



Washington Township Public Schools

1:1 Mobile Learning Student Guidelines

Vision Statement: Integrating instructional technologies throughout the curriculum will provide all our students with the tools to enhance learning, develop skills, and promote responsible citizenship to succeed in our global society.

I. Goals:

- a. Student's device becomes his or her primary mobile learning tool.
- b. Teaching and learning becomes increasingly more differentiated and student-centered.
- c. Engaging all students in authentic real-world activities and projects.
- d. Extending learning beyond the classroom and the school day.
- e. Promoting a culture of life-long learning and responsible digital citizenship.

II. Terms of Mobile Device Loan:

A mobile device, or *device* as referenced in subsequent paragraphs, is defined as a laptop, 2 in 1 laptop, or iPad.

All students enrolled at Washington Township High School and district middle schools will be issued a mobile device for the school year. The device will be assigned to individual students and serial numbers will be recorded. The student will retain possession of the device for the remainder of the school year in which it was issued, until he or she is promoted from a middle school, graduates from the high school, or the student withdraws from school. The District retains the right to collect issued devices at any time and inspect them for appropriate usage and care. Students are responsible for bringing the devices to school daily, taking them home each day regardless of need, and ensuring they are fully charged for use the following day. Loaners will not be provided should a student forget his or her device. Failure to bring one's device does not excuse the student from completing classwork or assessments during the period which they are assigned. The devices are not to be left unsupervised at home or at school in unsecured locations. This includes being left in a classroom or office for charging or storage purposes. Students are responsible for the appropriate use of their device and to take care of their device to prevent it from being damaged, lost, or stolen in accordance with District Policy #7523. The District has extended warranty coverage on all the devices that will protect against manufacturer defects during the time the device is assigned to a student. In cases where a precision stylus/pen is provided, students/families are responsible for battery replacement.

III. Hardware and Software Issued:

- a. Mobile Device: laptop computer, 2 in 1 laptop, or iPad
- b. AC adaptor and power cord
- c. Protective cover/carrying case
- d. Some students will receive a precision stylus/pen
- e. Pre-loaded software for coursework. Devices come installed with the latest versions of Microsoft Windows OS or iOS and are able to connect to the Internet wirelessly. They also have web-filtering and anti-virus software which must remain turned on and active at all times. Additionally, all devices have limited GPS tracking that is active when the device is on. The school **does not** have remote access to the web camera installed on each device. Students may not download or install software or apps outside of the Windows or iOS App Stores to their device unless permission has been granted from the IT Department. The software/apps installed by the Washington Township IT Department must remain in usable condition and may not be uninstalled.

- f. Mobile devices are programmed to receive important software updates automatically in order to ensure they are up-to-date and secure. During summer break, students should periodically leave their devices on while connected to the internet for several hours so updates may be received and installed.

IV. General Device Care Guidelines:

- a. Overloading your backpack or case **will** damage the device.
- b. When using the device, keep it on a flat, solid surface for air to circulate. For example, using your device while on a carpet or bed for extended periods of time can cause damage due to overheating.
- c. Students should avoid using their device while walking to avoid damage.
- d. Liquids, foods, and other debris can damage the device. Students should avoid eating or drinking while using the device. **Do Not** keep food or food wrappers with the device.
- e. Take extreme care when inserting charging cord, cables, and other removable storage devices to avoid damage to the device's ports.
- f. Do not expose your device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- g. Labels have been applied to your device for ID purposes. If these labels are intentionally removed or other ones added, the student will be issued a replacement/removal obligation. Adding stickers to the device is considered defacing District property.
- h. Keep your laptop away from magnets, which can erase or corrupt your data.
- i. Students must report all damage to the IT Department immediately so they may be repaired. Students may be selected randomly to provide their device for inspection. Students with damaged devices who fail to report the damage will be subject to repair or replacement fees and disciplinary actions.
- j. Misplaced laptops must be reported to the IT Department immediately; this will improve chances of locating the lost device.

V. Cleaning Your Device:

- a. Always disconnect the laptop from the power outlet before cleaning.
- b. Clean the screen with a soft, lint free cloth, or if necessary use LCD approved anti-static screen cleaners or wipes. **Never use glass cleaner or any other liquid not approved for touch displays**, as they can damage or ruin the display.
- c. If you spill a liquid on the keyboard, turn off the laptop device, and flip it upside down to drain, and bring it to the Tech Department ASAP. Do not attempt to remove keys/keyboard to clean it yourself
- d. Wash hands frequently when using the laptop to avoid buildup of dirt on the keyboard and touch pad.

