

POLICY

BOARD OF EDUCATION WASHINGTON TOWNSHIP

PROPERTY

7523/page 1 of 11

School District-Provided Technology Device(s)
to Students

SCHOOL DISTRICT-PROVIDED TECHNOLOGY DEVICE(S) TO STUDENTS

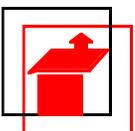
The Board of Education may provide technology devices to students in the district primarily for school district authorized use. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to students of this district. 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 students to be used as part of their educational program.

A technology device made available to students may 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. In the event the school district provides a technology device that is deemed mandatory to the successful completion of the classroom curriculum, the district will provide students 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 student is not permitted to download additional software onto the technology device or modifying the software installed on the technology device unless permission is given by authorized staff member(s). Only school district authorized staff members may install or download software onto a school district provided technology device unless directed otherwise by the Information Technology Department. More specific guidelines regarding the installation of additional software may be provided as circumstances necessitate. Should students be permitted to install personal software/files, district software and or files shall take precedence in utilizing the device's limited storage space.

To receive a school district provided technology device, the parent and student must sign an agreement with the Board of Education requiring the parent and the students to comply with certain provisions (Attachment A: *Student Agreement for the Use of District-Provided Technology Device(s)* and/or Attachment C: *1:1 Mobile Learning Device Student Guidelines*). These provisions may include, but are not limited to:

1. A school district-provided technology device must be used only by the student primarily for school district authorized use;
2. A student shall comply with the school district's acceptable use of technology policies in his/her use of any school district-provided technology device; (A copy of the *District's Acceptable Use of Technology* policy/(ies) shall be attached to Attachment A: *Student Agreement for the Use of District-Provided Technology Device(s)* and Attachment C: *1:1 Mobile Learning Device Student Guidelines*.)



POLICY

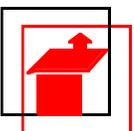
BOARD OF EDUCATION WASHINGTON TOWNSHIP

PROPERTY

7523/page 2 of 11

School District-Provided Technology Device(s)
to Students

3. Any school district provided technology device loaned to a student must be returned to the school district in the condition it was initially provided to the student considering reasonable use and care by the student;
4. Students who are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such technology devices. These appropriate measures and precautions for school district provided technology devices to students shall include, but are not limited to, the following:
 - a. Keep the technology device in a locked and secured environment when not being used;
 - b. Prohibit the use of any technology device by any other person except as authorized by the school;
 - c. Do not leave the technology device outdoors or unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office);
 - d. Keep the technology device with you at all times while in public places, such as public transportation, airports, restaurants, etc.;
 - e. Do not check the technology device as luggage when traveling;
 - f. Keep food and drinks away from all technology devices and work areas;
 - g. Always use the district provided bag/case at all times;
 - h. Mobile devices may not be jailbroken, unlocked from the mobile carrier; in the case of a mobile phone or tablet with GSM/CDMA capabilities, rooted, or removed from the domain;
 - i. "Jailbreaking" is defined as the process of hacking iOS, Apple's mobile operating system, through the use of software and hardware exploits in order to gain access to applications, extensions, and themes that are unavailable through the official Apple App Store.
 - ii. "Rooting" is defined as the process of allowing users of mobile devices running the Android mobile operating system to attain privileged control (known as "root access") within Android's sub-system to gain access to restricted settings and/or applications.
 - iii. "Removing from the domain" is the process of using any 3rd party software or a system restore process to modify the computer network configurations, allowing administrative access to the computer and by passing security protocols.



