



SOMSD Student Chromebook Technology Handbook 2024 - 2025

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Overview

- Students in grades K-1 will have access to a Chromebook for use in school. These devices will be stored on carts in each classroom and will be used at the teacher's discretion.
- Students in grades 2-12 are issued a school Chromebook and charger. Chargers are to stay home for the year and do not need to come to school. Students should charge their Chromebooks each night to ensure they are fully charged each day they come to school.
- There are a number of online resources that families can review with their students on how to use district Chromebooks & Google Apps:
 - Chromebook Resources
 - [Online Tour of Your Chromebook](#)
 - [Connect To Your WiFi at Home](#)
 - [Find Apps For Your Chromebook](#)
 - [Customize Your Desktop](#)
 - [Using Your Chromebook Keyboard](#)
 - [Web Browsing On Your Chromebook](#)
 - Google Apps Resources
 - [Organize your Files in Google Drive](#)
 - [Find your Files in Google Drive](#)
 - [Share files from Google Drive](#)
 - [Use Google Drive Apps](#)
 - [Working Offline](#)
 - [How to Use Google Docs](#)
 - [How to Use Google Sheets](#)
 - [How to Use Google Slides](#)

The assignment of a district Chromebook is a **loan** and all devices and components remain the property of the South Orange-Maplewood School District.

Receiving / Returning Your Chromebook

Chromebooks Issued by the South Orange Maplewood School District

- Chromebooks will be distributed at the beginning of the school year.
- The following items and accessories will be distributed and recorded in the district inventory system:
 - Chromebook

- Charger
- Students will continue to use the same device issued to them each year unless otherwise instructed by the Technology Department.

Returning Chromebooks

- Students leaving the district must return district owned Chromebooks and accessories prior to withdrawal.
- If a Chromebook and/or accessory is lost, stolen, or not returned, the student/guardian may be charged the full replacement cost.

Taking Care of Your District Chromebook

General Care

- Students are responsible for the general care of the Chromebook they have been issued by the district.
- Students are responsible for bringing a fully charged Chromebook to school each day.
- All district labels and barcodes must remain on the equipment.
- Chromebooks must remain free of any personalization, such as: writing, drawing, stickers, etc.
- Be mindful of food, drink, etc. that may come in contact with the Chromebook.
- Chromebooks should not be left unsupervised.
 - Please turn an unsupervised Chromebook into a staff member or the school's main office.
 - If a Chromebook has been stolen, report the information to the district immediately.
- Chromebooks should not be stored in a vehicle for security and temperature control reasons.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebook lids should always be closed when moving between locations.

Screen Care

- The Chromebook screens can easily be damaged, particularly by excessive pressure.
 - Do not lean on top of the Chromebook.

- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or pre-moistened eyeglass lens cleaning tissues to clean the screen.

Repairing or Replacing Your Chromebook

- Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.
- Students in Grades K - 5 should contact their teacher regarding their damaged Chromebook. Teachers will submit Technology Work Orders to have the broken devices repaired. Please leave the Chromebook in the classroom so that the technician can locate the device.
- Students in Grades 6 - 12 should use the forms below to submit a request to have their Chromebook repaired. Students can drop off their broken Chromebook at their school's Library (CHS & MMS) / Main Office (SOMS). Please note that you must use your district Google account to complete the forms below.
 - [Columbia High School Student Chromebook Repair](#)
 - [Maplewood Middle School Student Chromebook](#)
 - [FormSouth Orange Middle School Student Chromebook](#)
- Repaired Chromebooks may end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device such as a USB drive

Chromebook repairs typically will take 1 - 3 school days but can be longer depending upon the extent of the repair. Loaner Chromebooks may be available at the schools for the student to use while the device is being repaired. Loaner availability is not guaranteed.