VI. Screen Care:

- a. Do not pick up the laptop by the screen.
- b. Avoid excessive force when touching the screen with fingers or stylus. Never use pens, pencils, or any sharp instrument not designed for a touch-sensitive screen.
- c. Do not lean on top of the laptop.
- d. Avoid placing excessive pressure or weight on the laptop screen.
- e. Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.

VII. Carrying the Device:

- a. All devices must be carried in the school-provided carrying case or with the protective cover installed at all times, including when moving in between classes. The case/protective cover helps prevent overall damage, including to the ports, and excessive wear. Failure to take reasonable care by neglecting to use the District-provided carrying case or cover may result in repair and/or excessive wear and tear costs regardless of Technology Care Plan coverage.
- b. Mobile devices, including when in the case, are never to be thrown, dragged, or dropped.
- c. Devices always should be shut down or placed in standby mode before being placed in the carrying case in order to prevent hard drive damage.
- d. Always close the lid before moving or carrying the device.
- e. Carefully unplug all cords, accessories, and peripherals before moving the device or placing it in the case.

VIII. Security and File Management:

- a. **Never** leave devices in unsupervised areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, and hallways. Secure your device in your locker before going to class if the class is in an unsecured area.
- b. Avoid using the device in areas where damage or theft is likely.
- c. When students are not using their devices, they should be stored in their secured lockers. **Nothing** should be placed on top of the device in the locker. Students are required to take their devices home every night, regardless whether they are needed.
- d. Devices should not be stored in a vehicle. If a device is placed in a vehicle temporarily, it **must not** be visible from the outside. During after-school events, students still are expected to maintain the security of the device. Students participating in sporting events will secure the devices by locking them inside their student-assigned lockers. Unsupervised devices will be confiscated by staff.
- e. Passwords never may be shared with anyone except with parents/guardians and authorized Washington Township personnel.
- f. Resetting the device, jailbreaking, rooting, and/or removing the device from the domain, in order to circumvent security policies, is strictly forbidden.
- g. Changing the name of the device is not permitted.
- h. Do not remove or add any software/apps or change device settings, unless directed.
- i. The District does not accept responsibility for the loss of any data deleted due to re-imaging devices or mechanical failure. It is the student's responsibility to regularly backup important files.

Music, Games, or Programs

The Washington Township Public Schools' **Acceptable Use of Computer Network/Computers and Resources Policy and Regulations #2361 (AUP)** states that students are expected to comply with ethical-use guidelines and abide by all federal copyright and Fair Use laws.

Deleting Files

Do not delete any folders or files that you did not create or you do not recognize. Deletion of files could interfere with the functionality of the device.

Network Student Storage/Saving Files

Students should save their files in the cloud using their District-provided OneDrive for Business Account.

Sound

Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with expressed permission from the teacher.

Printing

Students are to print documents and assignments at home if possible. Students who are not able to print at home may print in the Media Center before school, after school, and during their lunch period in the cafeteria.

IX. Loaning Equipment to Others:

- a. Students may not lend devices or accessories to others for any reason. This includes other family members.
- b. Parents/legal guardians may use the laptops to assist their child who is assigned the device with homework and school assignments.

X. Power Management:

- a. It is the student's responsibility to recharge the device so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classrooms for recharging.

- b. For prolonged periods of inactivity, students should shut down the device completely before closing the lid. This will help conserve the battery.
- c. Dimming the brightness of your screen could will extend the battery run-time life/charge cycle.
- d. Uncharged batteries or failure to bring the device to class will not be an acceptable excuse for late or incomplete work, inability to participate in class activities, or complete assigned assessments. Loaner chargers are not available.
- e. It is recommended that students carry their chargers (AC adapters) to school in case there is a need and opportunity to recharge the device in a classroom. The availability and opportunity to recharge devices during the course of the school day is not guaranteed.

XI. Internet Safety:

As part of our curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on through social networking, websites, and in chat rooms.

We require students to:

- a. Immediately report any unauthorized activity on the Internet or network.
- b. Notify a teacher immediately if you accidentally access an inappropriate site.
- c. Never read someone else's email or open their folders or files without their permission.
- d. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- e. Never arrange to meet an unknown person utilizing social networks from the Internet.
- f. Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; accurately cite sources of information.
- g. Protect your user account by keeping your password secure and logging off or locking the screen when not using your device. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in, you are responsible.
- h. Protect personal information. Never give full names, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a non-descript username that does not identify you personally to online viewers/organizations you do not know.
- i. Students are required to notify a building Assistant Principal if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Off-Site Internet Use:

Washington Township Public Schools will not serve as a home Internet service provider. While filtering capabilities extend off campus, it is the responsibility of the parent or guardian to monitor student laptop use, especially Internet access, in the home.