POLICY

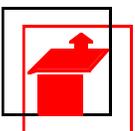
BOARD OF EDUCATION WASHINGTON TOWNSHIP

PROPERTY

7523/page 3 of 11

School District-Provided Technology Device(s)
to Students

- iv. Students found to be in violation of this policy by jailbreaking, rooting, resetting, or removing their devices from the domain may be required to pay a fee to reimburse the District for time needed to perform a security analysis of the device and time necessary to return the device to a secure and useable state.
 - i. To prevent accidental damage, do not:
 - i. Place the technology device on the floor or on a sitting area such as a chair or a couch;
 - ii. Leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;
 - iii. Use the technology device at the beach or near water such as a pool;
 - iv. Leave the technology device in direct sunlight for prolonged periods of time;
 - v. Stack objects on top of the technology device; and
 - j. Be sure to backup data and other important files regularly. The IT Department may perform maintenance on the technology devices by imaging (reloading the software). If a device needs to be erased, reasonable advanced notice will be given whenever possible. In the event of a security breach, the device will be wiped immediately with no opportunity to backup files. All files not backed up will be deleted during this process. Neither the IT Department nor school district shall be held liable for the loss of data. Information on backup and restoration procedures will be available on the IT Department's website at wtps.org/technology.
5. The parent or student shall be responsible to reimburse the school district the cost of any technology device that is lost, intentionally damaged beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of Attachment A: *Pupil Agreement for the Use of District-Provided Technology Device(s)* and Attachment C: *1:1 Mobile Learning Device Student Guidelines*;
6. The district may require, or offer as an option, depending on the type of technology device provided to the student, an insurance or technology care plan to be purchased by the parent or student that would cover, theft or accidental damage to a technology device during the time period the student has possession of the device. The parent or the student shall pay any insurance/care plan required deductibles in the event of theft or accidental damage unless fees are waived based upon other policies/regulations;



POLICY

BOARD OF EDUCATION WASHINGTON TOWNSHIP

PROPERTY

7523/page 4 of 11

School District-Provided Technology Device(s) to Students

7. In the event the school district does not require the purchase of an insurance or care plan for a technology device or the parent or student elects not to purchase optional insurance or care plan, the parent and/or student shall be responsible for any loss or damage to the technology device in accordance with the terms of Attachment A: *Student Agreement for the Use of District-Provided Technology Device(s)*, and Attachment C: *1:1 Mobile Learning Device Student Guidelines* unless fees are waived based on upon other policies/regulations;
8. A student will be required to report immediately any hardware or software problems in the operation of the device to the classroom teacher or in the case of a 1:1 environment to the school's designated Student Support Center and the student will refrain from attempting to repair the device on his/her own;
9. Because timely reporting of a lost or suspected stolen technology device typically results in the greater likelihood of recovery of the lost item, whenever a student has reason to believe that his/her district-provided technology device has been lost/stolen, it must be reported immediately to the classroom teacher or in the case of a 1:1 environment to the school's designated Student Support Center and the Washington Township Police Department; and then submit to the Student Support Center a completed *District-Provided Technology Device Damage/Loss/Theft Reporting Form* (Attachment B) within one (1) school day. Failure to provide required documents within the timeframe stated above will may nullify any financial protections offered by the optional insurance/care plan.
10. In the event it is believed the technology device has been stolen, the parent or student is required to file immediately a police report. Within one (1) school day, a parent or student shall submit a copy of proof of notification that a police report was filed within 24 hours to the school's designated Student Support Center which shall accompany the completed *District Provided Technology Device Damage/Loss/Theft Student Report Form* (Attachment B);
11. A student shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
12. Any other provisions consistent with policies/regulations the Superintendent of Schools determines should be on Attachment A: *Student Agreement for the Use of District-Provided Technology Device(s) for Students*, Attachment B: *District-Provided Technology Device Damage/Loss/Theft Student Report Form*, and Attachment C: *1:1 Mobile Learning Device Student Guidelines*.



POLICY

BOARD OF EDUCATION WASHINGTON TOWNSHIP

PROPERTY

7523/page 5 of 11

School District-Provided Technology Device(s)
to Students

16. Parents/guardians and the students may be required to attend an orientation meeting or online webinar/video prior to receiving a designated 1:1 device.

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 student's activity or the student's use of the technology device if the device is equipped with a camera, global positioning system in cases of lost or stolen devices, or other features capable of recording or collecting information on the student's activity or use of the device. The District does not have the capability to remotely activate or control the built-in camera in the device. None of the information collected shall be shared with anyone outside of the District except when required by law. 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 student or any individual residing with the student. 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 student retains the use of the school district provided technology device. The parent acknowledgement and a signed *Student Agreement for the Use of District-Provided Technology Device(s) 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 student, 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 students as defined in N.J.S.A. 18A:7F-45.

Students shall comply with all school district policies and guidelines for the use of a school district provided technology device. A student shall be subject to consequences in the event the student violates any school district policy, including the district's acceptable use policies; student code of conduct; any provision of this Policy; or any provision of the *Student Agreement for the Use of District-Provided Technology Device Form*.

