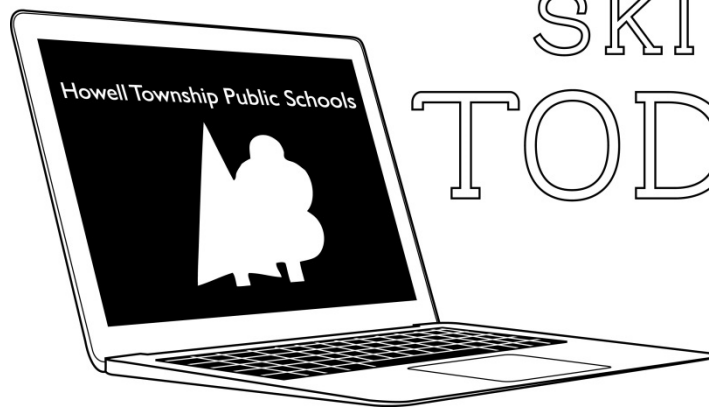




**Howell Township Public Schools**  
PROUD OF OUR SCHOOLS CONCERNED FOR OUR CHILDREN

## 21<sup>st</sup> Century Learning Environment



TOMORROW'S  
SKILLS...  
TODAY!

Digital Learner Handbook

Grades 6-8

2019 – 2020

## 21<sup>st</sup> Century Learning Environment

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Today's rapidly changing world requires that our students learn in relevant, real-world 21st Century contexts, that foster and encourage collaboration, communication, and develop problem-solving skills necessary to adapt and navigate in a global society.

To this end, the district established a Technology Task Force, comprised of community members, teachers, administrators, support staff, students, and members of the Board of Education. The task force was charged with establishing a 21st century learning environment.

The Technology Task Force identified the knowledge and skills that students would be required to master, researched key pillars for achieving a 1:1 technology environment, visited districts that successfully implemented 1:1 programs, and explored various technologies. In 2014, the task force presented a recommendation to the Board of Education for their vision for a 21st century digital conversion.

Students in grades 6-8 will be assigned a laptop. Throughout the school year, teachers will be employing these technologies to make material accessible and engaging, and encouraging students to create, communicate, and collaborate in ways never before possible.

The policies, procedures and information within this handbook apply to all student devices provided by the Howell Township Public Schools. Right of possession and use is limited to and conditioned upon compliance with Board policies and other guidelines outlined in this Digital Learner Handbook. Teachers may set additional requirements for use in their classroom.

The district is excited about these transformational learning opportunities and what it provides for our students.

# Receiving and Returning Laptop

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## Receiving Laptop:

1. Laptops will be distributed in late August during scheduled laptop pick-up dates. The student must be present to pick up the laptop. All students in grades 6-8 will be issued a laptop, power adaptor, and protective hard-shell case.
2. Parents are required to select a laptop protection option before taking the laptop home. A printed receipt is required for proof of protection plan when the student picks up the laptop on the assigned distribution date.
3. All proper paperwork and payment must be submitted in order for the laptop to be distributed.
4. In accordance with Policy 5513: Care of School Property, the student is still responsible for the proper care of school property and the school supplies and equipment entrusted to his/her use.
5. Student assigned laptops cannot be accepted in the main office/outside drop off bin if it is left at home. If a student does not bring his/her laptop to school, he/she may check out a loaner laptop from the school's Help Desk. Loaner laptops are on a first-come first-serve basis. Repeated unpreparedness will be addressed on a case-by-case basis and may be reflected on the student report card, as well as the inability to receive a daily loaner laptop.

## Returning Laptop:

1. The laptop, hard-shell case and power adaptor must be returned at the end of each school year. If a student's enrollment in the Howell Township Public Schools (HTPS) is terminated for any reason (i.e. transfer, expulsion, etc.), the laptop and accessories must be returned to the Help Desk on the date of termination. Failure to return all assigned items will result in the student's name being placed on an obligation list. Devices not returned within 5 days of the student's withdrawal from the district will be reported as stolen.
2. To every extent possible, each student will receive the same laptop, charger and case which were issued to him/her the previous school year.
3. All laptops and accessories remain the property of the Howell Township Public Schools. The district reserves the right to collect and/or inspect a student's device at any time and to delete/remove any material or applications deemed inappropriate.

## Check-in Fines:

The laptop and accessories must be returned in good working condition to the school's Help Desk at the end of each school year. If a student fails to return the device and accessories, fines will be assessed and that student's report card will be withheld. Failure to return will result in a theft report being filed with the Howell Township Police Department. Furthermore, whether or not a protection plan is selected, the student will be responsible for intentional damage to the laptop, charger and hard-shell case.

