identification labels.
4. Students may add appropriate music, photos and videos to the Chromebook. Personalized media are subject to inspection and must follow TEECS' Acceptable Use Policy.
5. Cords, cables and removable storage devices must be inserted and removed carefully in and out of the Chromebook.
6. Students should never carry their Chromebooks with the screen open unless directed to do so by a teacher. The Chromebook screen can be damaged if subjected to rough treatment or excessive pressure. The Chromebook should not be shoved in a locker or wedged into a backpack as this may break the screen. Do not lean on top of the Chromebook, poke the screen or place anything near the Chromebook that could put pressure on the screen.
7. Chromebooks should not be left for an extended period of time in places where it will be subject to extreme temperatures or humidity such as cars, outside or a steamy locker room. Chromebooks should be brought back to room temperature prior to turning it on.

8. Chromebooks should not be left on the floor where it can be stepped on or within reach of small children or pets.
9. If a Chromebook is not taken home, it is to be returned to its assigned location at the end of each school day for recharging unless other arrangements are made by school administration. Students who choose the take-home option need to take their Chromebook home with them every night and be charged fully at the student's home.
10. Chromebooks should be shut down when not in use to conserve battery life.
11. Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
12. Chromebooks must never be left unattended. Students should have their Chromebooks with them, stored and charging in an assigned cart or locked in their school lockers.
13. Students must notify IT immediately if their Chromebook is missing. Unattended Chromebooks in the halls or elsewhere will be picked up and taken to an Administrator both during and after school. Repeated violations may result in further consequences or the Chromebook being confiscated.
14. Students and their parents/guardian will be responsible to replace lost chargers.
15. The only users authorized to use the Chromebook is the student it was issued to and his or her parents/guardian. Loss or damage that occurs due to an unauthorized person using the Chromebook will be the responsibility of the student issued the Chromebook and not covered by insurance.
16. Students will have their own username and password to access their Chromebook and should save all work to the Google drive folder associated with their email account or an external memory device, such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with Internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.
17. Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in useable condition and easily accessible at all times. Students are unable to install additional software on the Chromebook other than what has been approved by TEECS.
18. Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework. The Chromebook will not support a physical printer connection. At home, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>
19. A Chromebook case is mandatory and the Chromebook should be kept in it at all times. You may purchase one through the school or on your own.

### ***School-Issued Chromebook Contract***

1. I will follow all guidelines for use and care to prevent any damage to the Chromebook. I understand that the school owns the Chromebook and has the right to search the Chromebook at any time both directly and remotely if they believe that inappropriate use is taking place or has taken place.
2. I will not leave my Chromebook unattended unless it is in a secure place. My family is fully responsible for the cost of replacement should my Chromebook become lost or stolen.
3. I will not duplicate or distribute copyrighted materials.
4. I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as Google drive, external hard drive, CD, or flash drive).
5. I will report any problems with my Chromebook to the IT Department or an Administrator as soon as reasonably possible.
6. I will keep the laptop fully closed whenever it is moved from one point to another.