Old Tappan Public School District

Charles DeWolf Middle School

Learning Technology

1:1 Chromebook Handbook for

Students and Parents/Guardians

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Overview

The Old Tappan Public School District believes that the use of learning technology services and the access to information have become an integral part of the educational initiative for our students. It is through this belief that the District has undergone great strides to provide every student in Charles DeWolf Middle School with the advantage of access to information and educational technologies. The overall goal of District's 1:1 Chromebook initiative is to prepare middle school students for high school and their future in a global society by enabling teachers to provide a learning environment where they facilitate:

- ◈ Student empowerment and engagement
- ◈ Student-centered learning opportunities
- ◈ Student accountability and responsibility

With the great learning opportunities that this initiative provides comes a responsibility for the District, parent/guardian, and student to ensure a safe and productive experience. This Handbook will inform parents/guardians and students with procedures and guidelines for the District's 1:1 Chromebook initiative. As the District moves forward with this initiative, this document may change. A reasonable effort will be made to notify parents/guardians and students of any changes that have been made with regards to this Handbook, and it is the expectation that the procedures and guidelines set forth in future revisions will be adhered to by involved parties.

Resources

The following documents were used in the creation of this Handbook:

- ◈ Northern Valley Regional High School 1:1 Learning Technology Online Documentation
- ◈ The Oakland Public Schools 1:1 Handbook for Parents/Guardians & Students
- ◈ Ramapo Indian Hills Regional High School District 1:1 Handbook for Parent/Guardian & Students
- ◈ Kent School District One to One Parent/Student Handbook
- ◈ Park Ridge School District Parent/Student Technology Handbook
- ◈ 2015 - 2016 Valley Middle School Technology Packet in Oakland
- ◈ Fond du Lac School District 1:1 Chromebook Procedures and Information

Related Board of Education Policies

All related Board of Education policies that are referenced within this Handbook are available for review on our District website.

Parent/Guardian Responsibilities

The Old Tappan Public School District makes every effort to equip students with the necessary tools, information, and services to ensure safe use of Chromebooks in the home. In order for a student to receive a Chromebook to take home, the parent/guardian must:

- Attend a Parent/Guardian Informational Session, in person or via video, to learn about the regulations and policies.
- Complete and submit all required documents accessible through the Parent Portal.

Liability

It is important that the parent/guardian and student ensure the return of the Chromebook and power cord at the end of each school year or before withdrawal from school. The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss, if the property is:

- Not returned;
- Intentionally damaged or marked;
- Lost because of negligence; or
- Stolen, but not reported to the school and/or police in a timely manner.

Student-Use at Home: Engaging Families

Bringing a Chromebook device into the home provides the student with educational opportunities that extend beyond the classroom walls. It is suggested that the parent/guardian be mindful of his/her child's use of the Chromebook at home and away from school, and encourage using the technological tool for learning and productivity.

Suggested guidelines for home use include:

- Developing a set of rules / expectations for Chromebook use at home, including the use of the Chromebook in common areas of the home.
- Only allowing Chromebook use in common areas of the home where student use can easily be monitored.
- Demonstrating a genuine interest in what your child is doing with the Chromebook.
- Asking questions often about the work.

- Supporting your child in making the shift from seeing the Chromebook as an entertainment device to one that can be used productively in the learning process.
- Investigating and applying parental controls available through your Internet service provider and / or wireless router.
- Developing a routine for charging the Chromebook daily.

Chromebook Rules & Guidelines

The rules and guidelines are provided here so that students and their parents/guardians are aware of the responsibilities of all parties involved when the students accept a District-issued device. The following is summarized from the District's Telecommunications/Technology Policy. All rules and guidelines are in effect before, during, and after school hours, and wherever the Chromebook is being used (on or off school campus). These are rules and guidelines to follow:

Violations of these rules and guidelines will result in consequences based on our Code of Conduct.

Do:

- Use District network/computers for educational purposes.
- Use network/computers appropriately and keep Chromebook, power cord, and earbuds in good condition.
- Use good judgement in handling and using the Chromebook.

Do Not:

- Use network/computers for illegal or indecent activities, such as, but not limited to, bullying, harassing, inappropriate content, or plagiarism.
- Use network/computers in a manner that is disruptive to other users, services, or equipment, such as disseminating spam / viruses, transferring large amounts of data across the network, or attempting to hack into online systems.
- Use network/computers for commercial purposes or personal gains.

