



Camden County Schools
Parent & Student 1:1 Chromebook Classroom Initiative
Device Handbook

All students and parents will agree to the following guidelines:

1. Students will be assigned a Chromebook for classroom use and are responsible for the Chromebook at all times. The Chromebook is provided to the student on the terms and conditions described in this document and only for the educational purposes of Camden County Schools. The student's possession and use on campus will be subject to the terms and conditions described in this document and school level guidelines.
2. Care of the Chromebook will be the student's responsibility. If their assigned Chromebook is lost, stolen, or damaged, it must be reported immediately.
3. Camden County Schools reserves the right to impose additional restrictions on Chromebook use.
4. The student's possession and use of the Chromebook will comply at all times with state and federal laws and regulations.
5. Student's possession and use of the Chromebook will be subject at all times to all Camden County Schools policies and procedures, including, but not limited to the Code of Student Conduct located in school handbooks.
6. Under no circumstances will student use of the district owned Chromebook be used in furtherance of any crime, fraud, threat, defamation, plagiarism, copyright infringement, patent, or trademark infringement, illegal downloading, theft of intellectual property, gambling, accessing, viewing or transmission of pornographic images, material, or content, illegal or unauthorized accessing or use of data, bullying, harassment (including cyber-bullying), malicious internet activities (including hacking), advertising or commercial activities, abusive or insulting communications, or any unlawful activities of any kind.
7. Internet access on the Chromebook will be filtered at all times by Camden County Schools under the regulations of the Children's Internet Protection Act (CIPA). The Children's Internet Protection Act (CIPA) requires that K-12 schools and libraries in the United States use internet filters and other measures to protect children from harmful online content. This federal law states protective measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors).
8. Chromebooks are the property of Camden County Schools and officials have the right to review all materials stored or accessed on any Chromebook at any time. A student's right to use the Chromebook may be revoked for misuse or violation of policies and/or procedures.
9. Students are not to loan their Chromebook to anyone at any time.



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10. Chromebooks should not be left unattended or in the care or custody of any person other than the student's teacher. Students are to take all precautions necessary to keep the Chromebook safe and will follow all Chromebook Guidelines and Best Practices procedures.
11. The Chromebook is the property of Camden County Schools and the student will return it at the end of each day to their homeroom teacher, other designated teacher and/or take home if allowed by school.
12. Any theft, conspiracy to steal, unauthorized use, selling of or conspiracy to sell a Camden County Schools Chromebook will be subject to disciplinary action and/or criminal prosecution under applicable state and federal law.
13. If their assigned Chromebook is lost, stolen, damaged, or used inappropriately, it will be the parent's financial responsibility as described in the Camden County Schools Board Policy: Technology in the Educational Program (3220) and Fee Schedule listed in this handbook.
14. Failure to comply with these guidelines and failure to comply with the Camden County Schools Student Technology Responsible Use will be dealt with as specified in the school's discipline code.
15. Any violation of the terms or conditions set forth or referenced in this document may result in possession or use of the Chromebook being restricted, suspended, or terminated, with or without prior notice, at the discretion of Camden County Schools.
16. Student and Parent signatures to the Camden County Schools' Technology Responsible Use Agreement are acknowledgment and understanding of the responsibility of the student's use of the Chromebook and in compliance with all applicable laws, policies, rules, and regulations.

Receiving Your Device

Every student is required to have a district issued device for instructional use at school and/or home.

The device and/or power cords will be distributed at the beginning of the school year, on a date determined by the school. Parents and students must sign and submit the **Camden County Schools Technology Responsible Use Agreement** before the device can be issued/assigned to the student. There will be an **annual \$15 student technology fee collected per student**. This fee **will cover one (1) damage incident, other than total destruction, per school year**, such as cracked screen, or missing key from keyboard. The fee will not cover total destruction or loss of accessories. Examples of total destruction: water damage, cracked cases by dropping or compression, loss of device or theft, or any device the District Technology Department deems unrepairable.

*A device will **NOT** be issued for daily use if all required items are not completed at the school level. Alternate assignments will be given to the student that may include paper/pencil instruction.*



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Care of Your Device

The device is school property and all users will follow the procedures outlined in the Parent & Student 1:1 Chromebook Classroom Initiative Handbook and Camden County Schools Technology in the Educational Program (Policy 3220) and Technology Responsible Use Policy (Policy 3225/4312/7320). Students are responsible for the general care of the device issued by the school.