A replacement fine will be assessed if the charger is not returned or lost.

**Hard-shell cases must never be removed from the laptop or vandalized.** A replacement fine will be assessed if the student has drawings/stickers (e.g. coloring in bubbles, drawing on the case, affixing stickers) or lost during the student's middle school experience.

## Protecting and Storing the Laptop

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### Laptop Identification

1. Student laptops are labeled with a barcoded asset tag and a student name tag. The asset tag matches students and devices within the district's management system.
2. Laptops can be identified in the following ways:
  - a. Asset Tag
  - b. Record of serial number
  - c. Student name tag
  - d. Automated Check-out/check-in record from the Help Desk

### Storing your Laptop

1. Each student is encouraged to take his/her laptop home every day.
2. When not in use during the school day, student laptops should be stored in the student's assigned locker.
3. Laptops identified as needing to be returned to the Help Desk at the end of the school day cannot be stored in a locker.

## Taking Care of the Laptop and Accessories

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### General Care and Precautions

1. Laptops and hard-shell cases **must remain free of any stickers, drawings, writings or labels** that are not the property of the Howell Township Public School District.
2. Hard-shell cases must never be removed from the laptop. A fine will be assessed if the hard-shell case is damaged, vandalized, or lost during the student's middle school experience.
3. Laptops must never be left in an unlocked locker, unlocked car or any unsupervised or unsecure area. Do not bump the laptop against lockers, walls, floors, etc.
4. Students are responsible for keeping the laptop battery charged for school each day.
5. Only a clean, soft cloth should be used to clean the laptop screen; **cleaners of any type must not be used**. If the screen needs to be cleaned with something other than a soft cloth, students must bring it to the Help Desk for cleaning.
6. Avoid placing excessive pressure or weight on the laptop screen.
7. Avoid eating or drinking while using the laptop and do not expose the laptop to extreme temperatures.

## **Carrying Laptop**

1. Laptops must be within an appropriate sling/carrying bag when carried within the school and to/from school.
  - a. Books, pencils/pens or other objects should not be placed in the laptop sling bag.
  - b. When leaving school, it is recommended that the student place the sling bag inside his/her traditional backpack.

## **Loaner Laptops Undergoing Repair**

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### **Laptops Undergoing Repair**

1. A loaner laptop may be issued to a student if repairs are needed.
2. The students will be expected to return the loaner laptop once his/her assigned laptop is repaired.

## **Laptop Security and Safety**

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Each student laptop is configured so that the student can login under his/her assigned network username and password.

In accordance with the Children's Internet Protection Act (CIPA), all laptops reside on the district's network. The district maintains an Internet content filter. Content filtering not only restricts access to unacceptable sites, but also restricts access to chat rooms and social media sites. Filtering is not as reliable as adult supervision. Students are required to notify a teacher or administrator if they access information or messages that are inappropriate. Student Internet use will be filtered through the district's Internet content filter.

In accordance with district policy, cyberbullying is unacceptable and will not be tolerated. Discipline for cyberbullying will be handled on a case by case basis as deemed appropriate by school administration.

### **Disclosure Regarding School District Provided Technology Devices to Students**

Technical devices provided by the Howell Township School district may record or collect information on the student's activity or the student's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. 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. An acknowledgement of this notification by the parent is required before the issuance of a technology device to students.

## Technical Support and Repairs

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Parents, guardians, or students are not allowed to attempt repairs themselves or contract with any other individual or business to repair school owned equipment. All repairs will be performed by the Howell Township School District's Office of Digital Learning and Innovation. Self-repair will void any manufacturer warranties and the district protection plan.

## Acceptable and Responsible Use Agreement

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The Howell Township Public School District considers Internet, laptop, and digital resource usage as both a privilege and a necessity for students to move beyond the limits of the physical school building to enhance learning. The student agrees to follow guidelines and acceptable behaviors of our policy.

### Student Acceptable and Responsible Use

In order to maintain the privilege of using the laptop and digital resources at both home and school users must agree to comply with the following responsible uses:

1. All use of school technology must be grounded in academic purposes and align with learning goals and objectives.
2. Network accounts and hardware (including but not limited to laptops and digital resources provided by the district) should be considered school property.
3. With the exception of accessibility and minor settings, students agree to maintain the software and configuration of laptops set by the district.
4. Network accounts and laptops are to be used only by the authorized user of the account.
5. Laptops should be considered in the same way as a personal class notebook.
6. **Food and liquids must be kept away from equipment.**
7. Equipment must be secured when not in use and treated carefully at all times.
8. Laptops should be charged for each school day.
9. Cords and cables must be inserted and removed carefully.
10. Laptops and cases must be free of stickers or writing that was not issued by the district.
11. If a repair is needed, users should report the concern to the teacher, and then visit the Help Desk.

