

West Morris Regional High School District



Student Chromebook  
Procedures & Information Guidebook

## **West Morris Mission Statement**

The West Morris Regional High School District community will provide each student with an intellectually stimulating experience in a safe environment. This experience will promote a shared passion for learning, academic excellence, involved citizenship, personal responsibility, and a respect for diversity; fostering the development of creative, confident, compassionate, and resilient individuals who will contribute to their future communities.

## **Personalized Learning Initiative Vision and Goals**

All students will receive a district issued Chromebook in order to cultivate a seamless, reliable, and dynamic environment that will enhance teaching and learning in the West Morris Regional High School District. Teachers will be empowered to have greater access to their students, and have the capacity to differentiate instruction. Students will receive a more personalized education, with greater control over the pace, time, and or path in which instruction takes place. By leveraging technology in a meaningful way, the West Morris Regional High School District will prepare students for college and career readiness, while equipping them with the necessary skill set to excel in all facets of their educational career, enabling them to become exceptional learners.

This will be accomplished by providing a seamless ecosystem of devices, curriculum-aligned resources and services, state of the art wireless infrastructure, and ongoing, high quality professional learning opportunities for all WMRHSD faculty and staff.

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# 1. General Information/Getting Started

Students are responsible for bringing their device to school and class every day with the battery fully charged. The Device is the property of the West Morris Regional High School District and all users will follow the Responsible Use Policy 6142.10 (RUP) and Personalized Learning Devices Policy 6142.14 (PLDP) for technology, when using the device both inside and outside of school. The WMRHSD will manage and monitor all devices adhering to the guidelines outlined in the [Anti-Big Brother Act](#) (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44)

***\*Content filtering will be enforced using the district's web filter when the devices are both on and off campus to ensure compliance with the [Child Internet Protection Act \(CIPA\)](#).\****

## 1.1 Receiving Your Chromebook

- Chromebooks will be distributed during selected dates prior to the beginning of the school year. Each student will receive an AC adapter and protective cover with their Chromebook.
- Before Chromebooks are issued to students, parents and students must read and sign the district's Responsible Use Policy, Personalized Learning Devices Policy, Technology Agreement page, and the signature page at the end of this handbook (forms are electronically signed during registration). In addition, all fees and monies must be paid in advance.
- Verify that you have read, understand, and accept the following online forms:
  - Responsible Use Policy (RUP,(6142.10))
  - Personalized Learning Devices Policy (PLDP,(6142.14))
  - Technology Agreement Page
  - Chromebook Handbook Signature Page

## 1.2 Returning Your Chromebook

- Chromebooks and accessories will not be returned at the end of each school year unless determined otherwise by administration.
- **Only students that have attended WMRHSD for 4 years** and have **completed all four maintenance fee payments** or [paid for the device in full](#) will take ownership of their Chromebook after graduation or when leaving the District.

- After students graduate WMRHSD will no longer be responsible for the device.
- Students who withdraw, are expelled, or terminate enrollment within the WMRHSD for any reason must return their Chromebook and accessories prior to the date of termination [unless the device is paid for following the guidelines linked here.](#)
- If it is determined that a student needs to return their Chromebook and fails to do so, the parent/guardian could be subject to a penalty including but not limited to the withholding of the student's report card and/or criminal prosecution along with civil liability. The parent/guardian will also be responsible for the replacement cost of the Chromebook. Failure to return the device or to report it stolen/lost will result in a theft report being filed, and law enforcement agencies being notified.