Acceptable Use Procedures

General Guidelines • All use of technology use must:

- Support learning
- Follow local, state, and federal laws

◈ Be school appropriate

Inappropriate Content • Inappropriate content includes, but is not limited to, explicit or implicit references to:

◈ Alcohol, tobacco, or drugs
◈ Gangs
◈ Obscene language or nudity
◈ Bullying, intimidation, or harassment
◈ Discriminatory or prejudicial behavior
◈ Gambling
◈ Pornographic material

Security Guidelines

◈ Do not share username or password information with anyone except your parent/guardian.
◈ Do not develop initiatives or implement methods that harass others, hack systems, bring in viruses, or change others' files.
◈ Follow Internet safety guidelines at all times.

Expectation of Use • Chromebooks are intended for use at school each day. It is expected that students:

◈ Bring their Chromebooks to school every day.
◈ Charge their Chromebooks each night.
◈ Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
◈ Be respectful of their peers' work and devices.
◈ Follow the Device Zone signage.

Students who forget their Chromebooks or have a drained battery may be required to complete assignments using alternative methods, as determined by the teacher.

Chromebook Use and Care

Classroom Routines • Your teachers will provide guidance in appropriate use of the Chromebook.

◈ Center the Chromebook on the desk.
◈ Keep sound muted, unless otherwise instructed.
◈ Close the screen of the Chromebook before standing up or moving, and transporting the Chromebook from one spot to another.

- ◈ Take care not to close the Chromebook on papers or other objects.
- ◈ Never leave the Chromebook unattended.
- ◈ Never grab and carry the Chromebook by the screen/display.
- ◈ Avoid touching another student's Chromebook.
- ◈ Always use two hands when carrying your Chromebook.

Saving Data / Workflow • Each student will have access to Google Drive through a school-provided Google account. It is the expectation that each student:

- ◈ Will use Google Drive to save school-related files.
- ◈ Understands that all District rules and guidelines apply to any storage device attached to a District-issued Chromebook.
- ◈ Understands that the District-issued Chromebook and Google Drive are the property of Old Tappan Public Schools and should not contain personal files.

Energy Savings • Fully charged Chromebooks have a battery life of up to eight hours when searching the web. The following will help save battery life over the course of the day:

- ◈ Close the Chromebook lid when not in use.
- ◈ Quit applications that are not in use.
- ◈ Dim the screen brightness.

Hallways/Common Areas

- ◈ Never leave the Chromebook unattended or unsecured for any reason.
- ◈ Carefully carry Chromebooks when walking through the hallways.

Apps • The Old Tappan Public School District understands that there may be instances when additional apps may be used to enhance the educational process. With that stated, it is understood that:

- ◈ District-provided apps will not be altered in any way.
- ◈ Students are not able to install apps on the District-issued Chromebook as a result of the restriction set in the G Suite for Education Domain.

If students find a way to bypass the restriction set in the G Suite for Education Domain, they will be subject to consequences based on our Code of Conduct.

Home Use • Ensure care of the Chromebook and its use at all times:

- ◈ Use the Chromebook in a common room in the home.
- ◈ Parents / Guardians, ask to see what your child(ren) is(are) working on with their District-issued Chromebook(s).
- ◈ Store the Chromebook on a table or desk - Never on the floor.

- ◈ Protect the Chromebook from extreme hot or cold temperatures, food and drinks, small children, and pets.

Traveling • Take the following precautions when traveling with the Chromebook to help ensure that it is not lost, stolen, or damaged:

- ◈ Do not leave the Chromebook in a vehicle.
- ◈ If threatened for the Chromebook, give it up and report the theft to school administration and the police as soon as possible.
- ◈ Chromebooks are not allowed on school-sponsored field trips, unless approved by the sponsoring teacher and/or the school administrator.

Personalization • The Chromebook and respective accessories are the property of the Old Tappan Public School District. Students are prohibited from:

- ◈ Removing District identification tags or barcodes.
- ◈ Placing stickers or otherwise marking the Chromebook or accessories in any way.

Cleaning • Use the Chromebook with clean hands and avoid touching the screen.

- ◈ Do not insert foreign objects (e.g. paper clips, pencils, pens, etc.) into the Chromebook.
- ◈ Do not use Windex or other cleaning solutions on the surface or screen.
- ◈ Wipe surfaces with a white vinegar and water mixture using a damp, clean, soft cloth.
- ◈ Do not spray the mixture directly on the device.

Webcams

Purpose • Each student Chromebook is equipped with a webcam. This feature of the Chromebook offers students an opportunity to experience a 21st century tool and to develop 21st century communication skills.