XII. Monitoring Device Usage:

In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39

"The Anti-Big Brother Act" - A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device 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. The notification shall also include a statement that the school district or charter school 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 or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.

- a. As required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the District for school use on the device. Washington Township Public Schools cannot guarantee that access to all inappropriate sites will be blocked. **NO FILTER IS AS RELIABLE AS ADULT SUPERVISION!** Log files are maintained centrally with a detailed history of all sites accessed and sites whose attempted access has been blocked. It is the responsibility of the user to appropriately use the device, network, and the Internet in accordance with our **AUP and Regulation #2361** agreements students and parents/guardians signed. Washington Township Public Schools

will not be responsible for any harm suffered while on the Internet or network while at school or outside the District.

- b. While at school, monitoring/supervision is the responsibility of the school district personnel. While at home, this is the responsibility of the parent and/or guardian. Students will provide access to the device and any accessories assigned to them upon request by the school or District. A search of the device and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.
- c. Email accounts are provided by the District. Students must follow the requirements for email usage as set forth in **Regulation #2361**
- d. Washington Township Public Schools' IT Department will only be able to monitor student devices through remote transmission while connected to the District network. Internet histories will be logged both when connected to the District network and an outside/home internet connection. District personnel do not have the ability to access the built-in camera when disconnected from the District network. District devices are equipped with limited GPS capabilities. The GPS system will be used to help District staff and/or law enforcement should a laptop become lost or stolen.
- e. Students randomly may be selected to provide their device for inspection. Students with damaged devices who fail to report the damage will be subject to repair or replacement fees and disciplinary actions.

XIII Privacy:

- a. There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer, device, software, or network. Washington Township Public Schools reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via Washington Township Schools' equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned computers, devices, software, network, or other equipment.
- b. **CAPTURING VIDEO, AUDIO, OR IMAGES OF STAFF OR STUDENTS WITHOUT THEIR CONSENT IS STRICTLY FORBIDDEN.**

XIV. Warranties, Damages, and Theft:

Hardware Warranty and Accidental Damage Coverage:

Washington Township Public Schools purchased a warranty with each device that covers repairs/replacement of the device caused by mechanical/electronic failure or factory defect.

- High School students shall report all laptop issues to the Township Tech Center in room G-102.
- BHMS students shall report all laptop issues to room B7 next to the Media Center
- CRMS students shall report all laptop issues to room 119 next to the Media Center
- OVMS students shall report all laptop issues to room 119 next to the Media Center

Under no circumstances are students/families to attempt to open or tamper with the internal components of the device. Doing so will render our warranty void. Any and all repairs may only be performed by the WTPS IT Department. Purchasing replacement parts independently is not permitted. Parts may only be purchased directly from the IT Department.

Damage Not Covered by the Manufacturer's Warranty:

- a. Accidental damage is not covered by the manufacturer's warranty and therefore is the responsibility of the student and their parents/guardians to pay for repairs and/or replacement for the damage caused by an accident, negligence, loss, or theft.
- b. Any user-replaceable batteries used by peripherals, such as but not limited to, a precision stylus or Surface Pen.

XV. Technology Care Plan:

- a. Washington Township Public Schools provides an annual, optional Technology Care Plan that students and their parents/guardians may purchase that covers accidental damage or theft of their device for one year.
- b. The Care Plan does not cover the theft of District-issued precision stylus/pen.
- c. If, in the determination of the Technology Care Plan provider, Washington Township Public Schools, a student is guilty of negligence regarding damage to the device or loss of the device, the Care Plan coverage will not apply; upon this determination, the parent/guardian/student will be the responsible party to compensate the District for repairs or replacement.
- d. In order to maintain Care Plan coverage, students are required to use the District-issued protective cover/carrying case at all times.

- e. Instances requiring complete replacement of the device due to loss, damage, or theft may result in the student being charged an additional Care Plan fee to cover the replacement device.
- f. Repeated incidents of repairs/replacement of a device caused by accidental damage, negligence, loss, or theft will result in disciplinary measures assigned to the student and/or additional fees to cover the cost of excess damages, and/or loss of Care Plan coverage.
- g. Students/families should purchase the annual Care Plan at the time of device-pickup. Plans may be purchased through the third week of the beginning of the school year, beginning when students return to school. Intent to purchase plan, after having taken ownership of the device, will require an inspection prior to completing the purchase.