## 2. General Chromebook Software & Settings

### 2.2 Originally Installed Software

- Chromebooks will be operating on the latest version of Google's Chrome Operating System (OS) which will be automatically installed and updated when the computer is shutdown and restarted. Chrome provides multiple layers of protection against viruses and malware, including data encryption.
- The apps originally installed by the WMRHSD must remain on the device in usable condition and be easily accessible at all times. The school may add applications remotely from time to time for use in a particular class. The WMRHSD reserves the right to periodically check devices to ensure that students have not removed required apps/settings.
- Google Workspace for Education, a suite of productivity and collaboration tools integrates seamlessly with Chromebooks. This suite includes: Google Docs (word processing), Google Sheets (spreadsheets) Google Slides (presentations), Drawings, Sites, and Forms. Faculty, staff, and students will have access to Google Workspace for Education in addition to grade level and content specific apps that will be installed remotely onto Chromebooks and managed by the District.
- Students will be issued district accounts where they will save their school-related files to Google Drive. They will have access to their Google Drive not only from their Chromebook, but from any device

that has Internet access. In accordance with the district's RUP (6142.10) these accounts will be monitored by the district's administration, and students should not expect that any information transmitted or stored will be private.

## **2.3 Additional Software Application & Extensions**

- Students will have access to Web Applications which are advanced websites that are similar to other software programs found on a computer. The main difference between Chrome Web Apps and computer software programs is that Web Apps can be used within the browser rather than being installed on the Chromebook. Some of these applications will be available to use on a Chromebook (for example, Google Docs) when it is not connected to the Internet.
- Students will have access to Extensions which are custom features that can be added to Google Chrome to enhance the functionality of apps and the browser. The district will install additional apps, extensions, and add-ons as they are recommended and approved by teachers, students, and Technology Department staff.
- Specific Android applications will be made available to students as well. These can be downloaded and installed through the Google Play Store.
- Windows applications including AutoCAD, Adobe Creative Suite, Fathom, Minitab, and others will be accessible on the Chromebook via Amazon App Stream. These applications are specifically requested by your child(ren)'s teachers.
- Students may manually download any provisioned applications directly onto their device. Provisioned applications are managed by the district's Technology Department through a secure distribution/management console that acts as a bridge between the devices and the Chrome Web Store.

## **2.4 Circumvention of Managed Settings**

- All student Chromebooks are provisioned by the Technology Department for the purpose of initializing and managing all features, settings, and installed software in a secure and organized fashion. Students attempting to circumvent any district

management settings through software restoration or “hacking” will result in confiscation of the Chromebook and disciplinary action.

### 3. Device Care: Protecting & Storing Your Chromebook

#### 3.1 General Care and Precautions

- The Chromebooks are the property of the West Morris Regional High School District and all **users will follow the Acceptable Use Policy (6142.10) and Personalized Learning Devices Policy (6142.14)** when using their device in or outside of school.
- ***The WMRHSD will monitor all user activity in or outside of school and 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 in accordance with the Anti-Big Brother Act.***
- Only original equipment manufacturer (OEM) accessories may be used with the device. Students should carefully insert cords and cables into the Chromebook to prevent damage to these items.
- Students **may personalize the Chromebook cover ONLY** with stickers and labels that are deemed appropriate by and in accordance with each school’s student handbook and the Responsible Use & Personalized Learning Devices Policies.
- Students must keep the Chromebook cover on their device at all times. Additional Chromebook covers can be purchased from the Tech Hub in the media center.
- Devices must never be left unattended or in an unlocked locker, unlocked car, or any unsupervised area. Chromebooks must not be left in another student’s locker at any time.
- Students are responsible for keeping their battery fully charged for school each day.
- Chromebooks will go home with students at the end of each day, and should be fully charged upon returning to school.
- **Stolen devices:** If a student and/or parent/guardian suspect(s) that the device has been stolen, it must be reported immediately to the police. Within one day of filing a police report, a parent or guardian needs to complete the electronic District Device Loss Form as per the district’s PLDP (6142.14).



- The school district will be responsible for repairing devices that malfunction or require replacement parts. According to the District's Personalized Learning Devices Policy, the malfunctioning Chromebook will be repaired at no additional cost and the student will receive a loaner device. If it is determined that the student intentionally damaged the Chromebook or the repair falls outside the district's policy for standard repairs, the parent(s)/Guardian(s) may be charged the full cost of the repair or replacement.
- **Students who damage their device beyond repair and/or damages that fall outside of the repair agreement with the district may have the option to use their yearly accidental damage waiver to receive a new device. However if this option is null and void, the parent/guardian will be required to pay for the entire cost of any repairs or full replacement of the chromebook as determined by the WMRHSD.**

