# Technology Documents for the 2021 – 2022 School Year

*Phone: 973-300-3800 / Fax: 973-383-5705*

This packet contains documents for your review and signature. Please note **students will not be able to access/use the technologies,** including both hardware and software, at the school **until this paperwork is signed and returned** to the main office. Please return only this page and keep the rest of the packet for reference.

## Please return to GHS as soon as possible, as students will NOT get their device if paperwork is not returned.

## Deadline is Friday, September 10th

Student Name: _____ Grade: _____

## Please check agreements below, sign the bottom, and return to the main office:

- ❏ We have read, understand, and accept the terms and conditions set forth in the **Acceptable Use of Computer Network/Computers and Resources Student/Parent Agreement 2021/2022** (page 1 - 2 of this packet) and agree to follow the listed guidelines.
- ❏ We have read, understand, and accept the terms and conditions set forth in the **Student Google Apps Permission Form** (page 3 - 4 of this packet) and give permission for my child to be assigned a Google Apps account.
- ❏ We have read and agree to the terms of the **GHS 1:1 Chromebooks Student Responsibilities, Expectations, and General Information** (page 5 - 6 of this packet).
- ❏ We understand that the 1:1 Chromebooks are property of GHS and we will be held financially responsible for damages up to $200. We understand that optional insurance is being offered to mitigate these charges due to unintentional damages (please see attached flyer from Worth Ave Group).

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

If you have any questions, please email Cori Harrington, Technology Coordinator (charrington@greenhills.org)

Green Township School District

# Acceptable Use of Computer Network/Computers and Resources Student/Parent Agreement 2021/2022

The Green Township School District is committed to the goal of having computer facilities used in a responsible, efficient, ethical and legal manner to advance the educational goals of the district. All users must acknowledge their understanding of the Board of Education Policy 2361: Acceptable Use of Computer Network/Computers and Resources.

Access is a privilege, not a right. Access entails responsibility. Computer technology is provided for students and staff to conduct research and communicate with others, understanding that communications on the network are **public in manner**. Access to computer technology is given to users who agree to act in a considerate and responsible manner, just as they would be expected to act in any school environment.

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district that block and/or filter visual depictions that are obscene. Blocking software is never 100% reliable in keeping students from these inappropriate sites. Teachers will directly supervise students when using the Internet as the best way to keep them safe. The Technology Department and the administration will oversee the implementation of the filtering system.

The Green Township Board of Education has set forth standards for use of computer networks.

*Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:*

- *Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities.*
- *Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.*
- *Using the computer network(s) in a manner that: intentionally disrupts network traffic; degrades or disrupts equipment or system performance; uses the computing resources for financial gain or fraud; gains or seeks unauthorized access to files; vandalizes the data of another user; forges electronic mail messages; uses an account owned by others; invades privacy of others; posts anonymous messages; possesses any data which is a violation of this policy; and/or, engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.*

Green Township School District reserves the right to review and update these policies and practices as the need arises.

# Green Township School District

### Green Hills School
### General Rules & Responsibilities for Students

1. All students will respect and obey the rules that apply to computers and technology.
2. All students will use computers only for approved educational purposes.
3. All students will use only appropriate language on computers.
4. All students will respect the privacy of the other users and of themselves, by not giving out any personal information about family or other students.
5. All students will never harm or destroy the work of another person on our school computer system or any other computer system.
6. All students will tell the teacher right away if they accidentally come across any information that makes them feel uncomfortable.
7. Students will not inflict any intentional damage to their device and will transport their devices safely and responsibly between classes as well as back and forth between school and home (if need be).
8. Students will not place any stickers, tape, paint, marker, highlighter, or any other substance on their school issued devices.
9. All students understand that not following the rules will mean a loss of computer privileges and possible further disciplinary action.

*We, (student & parent/guardian) have read and discussed the rules and regulations. We understand that violation to these rules and regulations will result in certain disciplinary or possible financial consequences. We realize that student use of computer technology in school is for supervised class instruction and school projects. We understand that even with security in place, it is impossible for the district to control access to all information and resource materials Green Township School District will not be responsible for objectionable materials inadvertently viewed while using computer technology.*

Green Township School District

# Student Google Apps Permission Form

Green Hills School has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education. These accounts will be used for school related projects. However, **students will not be assigned an account without parent or guardian approval**. The rules governing proper electronic communications by students are included in the *Acceptable Use of Computer Network/Computers and Resources Student/Parent Agreement* that is part of the Student Code of Conduct.

Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps. This account is housed on Google servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), email (for grades 5-8), calendar, website authoring tools, plus additional services. This will allow your student to collaborate with teachers and other students at Green Hills School.