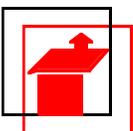
N.J.S.A. 18A:34-1

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

Adopted: 25 August 2015

Revised & Approved: 20 June 2016

Revised & Approved: 23 July 2019



POLICY

BOARD OF EDUCATION WASHINGTON TOWNSHIP

PROPERTY

7523/page 6 of 11

School District-Provided Technology Device(s)
to Students

(Attachment A)

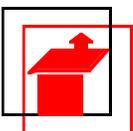
Student Agreement for the Use of District-Provided Technology Devices

School: _____ Name: _____
Homeroom # / Teacher _____ Date _____

Washington Township Public Schools has provided me with a technology device(s) to support the fulfillment of my educational responsibilities. I hereby acknowledge that I understand and agree to abide by the following provisions governing my use of such devices.

For the purposes of this agreement, "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 students to support the fulfillment of their educational responsibilities.

1. A school district provided technology device must be used only by the student primarily for school district authorized use;
2. A student shall comply with the school district's acceptable use of technology policies, in his/her use of any school district provided technology device. A copy of the *District's Acceptable Use of Technology* policies shall be attached to the *Student Agreement for the Use of District-Provided Technology Device Form*;
3. Any school district provided technology device loaned to a student must be returned to the school district in the condition it was initially provided to the student considering reasonable use and care by the student;
4. Students who are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such technology devices. These appropriate measures and precautions for school district provided technology devices to students shall include, but are not limited to, the following:
 - a. Keep the technology device in a locked and secured environment when not being used;
 - b. Prohibit the use of any technology device by any other person except as authorized by the school;
 - c. Do not leave the technology device outdoors, or unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office);



POLICY

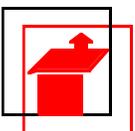
BOARD OF EDUCATION WASHINGTON TOWNSHIP

PROPERTY

7523/page 7 of 11

School District-Provided Technology Device(s)
to Students

- d. Keep the technology device with you at all times while in public places, such as public transportation, airports, restaurants, etc.;
- e. Do not check the technology device as luggage when traveling;
- f. Keep food and drinks away from all technology devices and work areas;
- g. Mobile devices may not be jailbroken, unlocked from the mobile carrier in the case of a mobile phone or tablet with GSM/CDMA capabilities, rooted, or removed from the domain;
 - i. "Jailbreaking" is defined as the process of hacking iOS, Apple's mobile operating system, through the use of software and hardware exploits in order to gain access to applications, extensions, and themes that are unavailable through the official Apple App Store.
 - ii. "Rooting" is defined as the process of allowing users of mobile devices running the Android mobile operating system to attain privileged control (known as "root access") within Android's sub-system to gain access to restricted settings and/or applications.
 - iii. "Removing from the domain" is the process of using any 3rd party software or a system restore process to modify the computer network configurations, allowing administrative access to the computer and bypassing security protocols.
- h. To prevent accidental damage, do not:
 - i. Place the technology device on the floor or on a sitting area such as a chair or a couch;
 - ii. Leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;
 - iii. Use the technology device at the beach or near water such as a pool;
 - iv. Leave the technology device in direct sunlight for prolonged periods of time;
 - v. Stack objects on top of the technology device; and



POLICY

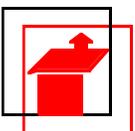
BOARD OF EDUCATION WASHINGTON TOWNSHIP

PROPERTY

7523/page 8 of 11

School District-Provided Technology Device(s) to Students

- i. Be sure to backup data and other important files regularly. The IT Department may perform maintenance on the technology devices by imaging (wiping and reinstalling the software). All files not backed up will be deleted during this process. Neither the IT Department nor school district shall be held liable for the loss of data. Information on backup and restoration procedures are available on the IT Department's website.
5. The parent or student shall be responsible to reimburse the school district the cost of any technology device that is lost, intentionally damaged beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the *Student Agreement for the Use of District-Provided Technology Device Form*; Students found to be in violation of this policy by jailbreaking, rooting, or removing their devices from the domain may be required to pay a fee to reimburse the District for time needed to perform a security analysis of the device and time necessary to return the device to a secure and useable state;
6. The district may require, or offer as an option, depending on the type of technology device provided to the student, an insurance policy or care plan to be purchased by the parent or student that would cover certain losses or damage to a technology device during the time period the student has possession of the device. The parent or the pupil shall pay any insurance policy or care plan required deductibles in the event of a claim, unless fees are waived based upon policies/regulations;
7. In the event the school district does not require the purchase of an insurance policy or care plan for a technology device or the parent or student elects not to purchase an optional insurance or care plan, the parent and/or student shall be responsible for any loss or damage to the technology device in accordance with the terms of the *Student Agreement for the Use of District-Provided Technology Device Form*, unless fees are waived based upon policies/regulations;
8. A student will be required to report immediately any hardware or software problems in the operation of the device to the classroom teacher or in the case of a 1:1 environment to the school's designated Student Support Center and the student will refrain from attempting to repair the device on his/her own;
9. A student must immediately notify the classroom teacher or in the case of a 1:1 environment to the school's designated Student Support Center and the Washington Township Police Department; and then submit to the Student Support Center a completed *District-Provided Technology Device Damage/Loss/Theft Reporting Form* (Attachment B) within one (1) school day;