### Disclaimer

The Howell Township School District will periodically review the acceptable use policies and reserves the right to change the policies to further the academic environment of our school.

## Review of Policies

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### **BOARD POLICY 2361: ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES**

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

The use of personal, non-district provided, technology equipment (Laptop Computers, Palm Pilots, etc.) in school will only be permitted with the prior approval of the Systems Administrator and/or Building Principal.

#### Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;

2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this Policy; and/or
11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

### Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and



Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

#### Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed a consent form by the pupil and his/her parent(s) or legal guardian(s).

#### Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 03 January 2013

## **BOARD POLICY 7523: SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS**

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only permitted staff members may load or download software onto a school district provided device, unless given approval by an authorized staff member.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;
2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent

and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;

7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – "The Anti-Big Brother Act"

Adopted: 20 August 2014

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# LAPTOP PROTECTION PLAN OPTIONS 2019-20



In accordance with Policy 5513: Care of School Property, students are responsible for the proper care of school property and the school supplies and equipment entrusted to his/her use. The Howell Township Public Schools recognizes that there is a need to protect the investment by both the District and the Student/Parent. **The following outlines the various protection options. A plan must be selected before issuing a laptop.**

## DISTRICT PROTECTION PLAN

School District Protection Plan will be available for students and parents to cover a laptop replacement in the event of theft, loss, or accidental damages. The protection cost is \$85 annually for each laptop with a maximum of \$230 for family coverage when there are three or more children in school using laptops. Lost or vandalized accessories (e.g. charger and case) are not covered. Additional replacements\* will cost the student/parent the full value of a laptop fully configured (\$1,100). \*Second or additional hardship replacements eligible for protection at the discretion of the superintendent.

NOTE: Fee may be waived or reduced at the discretion of the superintendent for extreme hardship on a case by case basis. Parents must have superintendent's prior approval for hardship.

## PERSONAL INSURANCE

Parents may wish to carry their own personal insurance to protect the laptop. Please consult with your insurance agent for details about your personal coverage of the laptop. Parents will need to show proof of insurance at the time of laptop pick up before the student(s) is/are allowed to check out the laptop.

## PERSONAL LIABILITY

Parents who select no plan will be held financially responsible for loss, theft, or all damages. Typical repair and replacement costs are listed in the chart.

Liquid Spill: \$775  
Cracked Screen: \$500-\$600  
Cracked Casing: \$400-\$600  
Hard-shell Case: \$38

Replace Keyboard: \$75-\$100  
Cracked Track Pad: \$350-\$500  
AC Adapter: \$49-\$79  
Fully configured laptop: \$1100

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report MUST be filed by the parent or guardian for the protection coverage to take place. A copy of the police/fire report must be provided to the Laptop Help Desk.

**INTENTIONAL OR REPETITIVE DAMAGE OR ABUSE:** Parents/guardians are responsible for full payment of intentional damages/abuse to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection DOES NOT cover intentional damage/abuse of the laptops.

| PROTECTION PLAN OPTIONS    |  |
|----------------------------|--|
| <b>DISTRICT PROTECTION</b> | I choose to pay the school district an annual protection payment for coverage of theft, loss or accidental damage, in the amount of \$85 for each laptop with a maximum of \$230 for family coverage when there are three or more children in school using laptops. The protection payment is nonrefundable. The protection plan covers the laptop. Loss, theft, or intentional damage to the charger or hard-shell case is not covered. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.   |
| <b>PERSONAL INSURANCE</b>  | I will cover the laptop, hard-shell case, and a charger under my own insurance policy. I agree to pay the District the amount received from my insurance company plus any additional amount needed to cover the laptop replacement, charger and hard-shell case not to exceed \$1,100. <b>Note: Most insurance policies only provide in-home coverage. My policy must provide a rider for coverage wherever my student takes the laptop (home, school, bus, etc.).</b> Proof of the insurance, with the rider, will be provide to the Laptop Help Desk before my student is issued a laptop. |
| <b>PERSONAL LIABILITY</b>  | I agree to pay for the replacement or repair of the laptop, charger and hard-shell case not to exceed \$1,100 should any of the aforementioned items be stolen, lost or damaged.   |