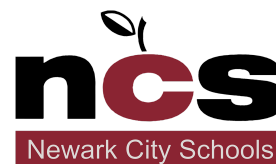


# STUDENT DEVICE HANDBOOK 2023-2024

All students are issued a district-owned Chromebook for use in-school. Students in grades 4-12 are issued a Chromebook for use in-school and at-home throughout the year.

The following handbook serves as a guide for families to make decisions about district owned device use, responsibilities and care. Please review this document carefully.



## I. Grade Levels

### Grades K-3

Devices in grades K-3 will be kept in the building. Each student will have their own device to use on a daily basis. There will be the potential for students in grades K-3 to take a device home safely in a protective case in special circumstances such as calamity days, long-term illness, and more.

### Grades 4-12

Each student will receive a Chromebook and protective carrying case that will be taken back-and-forth between home and school on a daily basis.

Parents/guardians and students will sign this handbook's signature page. In addition, the Acceptable Use Policy will be signed through our online forms.

## II. Technology Fee Information

The technology fee of \$40 covers the Chromebook device and charger loaned to the student. The fee can be waived for students who qualify for a free lunch. Replacement cases must be purchased through the district at a cost of \$35.

The fee will cover only **two** incidents per device, per year. The fee will release the parent/guardian from having to pay for damages for the following reasons:

- Damages resulting from normal use and accidents
- Damages resulting from vandalism by another individual\*. If the other individual is found guilty, the vandal will be liable to pay for damages.
- For loss or damage resulting in a full device replacement, the \$40 will be applied to the full device replacement cost. The family will be responsible for the remainder of the cost.

Exclusions where the parent/guardian will be liable for entire replacement cost of the device:

- Intentional damage\*
- Non-district approved case, or no case at all, on the Chromebook
- Lying on any damage report
- Negligent misuse of the device\*\*, which includes misplaced/lost items
- Loss or damages resulting from fraudulent, intentional, or criminal acts.

*The Building Administration, in conjunction with the Technology Department, will make a final determination whether damages were intentional, due to negligent misuse of the device, or an accident.*

### \* Intentional Damage

Students/parents will be held responsible for costs associated with ALL intentional damage to the district owned devices including, but not limited to: broken screens, LCD repair, inoperability, etc. maximum cost for device replacement is \$400.

### \*\* Negligent Misuse of a Device

Students/parents will be held responsible for negligent misuse of a device, **including misplacing or losing** the device. Lost or misplaced devices and accessories will be charged the actual replacement cost as outlined below.

### **Personal Home or Homeowner's Coverage**

Parents/guardians may wish to carry their own personal insurance to protect the device in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the device. However, the parent/guardian's liability is limited only by the Newark City School District's policies, not the private policy. If the private policy will not cover the full cost of the damage or loss, the parent/guardian is still responsible for the difference.

### **Full Replacement Costs**

Full replacement: \$400 / Screens: \$80 / Chargers: \$25

*This is not a complete list of possible repairs and costs. Costs will be assessed at time-of-repair.*

### **III. Device Identification and Cases**

All devices have a school asset tag sticker for inventory and identification. These district tags/stickers must not be removed. If they become damaged or missing, please contact tech support for replacements.

All Chromebooks are distributed with the district approved case. This case must **NOT** be altered or replaced with a personal case. The device must be transported in the case. If the case is altered or replaced, the protection plan will be void and families will be responsible for the full cost of the device if damaged or lost.

It is expected that the case be closed during times when it is not in use to help protect the device.

### **IV. Device Returns**

#### *Student Withdrawal Process*

If a student transfers out of the district during the school year, the device, power cord and case must be returned **to your child's school office** at the time of student withdrawal. Families may also make arrangements to return it to the Technology Department located at the Administrative Service Center. Families who do not return the device and accessories will be invoiced. Students who graduate early, withdraw, are expelled, or terminate enrollment in the Newark City School District for any other reason must also return the school device, charger, cord and case on the date of termination.

#### *Check-In Fines*

If a student fails to return the device and/or accessories at the end of the school year or upon termination of enrollment in the Newark City School District, the student will be billed for the replacement cost of the device and/or accessories. If the device is returned in damaged condition, the student will be responsible for the cost to repair any damage to the device consistent with the district's Technology Protection Plan.

### **V. Care of Your Device and Accessories**

The Chromebook and accessories are school property, and all users will follow this policy and the Newark City Schools Acceptable Use Policy (AUP) for Technology. Students are responsible for the general care of the device and accessories they have been issued by the school. Any Chromebook that is broken or fails to work properly must be taken to the *help desk in the building* for an

evaluation of the equipment and a temporary replacement if necessary. The location of the help desk in each building will be communicated at the start of the school year.

### *General Care*

As recommended, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture on the device. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.