Examples of Use • Webcams are to be used for educational purposes only and under the direction of a teacher. Examples include:

- ◈ Recording videos or taking pictures to include in a project
- ◈ Recording a student giving a speech and playing it back for improvement

Safety • Please refer to the Parent Responsibility and Technology Responsibility sections of this Handbook for suggestions on monitoring student use of technology outside of school.

Listening to and/or Watching Media

At School • Listening to and/or watching media on your Chromebook is only allowed during school hours with the permission from the teacher. It is expected that students will use earbuds when listening to and/or watching media on their Chromebooks.

At Home • Listening to and/or watching media on your Chromebook at home is allowed with permission from parents/guardians.

Games

At School • Gaming is not allowed during school hours, unless permission is granted from the classroom teacher. Most games are blocked by the District, with the exception of those that directly support education.

At Home • The same criteria that is enforced in school is also applied at home as a result of our Google Domain.

Messaging

At School • Messaging on the Chromebook is prohibited during school hours, unless permission is granted from the classroom teacher. Permission will be given only for messaging that is useful in completing a school assignment. All communication must be related to the school assignment and have educational purposes.

At Home • Messaging on the Chromebook is allowed at home with permission from the parent/guardian. It is expected that the content of these messages is school-appropriate.

Printing

Purpose • The District encourages students and teachers to conserve paper and limit the amount of printing as much as possible. It is also understood that some assignments will need to be submitted via hardcopy (paper) to the teachers. It is the responsibility of the student to plan for and come to class prepared with the required format for submitted work.

At School • Students can use the District printers located in the Media Center throughout the course of the day.

At Home • Students are allowed to connect to printers at home.

Managing and Saving your Digital Work with a Chromebook

G Suite for Education is a suite of products, which includes calendar, word processing, presentations, drawings, spreadsheets, and forms, that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as other files, in the Google Cloud.

- ◈ With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are located.
- ◈ All items will be stored online in the Google Cloud environment.
- ◈ If your device needs repair, it may require a reload of the operating system, which will delete all locally-stored files on your Chromebook. Be sure to save all files in Google Drive.

Operating System on your Chromebook

Updating your Chromebook

When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

Virus Protections & Additional Software

- ◈ With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- ◈ All files should be stored in Google Drive, so there is no need to worry about lost work.

Desktop Backgrounds & Screensavers

Considerations • Any images used for the desktop background must be appropriate for school and in line with the Telecommunications/Technology Policy. Inappropriate media may not be used as a desktop background. This includes guns, weapons,

pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols. Inappropriate use will result in consequences based on our Code of Conduct.

Troubleshooting & Loaners

General Procedure • When students experience trouble with a Chromebook, they should follow the steps outlined below:

- ◈ Always try restarting the Chromebook as the first step in troubleshooting.
- ◈ If appropriate, ask a classmate for help.
- ◈ Students may ask a teacher if the teacher is available to help for this purpose.
- ◈ Students are reminded to not waste too much time troubleshooting so they do not miss too much class time.
- ◈ Under no circumstances are students to attempt to open or tamper with the internal components of the Chromebook. Doing so will render the warranty void and will result in parent/guardian/student paying for the replacement cost of the Chromebook.

If the issue is not resolved, the student should contact the Charles DeWolf Main Office, which is open from 8:00 AM to 4:00 PM.

If necessary and a loaner is available, the student will receive a loaner Chromebook. The student must sign-out the loaner device. When the student's original Chromebook is ready to be picked up, the student will be notified. It is the responsibility of the student to return the loaner device in the same condition it was received.

Network Access & Filtering

All Internet traffic for the students' Chromebooks will be filtered to block inappropriate or objectionable material. Internet traffic at school is filtered at two levels through the District's Internal firewall and the G Suite for Education Domain. All Internet traffic when the student is away from school will be filtered using the District's G Suite for Education Domain.

It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Chromebook and the access that it provides to the Internet, as outlined in this Handbook's guidelines.

Students are to use their District-issued Google account and password.

Attempting to disable or bypass District Internet filters and firewall, including using or

attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in consequences based on our Code of Conduct.

Student use of the Internet may be monitored at school. Although the G Suite for Education Domain filtering service is in place, it is suggested that the parent/guardian monitor Chromebook use (including the Internet) at home.

Students are allowed to connect to Wi-Fi networks at home and other public locations. All Internet traffic at these locations will be filtered using the District's G Suite for Education Domain.