General Care

- Students are responsible for coming to school with the device charged, if school allows student to take home.
- As recommended by the manufacturer, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices and the power cord must remain free of any writing, drawing, stickers, or labels that are not the property of Camden County Schools.
- Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area or bag.
- Excessive pressure on the device screen may cause damage. Avoid leaning on top of the device or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
- To prevent damage, devices should not be near food and drink.
- Keep the device out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness. Freezing conditions will damage components and impact battery life.
- Keep the device off the floor where it could be stepped on or tripped over.
- Do not disassemble or attempt to do any physical repairs to the device.
- The device is provided for the sole use of the student to which it is assigned. Do not loan out the device, or charger/power cord to other individuals.
- Any device that is broken or fails to work properly must be taken to the MEDIA CENTER/OFFICE in the school for an evaluation of the equipment.
- **A protective case for the device is strongly encouraged, at the expense of the family.**

Google Accounts

Students log into Camden County Schools devices with their Camden County Schools Google account. Students should **NOT** change the display name for their account. Students should use Google profile pictures that are school appropriate. *The presence of guns, weapons, alcohol, drug and gang-related symbols or pictures are not permitted per school/district policies unless related to academic purposes. The presence of pornographic materials or inappropriate language is not permitted per school/district policies. At any time, a school administrator or teacher may request your passcode to access this district-owned device.*

Protecting Your Data and Files

It is recommended that students regularly backup data to the cloud storage provided by the school. Syncing the device and/or backing up the device regularly will allow the restoration of all data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Do not expect that files stored on the device will be private. Camden County Schools officials may review files and communications at any time to ensure you are using the device appropriately. Students are responsible for the appropriateness of all files, data, and internet history on the device.

Instructional Use

Students are expected to bring the fully charged device to school every day. If students do not have the device, they must complete all work as if it were present. Students may face disciplinary consequences for forgotten devices. It is the student's responsibility to have sufficient battery life for its expected use while at school. Updates to Apps and the device software are released periodically. It is the student's responsibility to keep the device updated and synced prior to class.



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Parent Expectations

Parents are expected to review **Camden County Schools Technology Responsible Use Policy (Policy 3225/4312/7320) & Technology in the Educational Program (Policy 3220) with their student(s)** and monitor student use of the device and Internet at home. Reporting damage, loss, or theft should be reported to the school officials as soon as possible. Parents are responsible for payment of fees and fines as outlined in this document, as well as making sure the device and charger are returned at the end of the school year.

Sound

Earbuds/headphones are the responsibility of the student and will only be permitted per school policy as outlined in the student handbook.

Responsible Use

The use of Camden County Schools Technology Resources is a privilege, not a right. The privilege of using the technology resources provided by Camden County Schools is not transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. Students may not jailbreak, modify, or in any other way tamper with the device or the device operating system.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

Device Check-In

If a student transfers out of the district during the school year, the device must be returned to the Media Center/Office of the school at the time of student withdrawal. Additionally, student devices and the power cord must be returned to the Media Center/Office at the end of each school year. Students who graduate early, withdraw, are expelled, or terminate enrollment at Camden County Schools for any other reason must return their individual school device and power cord on the date of termination.

Check-In Fines

If a student fails to return the device and/or accessories at the end of the school year or upon termination of enrollment at Camden County Schools, the student will be billed for the replacement cost of the device or accessories. If a student refuses to return their device, it is considered a theft and law enforcement agencies will be involved. Furthermore, the student will be responsible for the cost to repair any damage to the device consistent with the district's ***Device Damage/Repair/Replacement Plan*** listed in this handbook.

Device Identification

Devices are identified based on serial number and an asset label consistent with Camden County Schools Inventory System. Do not remove your device's identifying labels or markings.

Storing Your Device

Students could take their devices home every day after school and return to school with them fully charged the next day, if allowed by the school. Classroom teachers will only be responsible for student device storage at schools that do not allow device take home.

Devices Left at Home

If students leave their device at home, they are responsible for getting the coursework completed as if they had their device present. If a student repeatedly (3 or more times) leaves his/her device at home, he/she will be subject to appropriate disciplinary action. Students may also face restrictions or loss of device privileges.



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Technology Support

Technology support for devices will be available during the school day. After hours' support will not be available. Loaner devices will be issued if the assigned student device must be sent for repair. Loaner devices will only be issued if all fees and fines have been paid.

Bring Your Own Technology (BYOT)

Personal devices will only be allowed for those students who are enrolled in a college class and their textbook or lab simulator is installed on their device. The preferred primary device for instructional use in the classroom will be the district issued device. The parent and student must complete the BYOT Agreement and provide a personal device authorized to connect to the district's network, as addressed in Camden County Schools Board Policies. Current course enrollment, installed textbook and/or lab software, and up to date anti-virus software must be verified by the Technology Department and/or Media Department prior to allowing connection to the network.

Device Damage/Repair/Replacement Plan

Camden County Schools recognizes that with the implementation of the device initiative, there is a need to protect the investment by both the District and the student/parent. Therefore, the following guidelines were established:

Camden County Schools has the following fees for broken or missing equipment:

iPad Screens	Not replaceable- will be charge for device replacement (see below)
iPad Chargers	\$25
iPads Whole- device replacement price	\$300
Chromebook Screens	\$75
Chromebook Chargers	\$30
Chromebooks Whole	\$275
Other: As determined by the Technology Department	varies