POLICY

BOARD OF EDUCATION WASHINGTON TOWNSHIP

PROPERTY

7523/page 9 of 11

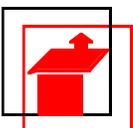
School District-Provided Technology Device(s)
to Students

10. In the event it is believed the technology device has been stolen, the parent or student is required to file immediately a police report. Within one (1) school day, a parent or student shall submit proof of notification that a police report was filed with 24 hours to the school's designated Student Support Center which shall accompany the completed *District Provided Technology Device Damage/Loss/Theft Student Report Form* (Attachment B);
11. A student shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines, if applicable;
12. Should a student be permitted to install additional software/store personal files on the device, memory/storage for school-required applications/files shall take precedence; and
13. Any other provisions consistent with policies/regulations the Superintendent of Schools and/or the Director of Information Technology determines should be included on the *Student Agreement for the Use of District-Provided Technology Device(s) Form*.
14. The following District-provided technology device(s) have been issued to me:

Description	Make/Model	Serial Number	WTPS Inventory Tag #	Date of Issuance
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

15. This device is equipped with a camera, and in some cases includes limited global positioning abilities to aide in lost/stolen device retrieval, capable of recording or collecting information on the student's activity or use of the device. The District does not have the ability to remotely activate or control the camera.
16. I understand that the school district shall not use any of the device's capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. No data shall be collected by the district and shared with any individual outside of the District except where required by law.

Any violation of Board of Education policies or procedures including, but not limited to, school district provided technology devices to students; acceptable use of computer networks, computers, and resources; and/or inappropriate conduct may result in appropriate disciplinary action.



POLICY

BOARD OF EDUCATION WASHINGTON TOWNSHIP

PROPERTY

7523/page 10 of 11

School District-Provided Technology Device(s)
to Students

I have received a copy of Policy/Regulation 7523, *Student Agreement for the Use of District-Provided Technology Devices to Students*.

Student Name (Please Print)

Student Signature

Date

Parent/Guardian (Please Print)

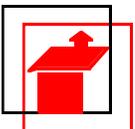
Parent/Guardian Signature

Date

Authorized IT Department Member
(Please Print)

Authorized IT Department Member
Signature

Date



POLICY

BOARD OF EDUCATION WASHINGTON TOWNSHIP

PROPERTY

7523/page 11 of 11

School District-Provided Technology Device(s)
to Students

(Attachment B)

Washington Township Public Schools District-Provided Technology Device Damage/Loss/Theft Student Report Form

Date Submitted: _____	
Student Information:	
Last Name: _____	First Name: _____ M.I.: _____
School Building: _____	Home Room Teacher: _____
Grade: _____	Home Room #: _____
Technology Care Plan? Yes _____ No _____	
Device Description:	
Type of Device: _____ (Laptop, iPad, Phone, etc.)	
Make: _____	Model: _____ Serial Number: _____ WTPS Inventory Tag #: _____
Nature of Damage / Loss (Please check the appropriate box)	
Damaged: _____ Lost: _____ Stolen: _____ Non-Operational: _____	
Location of Incident: _____ Date of incident: _____ Time (if known): _____	
Description of Loss/ Damage (Please describe the circumstances in which the equipment was lost, stolen, or damaged) (Note: <i>If stolen please attach a copy of the police report</i>)	

Student Name (Please Print)

Student Signature

Date

Parent/Guardian (Please Print)

Parent/Guardian Signature

Date

For Office Use:		Device type:	_____	
Date Received:	_____	Replacement issued?	Yes / No	
Received by:	_____	WT Inventory Tag #:	_____	
Nature of Damage:	_____	Serial Number:	_____	
Insurance Information:	Policy Holder's Name:	_____	Phone Number:	_____
	Insurance Company:	_____	Insurance Contact Name:	_____
	Policy Number:	_____	Insurance Phone Number:	_____

