

PUBLIC SCHOOLS OF EDISON TOWNSHIP
IT Department
District Provided MacBooks
Student Use Guidelines
2019 - 2020

The District will protect students' privacy and views students' electronic information as it does any other student property. However, the school reserves the right to randomly search students' personal belongings, laptops and school-issued accounts in accordance with policies stated in the Student Handbook.

Both the *Acceptable Use of Computer Network/Computers and Resources Policy* (Board Policy #2361) and *School District Provided Technology Devices to Pupils* (Board Policy #7523) govern expectations and responsibilities for District provided technology. These are available on the District website (www.edison.k12.nj.us) and contained in the Student Handbooks on the websites of Edison High School and JP Stevens High School. Violations of the *Acceptable Use Policy* generally fall in two broad categories: "Minor Offenses" and "Major Offenses." There will be disciplinary consequences for violations, the severity of which will depend on the category and specifics of the offense.

Minor Offenses

A minor offense is an action or behavior that violates a rule that has been put in place to maintain the strength, integrity and/or sustainability of our technology program. Students who demonstrate **a pattern of minor offenses** will be referred to school administration. Minor offenses include, but are not limited to:

- *Laptop Usage*
 - Forgetting to bring the laptop to school.
 - Using software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject.
- *Laptop Maintenance*
 - Placing stickers directly on the laptop or putting paper or other objects beneath the bottom protective case.
 - Not addressing needed repairs (e.g. cracked screen or trackpad, missing keys, bent or damaged cases).
 - Creating secondary accounts for the laptop (e.g. for a friend, parent).
 - Installing operating systems other than those installed by the Edison Board of Education IT Department.
 - Changing the following settings in the System Preferences:
 - Changing the Computer Name
 - Disabling or changing settings for Remote Login
 - Disabling or changing settings for Remote Management
 - Enabling the Firewall
- *Power Management*
 - Practicing poor power management techniques (e.g. coming to school with laptop not fully charged).
- *Network Access (Minor)*
 - Using personal laptops or tablets instead of the school issued laptop.
 - Sending chain emails, inappropriate broadcast messages or any other information that may cause undue network congestion.
 - Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from school-provide laptops, technology or access to the internet.
 - Accessing non-Edison Board of Education wireless networks with the laptop while in school.
 - Attempting to connect to the school's wired or wireless network with non-authorized devices including personal laptops, phones, or tablets.

Major Offenses

A major offense is a serious violation of the standards of the community and poses a threat to the safety and security of the school's network, infrastructure, students, faculty and/or greater community. Major Offenses to the *Acceptable Use Policy* also will result in more severe consequences under the school's Code of Conduct. Major offenses include, but are not limited to:

- *Privacy, Property and Community*
 - Accessing or deleting the Edison Board of Education's IT Department administrative account.
 - Vandalizing the laptop or other network resources. This includes defacing, engraving, coloring, painting, etching and using marker on the laptop itself. It also includes deliberately removing keys or deforming the original shape of the laptop and its components.
 - Accessing laptops, accounts, and files of others without permission. This includes going on to someone else's computer and accessing any webpage, social network, application without the owner's knowledge or permission.
 - Recording, filming or photographing teachers or other students without express permission to do so. If teachers or other students have given permission to record, the student who receives permission is expected to respectfully and responsibly use and manage the recorded material. Sharing or publicly posting captured material without permission is prohibited.
 - Using the laptop and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself.
- *Illegal Activity*
 - Installing or distributing unlicensed or illegal software.
 - Using the network in support of illegal activities or businesses or for gambling. The school will not be responsible for any financial obligations resulting from school-provided laptops, technology or access to the Internet.
- *Network Access (Major)*
 - *Placing, creating or accessing sexually explicit, violent, obscene or unlawful material.*
 - *Attempting to get around network security or to impair functionality of the network.*
 - *Attempting to bypass restrictions set by the network administrators.*
 - *Using a computer for distribution of inappropriate or illegal material including text, audio, images or video.*
 - *Providing billable services to others for the use of your laptop or Edison's network resources excluding third-party e-commerce sites for sale or exchange of non-commercial personal items.*

NOTE: The category of an offense (minor/major) not listed above will be determined by the principal or building administrator

Insurance

- Parents are encouraged to obtain optional insurance through <http://worthavegroup.com/gpo/edison-hs> which will provide coverage for accidental damage, mechanical breakdown, theft, loss or vandalism. Parents/guardians who do not obtain coverage will be required to pay the market rate repair/replacement cost if the device is damaged or lost.
- Parents/guardians will need to provide either a copy of the certificate of insurance OR a signed waiver stating that they understand their financial obligation if they choose not to obtain the insurance.
- **Insurance does not cover the cost of lost/damaged power cords or chargers.**

It is the responsibility of parents/guardians and students to read, understand and agree to all policies relating to the District provided technology and its usage before a device will be issued.