Only students' Old Tappan Public School District devices are allowed access on the District network. Personal devices are not allowed on the network.

Use proper etiquette when using the Internet:

- ◈ Never reveal personal information about yourself or anyone else.
- ◈ Do not publish student pictures or names on any website.
- ◈ If you see anything dangerous or inappropriate, tell a teacher or parent/guardian immediately.

Security and Privacy

As per the Anti-Big Brother Act (N.J.S.A. 18A:3639 (P.L. 2013, c. 44)), you are hereby notified that District-issued electronic devices have the ability to record or collect information on user's activity, both online and offline. The Old Tappan Public School District will not use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.

Online Accounts and Passwords • Students may be asked to create online user accounts for web services that can have educational applications. Teachers are responsible for supervising the use of these accounts during instructional time.

Do:

- ◈ Keep passwords safe and confidential.
- ◈ Logout of programs/web services before quitting an application or shutting the Chromebook.
- ◈ Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Old Tappan Public School District.
- ◈ Exit a site immediately, if you inadvertently accessed a website that contains obscene, pornographic, or otherwise offensive material.
- ◈ Comply with trademark and copyright laws and all license agreements. Ignorance

of the law is not immunity. If you are unsure, ask a teacher or parent/guardian.

- ◈ Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Do NOT:

- ◈ Share your password with others.
- ◈ Use someone else's account.
- ◈ Develop programs to harass, intimidate, or bully others, etc.
- ◈ Change other students' files.
- ◈ Go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- ◈ Open, use, or change files that do not belong to you.
- ◈ Reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- ◈ Use or possess hacking software.

User Data • All files stored on the Old Tappan Public School District Chromebooks or network are the property of the District and are subject to regular review and monitoring for responsible use. Internet history checks may occur at the discretion of the District administration.

Webcams • The District will not have the right or ability to remotely access the Chromebook's web camera.

Monitoring • Building and District administration may search computers for inappropriate material if they have reasonable suspicion of its existence. Technology staff will have the ability to remotely control computers and monitor all network traffic to troubleshoot issues. Teachers will have the ability to check and monitor student activities while in their classes to assure students remain on task. While off school campus, parent/guardian monitoring is highly recommended.

Restrictions • Restrictions on the network and Chromebook will block certain functions all in the name of safety. Any attempt to bypass these restrictions, either on campus or off campus, will be seen as a violation of the District's expectations and will result in consequences based on our Code of Conduct.

COPPA Compliance • Under Federal law, the Children's Online Privacy Protection Act (COPPA), parents/guardians have the right to know to which educational websites and online services students' names and District Google accounts are provided for school-based purposes. Should parents/guardians have interest in knowing more about

the educational sites/apps used, please contact the teachers and/or the building administrator. For more information about COPPA, please visit: https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions#Schools.

Damaged, Lost, and Stolen Equipment

Repairs • Unexpected problems may occur with the Chromebooks that are not the fault of the user. The District's respective technology staff will assist students with resolving these issues. District-issued Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Taking a Chromebook to an outside vendor will result in loss of Chromebook privileges.

Loaner Chromebooks • Should repairs be necessary, every attempt will be made to provide students with loaner Chromebooks so learning is not disrupted by the repair process. Students are responsible for the care of the loaner Chromebooks should they be issued to them. The same rules and guidelines apply to loaner Chromebooks.

Accidents happen. There is a difference, however, between an accident and negligence. All reports of Chromebook damage will be investigated by the school. If the damage is deemed to be intentional or negligent on the part of the student, the student may be subject to discipline and the parent/guardian may be responsible for the cost of the repair or replacement of the Chromebook.

Reporting • Students are responsible for the Chromebook and all accessories they have been issued. Chromebooks in need of repair must be reported to the Charles DeWolf Middle School Main Office as soon as possible (same day or next day they are in school). Failure to report damage may result in consequences based on our Code of Conduct.

Lost Equipment • The student or parent/guardian must report lost equipment to the school immediately.

The parent/guardian and the student are responsible for the cost of repair or replacement at the date of loss if the property is not returned, intentionally damaged, lost because of negligence, or stolen but not reported to the school and the police.

Stolen Equipment • If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent/guardian.

If there is not clear evidence of theft or the equipment has been lost due to student negligence, the student and parent/guardian will be responsible for the cost of replacing

the item(s).

Failure to report the theft and follow the proper filing procedure may result in the student and parent/guardian being responsible for the cost of replacing the item(s).