### 3.2 Storing Your Chromebook

- Students are required to take their devices home at the end of school each day, regardless of whether or not they are needed.
- Chromebooks should be stored safely at all times.
- Chromebooks should never be left in vehicles or locations that are not temperature controlled.
- Do not put your Chromebook in your backpack, sleeve, or case with the power cord inserted.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile of books, or wedged into a book bag as this may break the screen.
- **Devices cannot be stored in lockers overnight.**

### 3.3 Carrying Chromebooks

- Never carry the Chromebook while the screen is open
- Do not transport the Chromebook with the power cord inserted
- Carry the Chromebook with the District issued protective cover at all times.

### 3.4 Chromebook Screen Care

- The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook's screen by reading and following the rules below.
  1. Do not lean or place anything on top of the device.
  2. Do not place anything near the device that could put pressure on the screen.
  3. Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
  4. Do not place anything in your backpack, sleeve, or case that will press against the cover.
  5. Clean the screen with a soft, dry anti-static cloth.
  6. Do not use any type of chemical based cleansers as they may damage and/or remove the protective coating on the Chromebook's screen.
  7. Keep food and/or drinks away from devices at all times.

### 3.5 Service Tags

- All Chromebooks are labeled with a service tag. Service tags are recorded and associated with student accounts. All district-issued Chromebooks must have a service tag on them at all times.
- **Students along with their Parent/Guardian(s) may be charged up to the full replacement cost of the district issued device for tampering with a Chromebook's service tag.**

## 4. Chromebook Use Outside of School and Legal Propriety

### 4.1 Home and Off Campus Use

- Students are encouraged to use their Chromebooks at home and other locations outside of school. They will have the ability to use their Chromebooks offline with applications that do not require an Internet connection; however, a WiFi connection will be required for students to have full access to all the applications available on their Chromebook. Students will be held accountable to adhere to the policies and procedures of this Guidebook, the District's

Responsible Use Policy, and the Personalized Learning Devices Policy wherever they use their Chromebook.

- Students are permitted to connect to home wireless networks on their Chromebook. This will provide students with the ability to successfully access, retrieve, and complete educational activities.
- The District provides content filtering both on and off campus as stated in the Personalized Learning Devices Policy; however, parents are encouraged to provide a safe environment for students to use their Chromebook when outside of school to complete assignments.

## 5. Using Your Chromebook and Legal Propriety

### 5.1 Specific Student Responsibilities

- **Students will only be allowed to sign in to their district issued Chromebook with their district-issued account. Students are not allowed to sign in to their device with any other account.**
- The device should be charged each and every day. It is not the responsibility of the teacher, school, or district to provide opportunities or hardware for charging.
- The device should be brought to every class every day unless otherwise instructed by the teacher. If not in use, the device should be in a locked and secure environment.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not leave the device unattended at any time in an unsecure location. Keep it in sight at all times while in public places like restaurants, airports, and libraries.
- Do not change district settings, remove district service tags, or barcodes from the Chromebook.
- The case provided must remain on the device at all times. Students are welcome to add stickers to their protective cover to personalize the Chromebook's appearance in accordance with district and school policies.

- Keep personal information and your identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other individuals.
- Clean the device on a routine basis in accordance with district cleaning and care guidelines.
- Food and drink should be kept away from the device and work areas.
- Only those applications, resources, and information for which students have been granted authorization should be used.
- All files will be stored and uploaded to Google Drive unless otherwise instructed by a teacher. This will provide anywhere anytime access to digital content.

## 5.2 Managing Your Files and Saving Your Work

- Students may save work to the Chromebook: but the device has storage limitations and it is vital that the storage space be privileged for educational use only.
- **Do not rely on device storage as it is strongly recommended that all students use their district-issued Google Drive accounts.**
- Chromebooks will **NOT be backed up by the district** in cases of resetting or re-imaging.
- Students are responsible for ensuring that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- The use of USB mass storage devices (flash drives, SD cards, etc.) is prohibited. Students should use Google Drive to transfer files between computers, tablets, and smartphones.
- If ***technical issues*** occur and the Chromebook cannot be repaired ***ONLY student created files stored in Google Drive will remain intact*** after the operating system is restored. However, ***all other data (documents, photos, music) stored on the local internal memory of the Chromebook will not be restored.***
- The WMRHSD will not be held responsible for a student's data (documents, photos, music) stored in the internal memory of the Chromebook or external storage that the user or any other parties may have created.