District owned student devices and accessories must be returned to the school prior to the end of each school year. Students who withdraw, are suspended or expelled or terminate enrollment within the Public Schools of Edison Township for any reason must return their individual school device prior to the date of termination.

Parents/Guardians have the option of obtaining insurance for the MacBook through Worth Ave Group (<http://worthavegroup.com/gpo/edison-hs>). Parents/Guardians and students are responsible to reimburse the District for the cost of any device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen or cannot be returned to the district in accordance with the terms of the *School District Provided Technology Device Policy* if they do not have the insurance. Insurance does not cover lost/damaged power cords or chargers.

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Technology Department Insurance
Information
2019 - 2020

As we plan for the opening of the 2019-2020 school year, the District will continue providing our students with electronic devices to prepare them with 21st century skills needed to be successful in school, college and career. Our students will be provided I-Pads (Pre-K – grade 1), Chromebooks (grades 2 – 8) or MacBook Air 13s (grades 9 – 12). District Policy #7523 *School District Provided Technology Devices to Pupils* (<http://www.edison.k12.nj.us/Page/1194>) explains student and parent/guardian financial responsibility regarding the use and care of this school provided property.

The District has made arrangements to provide parents with optional insurance they may purchase for their child’s device to cover the cost in the event their child’s device is lost, damaged or stolen. This insurance can be purchased from Worth Ave Group (<http://worthavegroup.com/gpo/edison-hs>). The annual premium is \$29.51 for I-Pads, \$19.29 for Chromebooks and \$80.61 for the MacBooks and covers accidental damage and theft (police report required). The deductible in the policy is \$0. The insurance does not cover lost or damaged power cords/adaptors, mice or headsets. Parents who choose not to purchase the insurance will be held financially responsible for loss, theft and any damage not covered by the manufacturers’ warranty. Typical repair and replacement costs that will be assessed to those who do not have the insurance are:

	iPads	Chromebooks	MacBooks
Replacement Screen	\$79	\$50	\$199
Replacement Keyboard	NA	\$105	\$199
Replacement Bottom Case	NA	\$75	\$125
Replacement Battery (liquid damage)	\$59	\$40	\$150
Missing key(s)	NA	\$5/ key	\$10/key
Charger (lost or damaged)	\$19 (adaptor) \$29 (USB Cable)	\$45	\$79
Lost or damaged beyond repair	\$499 -64GB \$399 – 32 GB	\$225	\$999

The actual cost of repair for any damage not listed above will be charged to parents/guardians without insurance.

You will be receiving information directly from your child’s principal regarding the distribution of devices in your child’s school. If you choose to purchase the insurance, you may go directly to the Worth Ave Group website (<http://worthavegroup.com/gpo/edison-hs>) where you will complete the enrollment form and pay the premium. You will need to return to the website to input the device’s serial number to complete the registration and activate the insurance. You may enroll in the Worth Care insurance at any time from August 22 through November 30 and have immediate coverage. **You are covered for one accidental damage through Apple Care per school calendar year. Apple Care does not cover theft.**

SIGNATURE PAGE – Edison High School

Must be signed and returned prior to distribution of the MacBooks

Please select and sign off on one of the following options and submit to school to receive your child's device:

____ Option 1 – We will obtain insurance through the District's agreement with Worth Ave Group Insurance.

_____ Option 2 – We decline insurance and understand we will be held financially responsible for the cost of damage and repair as outlined above if we exceed Apple Care coverage and/or if we lose computer.

We have read and agree to comply with the stipulations set forth in the Student Use Guidelines and agree to comply with the stipulations set forth in the Board of Education's *Acceptable Use of Computer Network/Computers and Resources Policy* (Policy #2361) and *School District Provided Technology Devices to Pupils* (Policy #7523) and Student Use Guidelines.

Student Name (Please Print) _____

Student ID# _____ Graduating Class of: ____ 2020 ____ 2021 ____ 2022 ____ 2023

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print) _____

Parent Signature: _____ Date: _____