Chromebook Insurance

Parents of students in grades 2 - 12 have the option to purchase a protection plan for the district issued Chromebook to cover repair and replacement cost if the device is accidentally damaged or stolen. The protection plan is non refundable. **The cost of the**

protection plan is \$25.00 for the 2024 - 2025 school year. Once purchased, coverage is in effect from the day the device is received through Summer 2025.

- The protection plan does **NOT** cover misuse, neglect or intentional damage. Students will be responsible for the entire cost of repairs or replacement to devices damaged through student misuse, neglect, or intentional damage.
- The protection plan does **NOT** cover damage to power adapters / chargers.
- The protection plan does **NOT** cover lost power adapters / chargers.
- The protection plan does cover accidental damages to loaner devices that are issued to the student in the event that a Chromebook is being repaired.
- A police report may be required when a device is lost / stolen. A claim through the device protection plan for lost / stolen devices is required.
- If you do **NOT purchase the Protection Plan**, you are responsible to pay for the cost of any repair(s) for physical damage to the student's device, power adapter and any loaner devices that are issued to the student. If the device is unable to be repaired, this may also include the full replacement cost of the device.

We strongly encourage families of students in Grades 2 - 12 to purchase a protection plan for their Chromebook. If a protection plan is not purchased, families will be responsible for any damage. More information on how to purchase a protection plan can be found by visiting www.somds.k12.nj.us/chromebooks.

Parts List with Prices

If the part(s) below are damaged and you do not purchase the protection plan, you will be charged the following prices:

Description	Type	Cost
Full Replacement Device	Fee	\$280.00
Damaged Chromebook Motherboard	Fee	\$100.00
Damaged Chromebook Screen	Fee	\$75.00
Damaged Chromebook Back Cover	Fee	\$30.00
Damaged Chromebook Keyboard	Fee	\$25.00
Replacement AC Adapter	Fee	\$25.00
Damaged Chromebook Daughterboard	Fee	\$20.00
Damaged Chromebook Touchpad	Fee	\$20.00
Damaged Chromebook Bottom Cover	Fee	\$20.00
Damaged Chromebook Hinge	Fee	\$10.00

Using Your Chromebook At School

- The Chromebook is intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

Chromebooks Left At Home

- Students are expected to have their Chromebook present and charged on a daily basis.
- There will be a limited number of loaner Chromebooks available for checkout through the school main office or media center / library.

Chromebooks Under Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair (based upon loaner availability).
- Students using loaner Chromebooks will be responsible for any damages incurred to the loaner device.

Account Security

- Students are required to use their own SOMSD Google Apps username and password, and keep this password confidential.

Saving Your Digital Work With A Chromebook

- With a wireless Internet connection, Google documents and files uploaded to Google Drive can be accessed from any device, anywhere, at any time.
- Prior to leaving the district, or graduating, students are encouraged to transfer any documents to a personal account. Accounts may not be available after graduation. More information on how to [transfer your documents can be found here](#).
- Chromebooks are equipped with a USB port so portable hard drives and USB drives can be used as an alternative way to transfer and/or save files.
- It is not recommended to save documents/files to your Chromebook's hard drive.
 - In the event that repairs need to be done, files saved to the Chromebook could be deleted.
 - Save all files to the unlimited storage in Google Drive to ensure you will have continued access.

Operating System On Your Chromebook, Software, and Protection

- Chromebooks automatically update to the most recent version of the Chrome operating system thus eliminating time-consuming installs, updates, or re-imaging.
- Students must power down the Chromebook weekly to keep their Chromebook updated.
- Apps and extensions installed by the district are not to be removed by the student.
- Any app or extension that violates the Acceptable Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the Chromebook.