Technology Responsibility

Cyberbullying • Cyberbullying in any form is unacceptable. Students shall not engage in any cyberbullying activity. Discipline for cyberbullying will be handled on a case-by-case basis, as deemed appropriate by school administration and in alignment with our Code of Conduct. All HIB policies and guidelines will also be enforced, as they apply to cyberbullying.

Care and Maintenance

Chromebook Care and Maintenance

General

The Chromebook is the property of The Old Tappan Public School District and all users will follow all rules and regulations outlined in this Handbook and on the Agreement Form. Students are responsible for the general care of the Chromebook, power cord, and earbuds that they have been issued by the school.

- Only labels or stickers approved by the school may be applied to the Chromebook.
- Cords/Cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of The Old Tappan Public School District.
- Chromebooks must never be left unattended.
- Keep the Chromebook away from food, drinks and pets. It is recommended that the Chromebook not be used in the cafeteria during lunch, unless permission is granted by the teacher(s).
- Follow the Device Zone signage posted throughout the school: Yes - Device Friendly, Ask - Limited Use, No - Restricted Zone.
- Never transport your Chromebook with the power cord plugged in.
- Never carry your Chromebook with the screen open.
- Chromebooks should never be left visible in a car or any unsupervised areas.
- Bring the Chromebook to school completely charged each school day.

Battery

Students are responsible for keeping their Chromebooks' batteries fully charged for school each day.

- Fully-charged Chromebook batteries will typically accommodate eight hours of use.
- Avoid charging the Chromebook overnight. Once the Chromebook is fully charged, remove it from the charger.
- Chromebooks should never be left in a hot car or similar environment, as damage to the battery will result.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.

- A solution of white vinegar and water sprayed onto a soft cloth can be used to clean the screen. Never spray anything directly on the Chromebook.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not carry the Chromebook by the screen/display.

Protecting/Storing

Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should never be stored in a vehicle, especially in hot weather.

Under no circumstances should Chromebooks be left unattended. Unattended areas include the school grounds, lunchroom, computer labs, locker rooms, unlocked classrooms, bathrooms, hallways, etc. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unattended area, it will be taken to the Main Office.

Lost/Damaged/Stolen

Repairs • Unexpected problems may occur with the Chromebooks that are not the fault of the user. The building's respective technology staff will assist students with resolving these issues. District-issued Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Taking a Chromebook to an outside vendor will result in loss of Chromebook privileges.

Loaner Chromebooks • Should repairs be necessary, every attempt will be made to have loaner Chromebooks available so learning is not disrupted by the repair process. Students are responsible for the care of the loaner Chromebooks while they are issued to them. The same rules and guidelines apply to loaner Chromebooks.

Accident vs. Negligence • Accidents do happen. There is a difference, however, between an accident and negligence. All reports of Chromebook damage will be investigated by the school. If the damage is deemed to be intentional or negligent on the part of the student, the student may be subject to consequences based on our Code of Conduct and parent/guardian will be required to pay for the repair or replacement cost of the device.

Reporting • Students are responsible for the Chromebook and all accessories they have been issued. Chromebooks in need of repair must be reported to the Charles DeWolf Middle School Main Office as soon as possible (same day or next day they are in school). Failure to report damage may result in consequences based on our Code of Conduct.

*Under no circumstances should a damaged Chromebook be brought to an outside vendor to repair.

Old Tappan Public School District's 1:1 Learning Initiative

The Old Tappan Public School District is a student-focused learning initiative that aims to promote high academic achievement in a supportive, challenging environment. We strive to prepare students for the 21st century, equipping them with the academic and technological skills necessary for success in future educational pursuits and professional careers. We seek to develop individuals who can both relate to and contribute to the expanded global culture in which we all live.

We have made great strides with our technology program over the last few years and are excited to offer our seventh- and eighth-grade students this opportunity of personalized learning technology. The overall goal of the District's 1:1 Chromebook initiative is to prepare middle school students for high school and their future in a global society. This initiative is an effective way to:

- ◈ Promote student empowerment and engagement.
- ◈ Promote student-centered learning opportunities.
- ◈ Put a device in the hands of every seventh- and eighth-grade student.
- ◈ Take learning beyond the classroom and put information at students' fingertips anytime, anywhere.
- ◈ Motivate students, encourage collaboration, innovation, and creativity.
- ◈ Support learning across all curricula.
- ◈ Promote student accountability and sense of ownership.
- ◈ Transition students from consumers of information to creative producers and owners of knowledge.
- ◈ Access G Suite for Education, educational web-based tools, as well as many other useful sites.

