



# Denville Township Board of Education

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## Google Workspace for Education, K12 and Student Chromebook Contract

### **I: VISION**

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

The policies, procedures and information contained in this document apply to all Chromebooks used within Denville Township Schools, and include any other device the Administration considers to fall under the umbrella of this policy. Administrators and teachers may set additional requirements for computer use at their individual schools or in their classrooms.

### **II: STUDENT RESPONSIBILITY & CHROMEBOOK CARE GUIDELINES**

#### **A. Taking Care of Your Assigned Chromebook**

Each student is responsible for the general care of the Chromebook assigned to him/her by the District. In 5<sup>th</sup> through 8<sup>th</sup> grade, our goal is to provide students with the same device each year. It is crucial that students are responsible for and care for their assigned device at all times.

#### **B. General Policies**

Chromebooks are intended for educational use only. Devices have been purchased to support and enhance instruction, research, and collaboration.

#### **1. All Students using district Chromebooks must adhere to the following:**

- a. Close the Chromebook screen before moving it
- b. Do not lean on the top of the Chromebook when it is closed
- c. Do not poke or put pressure on the screen or place anything on the keyboard before closing the lid (e.g. pens, pencils)
- d. Clean the screen with a soft, dry cloth or anti-static cloth
- e. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- f. No food or drink is allowed near your Chromebook
- g. Chromebooks must remain free of any writing, or drawing
- h. **Chromebooks must never be left in an unlocked cart/cabinet, car or any unsupervised area**

#### **2. Additional 1:1 Student Guidelines:**

- a. Students will be assigned an individual Chromebook, charger and case he/she will use for the entire school year
- b. Students will return devices (Chromebooks and chargers) as requested by the Administration for required care at any time, at the end of the school year, or when leaving the district
- c. Students will use the same device through 8th grade, so it is critical that every student takes care of the device assigned to him/her

- d. Students will travel between classrooms and to and from school with devices so students must be careful not to damage or lose their Chromebooks and always use the case provided
- e. Chromebooks that are broken or not working properly must be reported immediately to the technology department
- f. Students taking home Chromebooks must bring his/her assigned Chromebook to school each day, fully charged
- g. Chromebooks will be disabled every night from 11PM-5AM.
- h. Lost, or stolen Chromebooks or chargers must be reported immediately to School Administration. The School shall not be responsible for loss or theft of the device or charger. Costs related to loss or theft will be the responsibility of the student and his/her parent/guardian.**
- i. If a student reports to school without a working Chromebook, he/she must check out a loaner device until the Chromebook is repaired.
- j. Students will not have the ability to print from the Chromebook to any school printer
- k. Parents/Guardians are responsible for a yearly insurance fee to cover accidental damage to Chromebooks. The fee is \$30.00 and can be paid online with [Payschools](#), by check or money order
- l. This insurance will cover one accidental screen break per school year. For any additional screen breaks, students will be charged a fee of \$30 per screen.**

**Failure to comply with the Policies listed above and the Denville Township Schools Acceptable Use Policy will result in disciplinary action**

### **C. Google Workspace for Education, K12**

1. Denville Township Schools will create a Google Workspace for K12 account for all District staff members and students
2. Students will log into Denville Township Schools Google Workspace for K12 domain to create, save, and share files with members of the Denville Township School District
3. The Google Workspace account provides students with access to all District allowed Google resources from any computer or electronic device with Internet access.
  - a. Access is available during school hours as well as from home
  - b. Any Internet browser can be utilized to login to the Google Apps account, however Chrome is the recommended browser
4. Google Drive
  - a. Drive is a collaborative suite for students and teachers to create, edit and share documents, spreadsheets, presentations, and files
  - b. Google Docs, Sheets, and Slides, are similar to Word, Excel, and PowerPoint respectively however they deliver collaborative workspaces for students and staff to further support the learning process
5. Gmail
  - a. Students in grades 5 – 8 will have an email address linked to a Denville Township Gmail account
  - b. Students have the ability to communicate with Denville Township District staff and students
  - c. Emails and email accounts are District property and subject to monitoring
  - d. By default settings, communication with outside sources (non-Denville staff and students) is restricted unless authorized by the Administration
    - i. Communication with individuals outside of the District may be granted for specific assignments if requested by the teacher, approved by administration and authorized by the Technology Department
6. Google Calendar
  - a. Students and teachers can create, edit, and share collaborative calendars for projects, events, etc.

7. Google Sites
  - a. Students and teachers can create and share webpages to showcase work
8. Chrome Web Store
  - a. Students will have access to district approved educational Apps
9. You Tube
  - a. Students will have access to educational videos and resources to enhance learning
10. Google Meet
  - a. Students may have access to Google Meet if requested by the teacher and authorized by Administration and Technology. Zoom is also used for virtual instruction.

#### **D. Livestream Services**

Should virtual instruction be required, the school district may implement livestream instruction and/or educational services to consenting students that would allow them to engage in synchronous learning and maintain, to the extent feasible, their regular school schedule during virtual, or remote, learning.

Livestream instruction could necessitate group-based, interactive learning during which other parents/guardians/caretakers could overhear or possibly observe your child's participation in the learning. During livestreamed instruction, please understand that there would be no expectation of privacy over the information that your child may disclose during the virtual lesson or discussion, or in his/her image or voice. In other words, your child could be visible and audible to other members of the public as if s/he were participating in a discussion with peers in a public library.

Please know that these discussions would be of the curricular content being taught. Any off-topic discussion by students will be redirected by teachers and instructional support staff. Parents are expected to refrain from actively listening to or viewing their child's livestream so that a more familiar classroom environment can be cultivated. Parental abuse of the livestreaming services could result in the removal of the child's livestreaming privileges.

#### **E. Electronic Device Notification**

This electronic device may record or collect information on the use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on my activity or use of the device. It is possible this collection of information on the student's activity or use of the device may occur outside of the school. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student as per N.J.S.A.18A:36-39 (P.L. 2013, c. 44).

#### **F. Google Workspace for K12**

It is understood that District issued Google Workspace for K12 Accounts will record or collect information on activity conducted while logged into district Google Apps for Education accounts. This includes any device from which the Google Workspace for K12 Account is accessed whether at school or elsewhere. Activity will be recorded from other browser tabs or instances in addition to the one that was used to log into the Google Workspace for K12 account and will continue as long as Google Workspace for K12 Account is logged in. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student as per N.J.S.A.18A:36-39 (P.L. 2013, c. 44)

## **G. GoGuardian**

It is understood that GoGuardian will be used to monitor student activity when using their Google Workspace for K12 Accounts on any device. Chromebooks will be disabled overnight from 11PM - 5AM.