Accessing the Internet At Home

- Students are allowed to connect to wireless networks when their Chromebooks are at home, or in other venues where connectivity is offered (such as the public library, community center, etc). ***Note that SOMSD cannot provide any assistance, troubleshooting, or advice on such off site connectivity.***
- When connecting from home, please be advised that district content filtering is active. Any student browsing activity on a district Chromebook or while using a district Google account has content filtering rules applied.
- As required by the Children's Internet Protection Act (CIPA), Internet access is filtered both within our school district and when the devices are taken outside of the district and used on the public internet.
- Parents and guardians are responsible for monitoring a student's use of the device at home. While the devices are filtered, there are no guarantees that all inappropriate content will be caught by the filter.

Network Security

The South Orange Maplewood School District will be responsible for providing network access and content filtering at school.

- SOMSD makes no guarantee that their network will be up and running 100% of the time. In instances that the network is down, the District will not be responsible for lost or missing data.
- 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.
- The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the District. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

- While the District provides Internet content filtering both on and off campus, parents/guardians are responsible for monitoring student internet use when off campus and at home.
- 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 and on school accounts.

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 South Orange Maplewood 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.
- All files stored on the South Orange Maplewood School District Google Workspace accounts or network are the property of the district and are subject to regular review and monitoring for responsible use. Internet history and email 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.

Acceptable Use Guidelines For Chromebooks

- Students are responsible for ethical and educational use of technology.
- Access to SOMSD technology is a privilege, not a right. Students are required to follow policies and rules.
- As required by the Children's Internet Protection Act (CIPA), Internet access is filtered both within our school district and when the devices are taken outside of the district and used on the public internet.
- Parents and guardians are responsible for monitoring a student's use of the device at home. While the devices are filtered, there are no guarantees that all inappropriate content will be caught by the filter.
- Students must abide by Copyright and Plagiarism Laws.
- Students will report to staff or administration if online experiences ever become uncomfortable including but not limited to receiving harassing messages, accidentally viewing offensive or inappropriate content, or being asked to meet someone they met online without parental approval.
- Students will not use profanity or offensive media in any type of communications.

- Proper conduct in electronic communication and internet usage must be used. Giving out personal information, such as telephone numbers and home addresses, is inappropriate, unless specifically authorized for instructional or administrative purposes.
- Chromebooks issued to students are South Orange Maplewood School District property, and all SOMSD Board Policies apply.
- The Board reserves the right to monitor students' use of the network at any time and make determinations on whether uses of the network are consistent with the acceptable use practice.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.
- Email and communications sent/received should be related to educational needs.
- Email and communications are not private and subject to inspection by the district at any time
- Transmitting spam messages, chain letters, or inappropriate email may be considered a violation of district policies and may result in disciplinary action.

By taking ownership of a school district device, I agree to the following:

- I agree to keep this computing device in my possession at all times. I will not give or lend it to anyone except to return it to the School for repair in case it is damaged.
- I agree to carry this computing device in a secure manner to minimize the chances that it will be damaged or destroyed.
- I agree to follow the Acceptable Usage Policy and will not use this computing device, in or out of School, for inappropriate or unlawful purposes. I understand that the School will fully cooperate with all relevant authorities in investigating and prosecuting any unlawful use.
- This electronic device may record or collect information on my 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:3639 (P.L. 2013, c. 44).
- I agree to return this computing device to the district at the request of the district. I further understand any applications, music, etc., loaded on the device become the property of the school district and may not be returned.

South Orange Maplewood School District Anti-Big Brother Act Compliance Notice

The Anti-Big Brother Act, New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c.44), requires that parents/guardians of students who have been assigned a district or school owned device for use outside of school in connection with the district's academic program, must be notified and informed of the following:

" If a school district furnishes a student with a laptop computer, cellular telephone, or other electronic device, the district shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's 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 the student's activity or use of the device."

This document serves as notice that South Orange Maplewood School District will 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 while they are using the device outside of school.

Policies and Guidelines

- [Policy 2361 - Acceptable use of Computer Networks / Computers and Resources](#)
- [Policy 7523 - School District Provided Technology Devices To Students](#)
- [Policy 5513 - Care of School Property](#)