### **5.3 Devices Left at Home**

- *If a student leaves their device at home, they are responsible to complete their coursework as if they had their device present.*
- Students that consistently leave their device at home will be documented, and administration will notify parents/guardians of any disciplinary actions that may be taken.

### **5.4 Chromebook Battery**

- Students are responsible for bringing their device fully charged each day. In cases where the use of the Chromebook has caused battery drain, students may bring their own power cord to school and connect their device to a power outlet during lunch and study hall periods in designated areas (for example: the Library Media Center).
- Charging stations are also available in large group areas.

### **5.5 Photos, Screensavers, and Background photos**

- Inappropriate media may not be used as a screensaver or background.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang related symbols or pictures will result in disciplinary action.
- Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.
- Students may not use the camera on their Chromebook to capture, record, or transmit video or still photos of other students, faculty, or staff without explicit written permission given by the subject of the photo or video.

## 5.6 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed on the Chromebook. If game apps are installed, for any purpose, they must be approved by the WMRHSD and in compliance with the district's technology policies.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of their teacher.
- Any instance of downloaded apps that have not been approved by the district will be carefully monitored. Students may be directed by school personnel to remove apps, music, or videos if the storage of instructional materials is compromised and or further action may be taken by an administrator.
- Students may not use the audio feature on their Chromebooks to capture, record, or transmit audio of other students, faculty, or staff without explicit written permission given by the subject of the recording.

## 5.7 Printing

- **At School:** Printing functionality will be available on a limited basis at school. Students may utilize the Library Media Center for printing needs before school, at lunch, during study hall periods, and after school. **Students will not have the ability to print directly from their Chromebooks.**
- **At Home:** The Chromebook supports a physical printer connection. Students may also print to their home printers from their Chromebooks over wifi or a wired connection. Directions on setting up printing can be found here: [Printing From Your Chromebook](#). **Alternately, Google Workspace documents can be printed from any other computer, in or outside of school, that has a printer installed.**

## 5.8 Network Connectivity

- West Morris Regional High School District makes no guarantee that the network will be up and running 100% of the time. In rare cases where the network is down, the district will not be responsible for lost or missing data. In order to avoid data loss, please save your work as often as possible.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects,

presentations, etc. as this type of network outage will affect all students and staff in the school building.

## **6. Security**

### **6.1 Parent/Guardian Responsibility**

- Talk to your child(ren) about the values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as televisions, telephones, movies, and music. While the District provides Internet content filtering both on and off campus that is in compliance with the federally mandated Children's Internet Protection Act (CIPA), all parents/guardians are responsible for monitoring student Internet use when off campus and at home.
- Read, sign, and review with your child(ren) the district's RUP, PLDP, Technology agreement page, School Handbook, and Chromebook Procedures & Information Guidebook provided by the WMRHSD.

### **6.1 Chromebook Security & Inspection**

West Morris Regional High School District uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks will be made to ensure that students have not removed apps/extensions.
- Any change to the configuration settings of the Chromebook will result in immediate disciplinary action unless prior approval was given by the administration.
- All activity on the Chromebook, district-issued email account, and Drive account, whether conducted at school or off site, is subject to search as District property.
- Chromebooks may be inspected for functionality, maintenance, serviceability, behavior, and various violations of the RUP but are not limited to these reasons.

## 6.2 Network Security

The West Morris Regional High School District will be responsible for providing network access at school and content filtering both at home and school.

- The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Rule (COPPA), and the Family Educational Rights and Privacy Act.
- Chromebooks will have all Internet activity protected and monitored by the District. If an educationally valuable site is blocked, students should contact their teacher to request the site be unblocked.
- Attempting to disable or bypass district Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the Internet is monitored on school issued devices.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the District RUP(6142.10) and appropriate disciplinary action will be taken.