**Official Email Address**

All students will be assigned a greenhills.org student email account. This account will be considered the student's official Green Hills School email address until such time as the student is no longer enrolled in Green Hills School. The naming convention will be first name and the first three letters of their last initial, ending with @greenhills.org. For example: John Smith would be johnsmi@greenhills.org. Please note, if a student emails the teacher, that email will go directly to the teachers official greenhills.org email account.  Students will NOT be able to send or receive any emails that are not a part of the @greenhills.org domain.

**Conduct**

Students are responsible for good behavior online just as they are in a traditional classroom or school building. It may be illegal to use obscene, profane, threatening, or disrespectful language while using school related technology. Communication with others should always be course related. Students should never say anything via email that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Cyberbullying and other inappropriate online behavior will not be tolerated and the privacy of others should be respected at all times.

**Access Restriction**

Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Green Hills School. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

**Security**

Green Hills School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the School Board cannot assure that users will not be exposed to non-educational material. **Parents have access to student's email and Google Classroom and are encouraged to monitor student activity.**

<div align="center">Green Township School District</div>

**Privacy**

The School Board reserves the right to access and review content in the Google Apps for Education system at any time. The School Board complies with all state and federal privacy laws. As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a Google Apps account to your child. Please fill out and return this permission slip.

Green Township School District

# GHS 1:1 Chromebooks Student Responsibilities, Expectations, and General Information

Rev: August 2021

## Receiving & Returning your Chromebooks

- Chromebooks will be distributed each fall by students' homeroom teachers.

- Students will receive a brand new Chromebook in grade 1 and again in grade 5. The shelf life of these devices is approximately 4 years. Students will be assigned the same device for the duration of the devices shelf life (grade 1-4 & grade 5-8).

- Each student will be assigned a specific Chromebook and will be responsible for that Chromebook, whether housed in school or at home, for the duration of the devices 4 year shelf life.
- Chromebooks will be updated and checked for serviceability on a date and time each spring. If a student transfers out during the school year, the Chromebook and charger provided will be returned at that time.
- If a student fails to return the Chromebook and charger at the end of the school year or upon termination of enrollment, the device will be considered lost and the student/parent will be responsible for replacement costs.

## Chromebook Insurance

- The school has made arrangements with the Worth Ave. Group for a special group insurance rate of $25.00 per device for all grades. If there is a covered issue with an insured device, the school will process all insurance claims and will provide a loaner to students until their device is returned from the repair. Theft and accidental damage are covered under this policy. **Loss and intentional damage are not covered.**
- Parents will need to sign up for this insurance plan on the Worth Ave Group website (https://gpo.worthavegroup.com/gpo/greenhills). ***GHS strongly recommends purchasing this insurance otherwise parents/guardians will be responsible for the cost of repairs (up to $200 per device). In most cases, the insurance policy is less than many common repairs; a replacement screen is $40, a replacement keyboard is $75.***

## Chromebook Problems

- Students are responsible for reporting all issues, damage, breakage, or loss to our tech department in a timely fashion.
- If the Chromebook is insured, GHS will process the claim and provide a loaner Chromebook while the damaged Chromebook is out for repair.
- **Uninsured Chromebooks** will be fixed or replaced ***at a cost to the parent/guardian***. GHS will provide a loaner Chromebook and will contact the parent/guardian regarding the total cost for the repair/replacement (up to $200).
- Any damage to the device that has been determined as intentional shall incur a cost for repair (Chromebook insurance ***DOES NOT*** cover intentional damage).

Green Township School District

## Taking Care of your Chromebook

- Only use a clean, soft cloth to clean the screen. No cleansers of any type.
- Chargers must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Green Hills School.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day. Chromebooks should be charged each evening.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Students are allowed to use their own carrying case for extra protection against damage.
- When students are participating in remote learning and are using their school issued device at home, we suggest having a work station set up, such as a desk or table, and leaving their device at that work station.

## Customizing Your Chromebook

- Chromebooks are the property of Green Hills School. Any changes to settings or customization **MUST** be approved by the Technology Department.
- Background images may be changed. However, any inappropriate media such as the presence of guns, weapons, inappropriate language or images, alcohol, drug or gang related symbols will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and approval of a GHS teacher.
- All software and Apps are GHS provided. Any additional installation of software or apps must be approved by the Technology Department.

## Home Internet Access and Printing

- Students are allowed to set up access to home wireless networks on their Chromebooks, however, the same content filtering at school are applied to Chromebooks provided for home use.
- Students may also set up home printing capabilities for their Chromebooks. This will require a wireless printer.