XVI. Theft and Loss:

- a. If at any point a device is lost/stolen during the school day, the student is to immediately report it to the Township Tech Center or school administration. At that time, the **District-Provided Technology Device Damage/Loss/Theft Pupil Report Form, Policy # 7523 (Attachment B)** will be filled out by the student and parents/guardians.
- b. If at any point a device is stolen off school property, it must be reported to the local police where the theft occurred by the parents/guardians or student, and a copy of the police report must be brought to the school within 24 hours (barring weekend) to be given to the administration. Failure to complete and submit the report within the specified time limits will void any and all Technology Care Plan benefits and protections.
- c. Filing a false police report and insurance claim is punishable by law.

XVII. Financial Responsibility:

- a. The optional Technology Care Plan is offered through the District for student-issued devices for a \$65.00 annual fee.
- b. Students on a free or reduced lunch program are entitled to free or reduced fee Care Plan coverage.
- c. The Care Plan is meant to protect against accidental damage and theft, not loss.
- d. **Devices that are found to be damaged due to misuse, deliberate damage, or neglect will result in a fee being issued to the students/parents of the responsible parties for repairs or replacement.**
- e. Each student is issued a device, a battery (may be internal), charger, protective cover/carrying case, and in some instances a precision stylus/pen that are their responsibility until they turn it in for repair, leave school, or graduate. Failure to return each of these items in good working order and reasonable physical condition before leaving school or graduating also may result in fees being charged for repairs or replacement.

Table of Estimated Costs for Intentional Damage and Lost or Stolen Equipment and Accidental Damage without Optional Insurance

Parts/Repairs	Estimated Cost Up To
Cracked and /or broken screen	\$260.00
Cracked and/or broken device external assembly	\$250.00
Cracked and/or broken device external and internal assembly	\$415.00
Cracked and/or broken palm rest	\$100.00
Cracked and/or broken trackpad	\$100.00
Damaged motherboard	\$682.00
Damaged and/or lost keyboard replacement	\$100.00
Damaged and/or lost power brick	\$50.00
Damaged and/or lost power cable	\$40.00
Damaged power adapter port	\$250.00
Damaged and/lost device protective cover/case	\$20.00
Replacement battery	\$250.00

Replacement of device damaged beyond repair and/or lost	\$900
Replacement of device identification labels from damage or removal	\$5.00
Replacement Precision stylus/pen	\$40.00
*Estimated costs are subject to change based on current parts and replacement unit prices.	



Washington Township Public Schools 1:1 Mobile Learning Student Guidelines Agreement.

- **All students must submit this completed form in order to receive a device.**
* **(Families with multiple WTPS students must complete one form per student.)**

By signing below I acknowledge and agree with the following statements:

- I have carefully read and will comply with the WTPS 1:1 Mobile Learning Student Guidelines, Student Acceptable Use of Computer Network/Computers and Resources Policy and Regulations #2361 and School District-Provided Technology Device(s) To Pupils Policy # 7523 as published on the WTPS website.
- I understand that mobile devices that are found to be damaged due to misuse, deliberate damage, and/or neglect regardless of an optional Technology Care Plan will result in the students/parents/guardians of the responsible party being charged a fee up to the full replacement cost of the devices.
- Each student is issued a mobile device, a battery (may be internal), a charger, and in some instances a precision stylus/pen that must be returned in working order prior to graduating, transferring, or leaving school. Failure to return each of these items will result in a charge up to the full replacement cost of the device issued to the student and their parents/guardians.
- An optional, annual Technology Care Plan is available through the District for student issued mobile devices. This Technology Care Plan is optional, annually renewed, and meant to protect against accidental damage and theft of the mobile device issued to your student.

By signing below, I acknowledge that I have read and understand the Washington Township Public Schools 1:1 Mobile Learning Student Guidelines and acknowledge and agree with the guidelines as stated above.

Student Printed Name: _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent/Legal Guardian Printed Name: _____ **Date:** _____

Parent/Legal Guardian Signature: _____

For Administrative Purposes Only: Device Details

Device Model: _____ Device Serial #: _____ Asset Tag #: _____

Date issued: _____ Condition: _____ Care Plan : Yes _____ No _____

Optional Technology Care Plan Payment Information

Cost: \$65.00/year _____ Yes, I want the optional, annual Technology Care Plan. _____ No, I decline the optional Technology Care Plan.

Check or money order # : _____ (**No cash will be accepted.** Checks or money orders to be made payable to: **"Washington Township Board of Education"**.) Online payments are available via PaySchools Central at www.payschoolscentral.com

Student Initials Acknowledging items received:

Device	Charger	Pen	Case/Cover
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