

Essex County Schools of Technology

1:1 Student Device District Overview



DISTRICT MISSION

The mission of the Essex County Schools of Technology is to promote continuous improvement and high levels of learning, to foster self-confidence and support success for all students, and to engender productive and humane citizens empowered by the critical, technological communication tools necessary to function democratically in a global society.

DISTRICT GOALS

- To ensure our students and schools are ready for the 21st century, all district schools will continue to improve practices and compile evidence to utilize for the Future Ready Schools Certification.
- Implement a 1:1 initiative at all Essex County Schools of Technology campuses that will commence during the 2019-2020 school year, including more personalized learning opportunities for our students, regardless of their post-secondary plans.

To ensure our students and schools are ready for the 21st century, Essex County Schools of Technology has implemented a 1:1 initiative at all Essex County Schools of Technology campuses for the 2020 - 2021 school year.

DISTRICT TECHNOLOGY POLICIES AND REGULATIONS

- [2531](#) - Copying Copyrighted Materials
- [2360](#) - Use of Technology
- [2361](#)- Acceptable Use of Computer Network / Computers and Resources (M)
- [3283](#) - Electronic Communications Between Teacher Staff Members and Students (M)
- [5512](#) - Harassment, Intimidation, and Bullying
- [5600](#) - Student Discipline / Code of Conduct (M)
- [5701](#) - Plagiarism
- [7523](#) - School District Provided Technology Device to Pupils

Essex County Schools of Technology

1:1 Student Device Parent/Student Handbook



Student will receive the following equipment:

- Dell Chromebook/Laptop
 - Power Cord/Charger
 - Chromebook/Laptop Case
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To accept an Essex County Schools of Technology laptop device and accessories, I/WE acknowledge the following:

General

- All district-provided devices belong to Essex County Schools of Technology.
- District devices are loaned to the students; it does not belong to the student.
- The device must be used to support or enhance learning.
- All use, both in and out of school, must be appropriate for school.
- The device is to be used only for educational, school-related purposes and to enhance student learning. Any other use of the device is strictly prohibited and may subject the student to disciplinary action.
- Only district administrators can install district-approved licensed software and applications on the device for school use.
- Only certain privileges and rights on the district's network will be provided through the district-issued device.
- All data and content stored directly on the device will become the property of Essex County Schools of Technology.
- Students should in no way attempt to gain other privileges or attempt to access resources on the network or websites to which no explicit rights have been granted.
- Use of social media, social networking, and other electronic communication should be used only for appropriate, legitimate, educational, and responsible communication.
- The device is capable of connecting to outside wireless networks to assist with completing, retrieving, and accessing educational content used in school. All internet access through the device will go through the district internet content filter to assure Children's Internet Protection Act (CIPA) compliance.

- Essex County Schools of Technology “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” - New Jersey “Anti-Big Brother” Act ([N.J.S.A. 18A:36-39 \(P.L. 2013, c. 44\)](#)).

Student Responsibilities:

- User must follow local, state, and federal laws and all Internet safety guidelines.
- User must follow all related Essex County School of Technology policies.
- Students are responsible for their devices, all issued accessories, log ins, and passwords.
- Logins and passwords must not be shared.
- The responsibility to care for and protect the device is with the student.
- Device must be fully charged each night.
- The power cord/charger should remain at home.
- Do not attempt to disassemble any part of device or attempt any repairs.
- Students should in no way tamper with or misuse school equipment, either software or hardware. No form of tampering is acceptable.

How to Care for the Device:

- Device should be handled with care.
- Device must remain free of any writing, drawing, stickers, or labels that are not the property of Essex County Schools of Technology.
- Screensaver or background must be school appropriate.
- To clean the screen, use a soft, dry anti-static or micro-fiber cloth only. Do not use window cleaner or any type of liquid or water.
- Protect the device from: food, beverages, extreme heat or cold, small children, and pets.
- Do not lean on, apply pressure to, or place any item on the top of the device.
- Do not place anything on the keyboard, especially before closing the device (ie. pen, pencil, or notebook).
- Device must sit or be stored on a desk or table (never on the floor).
- Device must be stored in a secure location when not in use.
- Do not leave the device unattended at any time in an unsecured location.
- Do not leave the device in a vehicle.
- Do not lend the device to any other person.
- When in transit or not in use, make sure the device is closed (screen to keyboard).
- Device and charger must be returned in good condition - either upon request or if withdrawing from the district.