- Chromebooks and charging cables must **remain free of any writing, drawing, stickers, or labels** that are not the property of the Newark City School District.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area or bag. Such occurrences would be *deemed as negligence*.
- Chromebooks may **not** be taken outside of the country.
- Students are responsible for coming to school with their device fully charged.
- Students should avoid leaning on the screen of the Chromebook or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the device.
- To prevent damage, the Chromebook must not be used or stored near food or drink.
- Keep the device out of extreme temperatures, away from hot/cold surfaces, and away from water or dampness. Freezing conditions will damage components and impact battery life.
- The Chromebook is provided for the sole use of the student to which it is assigned. Students must not lend their device, charger, cable, case, or any other district-owned accessories to other individuals.
- Keep the Chromebook off the floor where they could be stepped on or tripped over.
- Make sure the case cover is secured over the device when not in use.
- Do not leave the device plugged in all the time in order to protect battery life.

### *Technology Support*

Do not disassemble or attempt to do any physical repairs to the Chromebook. If you are experiencing difficulties with your device follow the service protocols as outlined below.

- Technology support for district-owned/leased Chromebook will be available during the school day at the student help desk in the school.

### *Carrying the Device*

- Students are required to keep their Chromebook in the supplied protective case. This is the approved case for the device protection plan. Removing this case or replacing it with another will void the protection plan.
- When carrying the device home, please avoid placing too much pressure and weight on the device to and from school.
- The cover of the case should be closed during times when the Chromebook is not in use to further protect the screen

### *Devices Left at Home*

- All students are encouraged to take their devices home every day regardless of whether or not they are needed for assignments. If students leave their device at home, they are responsible for getting the coursework completed as if they had their device present. If a

student repeatedly leaves their Chromebook at home, they may be subject to appropriate disciplinary action as deemed by the building administrators.

## **VI. Personalization**

### *Screensavers/Background Photos*

Students will have the ability to customize their Chromebook screen background. The presence of guns, weapons, alcohol, and/or drug-related symbols or pictures are not permitted per school/district policies. The presence of pornographic materials or inappropriate language is not permitted per school/district policies.

### *Personal Apps and Files*

Newark City School District does not allow inappropriate content/apps/music to be installed on the device. **The use of VPN's to bypass the District's technology protection measures and install inappropriate apps/games/etc is a violation of the Acceptable Use Policy (7540.03) and may result in the loss of privileges of using a district owned/leased device.** Only school-provided accounts can be used to log in to the device.

## **VII. Using Your Device**

### *Protecting Your Data and Files*

It is recommended that students **consistently work from and save documents to the Google Drive account** provided by the school district. **It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.**

Do not expect that files stored in your Google account will be private. Newark City School District officials may review your files and communications at any time to ensure you are using the district-owned device appropriately.

Students are responsible for the appropriateness of all files, data, and internet history on the Chromebook. Do not take photos or videos of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos, audio or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission as outlined in Board Policy (7540.03).

### *Instructional Use*

Devices should be brought to school fully charged every day. It is students' responsibility to have sufficient battery life for expected use while at school. Limited access to a charging station may be available in designated areas. Updates to apps and the software are released periodically. Typically, restarting your device while connected to the district network is the best way for the device to receive critical updates.

### *Sound*

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones are the responsibility of the student. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

### *Acceptable Use (Board Policy 7540.03)*

The use of the Newark City School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Newark City School District is not transferable or extendable by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the district. The district's Acceptable Use Policy (AUP) is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in the AUP, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Newark City School District's Student Code of Conduct shall be applied to student infractions.

- Students may not jailbreak, modify, or in any other way tamper with the Chromebook operating system. Removing any or all installed Profiles is strictly forbidden.
- Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.
- Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally, stolen, or lost, unless the incident is covered by the Technology Protection Plan. A Chromebook that is stolen must be reported immediately (next school day) to the main office. The administration, technology department, and the appropriate police agency will conduct a full investigation and report.
- Students who incur fees based on damages, theft, loss, etc., as outlined in the Technology Protection plan, will only be able to receive a new device **if all technology related fees have been paid in full.**

## **VII. REPAIRING OR REPLACING YOUR DEVICE/COST OF REPAIRS**

The Newark City School District recognizes that with the implementation of the 1:1 Chromebook initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following guidelines in place.

### **Damage/Loss**

If a student experiences any technical problems, they should take their Chromebook to the student help desk in the school. The Chromebook will be repaired or replaced as quickly as possible. Further delays may occur if building administrators must investigate disciplinary issues surrounding the damage.

If a student's Chromebook is stolen or damaged by another party, the student should report it to the school office immediately. The student's claim will be investigated further by the school district and/or the appropriate police agency. The district has the capacity to track devices in real time *as long as they are still powered on*. **Time is of the essence when trying to locate a lost, stolen or misplaced Chromebook.** Once the incident has been fully investigated and appropriate fees, if any, are assessed and paid, then a replacement device will be issued to the student.

Accidental damage causing the Chromebook to be unusable is the responsibility of the parent/guardian **unless** they have paid for the Technology Protection Plan. *Charges for Chromebook repair are* determined by the district contract with the vendor as outlined below:

Full replacement: \$400 /Screens: \$80 / Chargers: \$25

**Device Handbook Acknowledgement**

*By signing this, you acknowledge that you have received and reviewed the Student Device Handbook and Fee Information*

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

**Student School:** \_\_\_\_\_ **Student grade:** \_\_\_\_\_

**Parent Name (Printed):** \_\_\_\_\_

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

**Date:** \_\_\_\_\_