



Allamuchy Township School
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One to One Chromebook & Email Use Rules

Allamuchy Township School District (ATSD) will provide and assign students in grades 5-8 a Chromebook for use at school in order to promote achievement and provide flexible learning opportunities. This document provides guidelines and information about district expectations for these one-to-one (1:1) devices. Our expectation and belief is that students will responsibly use district technology and understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued device safe, secure and in good working order.

RESPONSIBILITIES:

1. The student will adhere to these guidelines each time the device is used.
2. The student will use appropriate language in all communications. Communication should be conducted in a responsible, ethical and polite manner.
3. The student will use technology for school-related purposes only.
4. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored or archived by the district at any time.

RESTRICTIONS:

1. The student will not mark, deface, or place stickers on the devices. Students wishing to personalize their Chromebook may purchase a protective case if they so choose.
2. The student will not reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. The student will not attempt to access school files or other accounts.
4. The student will not share passwords or attempt to discover passwords.
5. The student will not download and/or install any programs, files, or games onto any district-owned technology unless directed by a teacher.

In order to keep Chromebooks secure and damage free, please follow these additional guidelines:

- Do not allow others to use your 1:1 device.
- Do not leave the 1:1 device unattended at any time.
- Do not eat or drink while using the 1:1 device.
- Keep your 1:1 device away from precarious locations like table edges, floors, or seats.
- Do not stack objects on top of your 1:1 device, leave it outside, or use near water.

In order to utilize the Chromebooks, students will be given a Gmail account to log-on to the notebook and electronically keep and share work with their peers and teachers. The Acceptable Use Rules for Students signed at the beginning of the year as well as the following procedures apply to the use of Gmail accounts provided by the Allamuchy Township School District.

As outlined in Board Policy 2360- Use of Technology, the following are NOT permitted:

**Plagiarizing material that is available on the Internet.*

**Using the district's network for spamming email accounts.*

**Sending or receiving messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.*

**Spreading messages that can be interpreted as harassing, discriminatory or defamatory.*

The ATS Gmail system is the property of the Allamuchy Township School District. Access to this system is a privilege granted to students and may be revoked or withheld at the discretion of the ATSD. Students in fifth through eighth will be given a Gmail username and password. We encourage students to change this password, which should not be shared with any other person beside parents or guardians. In addition, no student should leave his or her user account open or unattended at any computer.

Students will be able to access this account from home and school. The use of this account is for school activities only - other activities should be done from a personal email account. The Allamuchy Township School Gmail system may be treated like school lockers and will be monitored to ensure that users are using the system responsibly.

To deny a child access to individual email accounts, parent(s) or legal guardian(s) must notify the Superintendent in writing. Please sign this form to acknowledge your child's use of the Allamuchy Township School Gmail system and understanding of the policy and procedures.

By acknowledging this agreement you agree to abide by the conditions listed above and assume responsibility for the care and proper use of ATSD district-issued technology. You understand that should you fail to honor all the terms of this document, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the ATSD Student Code of Conduct.