About Your Chromebook

About Your Chromebook

What you will receive:

- 11" Chromebook
- AC Adapter with Power Cord
- Earbuds, furnished upon request
- Always-On Case

Acceptable Use Policies and Contracts

All seventh- and eighth-grade students and their parents/guardians must review this Handbook and sign the Old Tappan Public School District's Chromebook Agreement Form before the students can be issued their Chromebooks. These documents reference the following resources and Board of Education policies:

- The Old Tappan School District 1:1 Handbook for Students and Parents/Guardians
- Parent/Guardian Chromebook Agreement Form (student version for use in school)
- Board Policy/Regulation No.: 2360 Use of Technology
- Board Policy No.: 5516 Use of Electronic Communication and Recording Devices
- COPPA Compliance https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions#Schools

Google Accounts

Google Accounts

Important Points Regarding Student Google Accounts:

The District's student accounts are hosted through Google:

> https://accounts.google.com

The students will have access to most of the online Google Docs/Drive features.

Student accounts will be based on the following format:

> **studentid@nvnet.org**

Helpful tips on Google Docs can be found here:

[Welcome to the Google Docs editors Help Center](#).

Frequently Asked Questions

Why Chromebooks?

The Old Tappan Public School District selected Chromebooks for the following reasons:

- Sturdy construction for a great price
- Light and manageable for middle school-aged students
- Easy to manage and support
- Chromebooks have flooded the education market
- Easy deployment via a web-based portal
- Boot up in eight seconds
- Batteries last eight to ten hours
- Increases students' time on task
- Our teachers have been using G Suite for Education, so their experience will help to facilitate the 1:1 learning initiative.

What happens if the student forgets his/her Chromebook? Will loaners be available to those students?

Students are expected to bring in their Chromebooks fully charged every day. No loaners will be provided if a student forgets his/her Chromebook.

What happens if there are technical issues with the student Chromebooks?

All problems will be handled through the Charles DeWolf Middle School Main Office. Parents/Guardians and students should report any issues immediately. If necessary, and based on availability, the student will receive a loaner Chromebook. The student must sign out the loaner device. When the student's original Chromebook is ready to be picked up, the student will be notified. It is the responsibility of the student to return the loaner device in the same condition it was received. The student returns the loaner in exchange for his/her original Chromebook either by the end of the school or beginning of school the following day.

*Under no circumstances should a damaged Chromebook be brought to an outside vendor to repair.

What happens if students forget to charge their Chromebooks?

Per the Parent/Guardian and Student Chromebook Agreement, students will be responsible in making sure that their Chromebooks are fully charged for school. However, students will be allowed to charge their Chromebooks in designated charging areas throughout the school.

What happens if the Chromebook is stolen?

Student or parent/guardian must report the incident immediately to Charles DeWolf Middle School Main Office. An official police report should be filed as well.

Will students be allowed to load applications on their Chromebooks?

At this time, students will not be allowed to load applications on their Chromebooks.

Will students have access to the built-in camera?

Yes, students will have access to the built-in camera. However, the Acceptable Use Guidelines, as outlined in this Handbook, will be strictly enforced.

Will students have full Internet access at home?

Home Internet access will be the responsibility of the parent/guardian. However, student Chromebooks will be filtered based on restrictions applied through the G Suite for Education Domain.

Does the parent/guardian need to sign-off on the Parent/Guardian Chromebook Agreement Form?

Yes, the parent/guardian must sign the Chromebook Agreement Form. There are specifics on the acceptable use, optional accidental damage protection, and theft/loss coverage. Students will be required to sign an Agreement Form in school when given their devices.

Additional Information

Installed Software

Apps originally installed by The Old Tappan Public School District must remain on the Chromebook at all times. New apps that support the curriculum will be added as deemed necessary.

Additional Apps

Students are restricted from installing apps, extensions, or plugins.

Settings

Modification of Chromebook settings can result in consequences based on our Code of Conduct.

Inspection

The Chromebook may be subject to periodic inspection for physical damage and appropriate usage throughout the school year by the Technology Department.

Software Upgrades

Chromebooks are configured to auto-update the Chrome OS resulting in an up-to-date operating system at all times. No user interaction required.

File Management

Students' work will be saved to their District-assigned Google Drive account.

Internet Connectivity

When using the Chromebooks at home, providing access to the Internet is the sole responsibility of the parent/guardian through their home Internet provider. However, content will still be filtered through our G Suite for Education Domain.