Academic Expectations:

- Device must be brought to all classes, unless the teacher says otherwise.
- Failure to bring the device to school may hinder the student from participating in class and may result in academic action for being unprepared for class.
- Teacher's discretion applies regarding the use of the device in the classroom. Follow each teacher's rules and expectations.
- Teachers will be able to monitor student devices in the classroom setting by using a digital management system to ensure student engagement.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Personal headphones are a recommended purchase.
- Students are encouraged to use the device in common areas both in school and at home.

Parent/Guardian Expectations:

- Parents/Guardians become responsible to monitor appropriate student use of the district-issued device.
- Parents/Guardians are encouraged to provide a safe environment for students to use the device at home for school assignments.
- Parents/Guardians will immediately notify a teacher or school official if the digital subject matter is questionable or contains inappropriate or abusive language.

Consequences:

- Damaged software or hardware must be reported to the Essex County Schools of Technology technology department.
- Before reporting a device lost or stolen, the student must check his/her house, classrooms, and with the main office. After all steps have been taken, the student must file a report with the designated staff members in the TRAC (Technology Resource and Assistance Center) Office. If necessary, a police report will be filed.
- Damaged devices will be subject to administrative discretion to determine if the damage was accidental or intentional.
- Students who repeatedly damage or misuse district owned devices may have device privileges revoked.
- Resulting damage to the device will be covered, by pre-payment insurance policies, device warranties, and/or student liability.
- The district reserves the right to access a fine not to exceed the full cost of the repair or replacement cost for any damages due to the negligence or intentional misuse.
- All activity on the district-issued device, whether conducted at school or off-side, is subject to search as District property.
- Failure to turn in the device upon request or withdrawal from the district will result in the student/parent/guardian being charged the full replacement cost and a hold will be placed

on all transcripts and/or report cards. If payment is not received by the deadline, the device will be considered stolen property and law enforcement agencies will be notified.

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Replacement Costs

ITEM	REPLACEMENT FEE
<i>Chromebook</i> 	\$250*
<i>Charger</i> 	\$30
<i>Cases</i> 	\$15

**Does not apply to accidental damage, only to intentional damaged devices.*

Essex County Schools of Technology

1:1 Student Device Agreement



1:1 INITIATIVE AGREEMENT NOTICE

Before a student is permitted to use a district-owned student device, both the student and a parent/guardian must acknowledge that they have read and understand the terms and conditions outlined in the *Essex County Schools of Technology 1:1 Student Device Parent/Student Handbook* and the referred policies, including the New Jersey “Anti-Big Brother” Act (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44).

FOR PARENTS ONLY:

By signing below, I acknowledge that I have read and understand the terms and conditions outlined in the *Essex County Schools of Technology 1:1 Student Device Parent/Student Handbook* and the referred policies, including the New Jersey “Anti-Big Brother” Act ([N.J.S.A.\) 18A:36-39 \(P.L. 2013, c. 44\)](#)).

Parent’s Name (Please Print NEATLY):

Student’s ID Number:

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Parent’s Signature:

Date:

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FOR STUDENTS ONLY:

By signing below, I acknowledge that I have read and understand the terms and conditions outlined in the *Essex County Schools of Technology 1:1 Student Device Parent/Student Handbook* and the referred policies, including the New Jersey “Anti-Big Brother” Act ([N.J.S.A.\) 18A:36-39 \(P.L. 2013, c. 44\)](#)).

Student’s Name (Please Print NEATLY):

Student’s ID Number:

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Student’s Signature:

Date:

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