## 6.3 Privacy

As per the [Anti-Big Brother Act](#) (N.J.S.A. 18A:36-39 (P.L. 2013, c. 44)), school-issued electronic devices have the ability to record or collect information on a user's activity, both online and offline. The WMRHSD 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.

- All files stored on West Morris Regional High School District accounts or the network are the property of the district, and are subject to regular review and monitoring for responsible use. Internet history, email checks, and Drive file checks may occur at the discretion of the District Administration. ***Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law.***



## 7. Repairs and Fees

### 7.1 Repairs

The school district and/or its designee shall perform all repairs to student devices. Do not attempt to repair a broken device on your own or through an outside agency. Attempting to repair a damaged device is a violation of the district's policy and can result in the denial of a claim.

- Chromebooks that are broken or fail to work properly must be reported immediately to the Technology Department. This includes but is not limited to: Chrome OS (operating system) malfunctioning, battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- If deemed necessary, a loaner device will be issued if there is one available.
- Students must fill out a WMRHSD Device Repair Form that notifies the Technology Department and enables the staff to document the issue and collect the device for repair.
- Devices can be dropped off at the Tech Hub located in the Library Media Centers during designated hours.
- A student borrowing a Chromebook must care for the loaner as if it were their own, and are subject to charges for damages, theft, or loss.
- The Technology Department will email students when repairs are completed and the device is ready for pick-up. Students must return loaner devices promptly after receiving notification. **Loaner devices will be bricked (unusable) 48 hours (excluding weekends) after a student receives an email notification that their device is repaired.**
- If repairs are needed due to abuse or neglect, there will be a fee incurred (see below), not to exceed the replacement cost of the Chromebook. The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages.

### 7.2 Fines/Fees

- Any hardware/software repairs not due to misuse or intentional damage will be covered by the WMRHSD; however, any intentional damage to the device will incur a cost.

- Devices that are beyond repair and call for a new replacement will be done with a one time annual accidental damage waiver. If the student has already utilized their waiver, the parent/guardian will incur all costs associated with a new device.
- Fines will be imposed as the circumstances may warrant at the discretion of the District.
- After two incidents of accidental damage, misuse, or abuse as determined by the district, the student may also lose the privilege of taking the device home, and may receive disciplinary action.
- Estimated repair costs are listed below and subject to change:
  - Charger/Adapter - \$50
  - Battery - \$89
  - Keyboard/Touchpad - \$119
  - Replacement Chromebook - \$385
  - Protective Cover - \$20
  - Screen - \$150
  - Stylus - \$28

## 8. Signature Page

It is the responsibility of the parents/guardians and students to read, understand, and agree to all policies relating to the Chromebook and its usage before a device will be issued. District-owned student devices and accessories will not be returned unless determined otherwise by administration. Students who withdraw, are suspended or expelled, or terminate enrollment within the West Morris Regional School District or for any other reason must return their individual school device prior to the date of termination.

### 8.1 Parent/Guardian & Student Acknowledgement

The Parent/Guardian and Student must initial all four checkboxes and provide their signature at the end of this handbook.

- \_\_\_\_\_ I have read and agree to comply with the stipulations set forth in the Chromebook Procedures and Information Handbook.
- \_\_\_\_\_ As the holder of a West Morris Regional High School District personalized learning device, I agree to accept responsibility for its protection and proper use.
- \_\_\_\_\_ I understand that the district may revoke my use of the device if I violate one or more of the associated policies.
- \_\_\_\_\_ I agree to return the device and all provided accessories to the main office prior to the end of each school year if I withdraw, am expelled, or terminate my enrollment within the WMRHSD for any other reason.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Guidance Counselor: \_\_\_\_\_

**PARENT/GUARDIAN ACKNOWLEDGEMENT**

I have read and agree to comply with the stipulations set forth in the Chromebook Procedures and Information Guidebook.

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*All Information is subject to change\****