



Riverdale Public School

Chromebook 1:1 Initiative

Information, Policies, and Check-Off List

RIVERDALE PUBLIC SCHOOL DISTRICT
52 Newark Pompton Turnpike · Riverdale, New Jersey 07457-1419

MICHAEL MCKEOWN
Principal

973-839-1300 Ext. 100
Fax: 973-839-1024

VICKI J. PEDE
Superintendent of Schools
Director of Special Services

973-839-1300 Ext. 102
Fax: 973-839-8856

JAYSON GUTIERREZ
Business Administrator/
Board Secretary

973-839-1300 Ext. 103
Fax: 973-839-8856

January 3, 2018

Dear Parents/ Guardians:

Riverdale School is pleased to announce that all 6th, 7th and 8th grade students will be issued a Chromebook for the 2017-2018 school year. Your son/daughter will receive a Chromebook for the remainder of the school year, and 8th grade students will have the opportunity to bring the device home each night. The Chromebook will become an important part of their daily instruction and learning.

The middle school grade teachers have prepared for this initiative by developing lesson plans and activities that incorporate 21st Century Learning Skills. They are also trained on multiple educational applications such as Google Drive and Google Classroom. The staff looks forward to this exciting opportunity and believes that the 1:1 initiative will greatly benefit the education of all students. It is important that students understand the Chromebooks should only be used for educational purposes.

When using the Chromebook at home, at school, or anywhere else, it is expected that the students will adhere to school and Board of Education policies. All parents and students must become familiar with the following policies included in this packet: 1) Riverdale School District Acceptable Use Computer Networks/Computers and Resources Policy (P2361) 2) Riverdale School District Provided Technology Devices to Pupils Policy (P7523) 3) Riverdale School Digital Citizenship Contract 4) Riverdale School Chromebook Responsibilities. Please review each policy carefully with your son/daughter. Once each policy is reviewed with your child, you will need to check and sign the last page of this packet. This page must be returned to your child's homeroom teacher no later than Wednesday, January 24th. Parents are required to pay a \$25 annual usage fee for each Chromebook. Please include a check or money order made payable to "Riverdale School" with your form. Please do not send cash.

Chromebooks will be distributed to 8th graders on Monday, January 29th, and to 6th and 7th graders on Monday, February 5th. The distribution of computers will occur during social studies classes to only those students who have returned the above mentioned check-off form and \$25 fee. Additionally, a protective case and a charging cable will be distributed to each student. Students will be required to keep their computer in this case at all times.

Please understand that it is extremely important that students charge their computers each night. While there will be some charging locations available at the school, it is ultimately the student's responsibility to bring a charged computer to school each day. Students should report any hardware or software problems that they encounter to their classroom teacher immediately. Our onsite support tech will be available four

days a week to troubleshoot problems.. Additionally, students must report Chromebook damage or theft to the principal immediately.

Thank you for taking the time to review the Chromebook 1:1 information included in this packet. It is with great enthusiasm that we offer this exciting opportunity to our students. Please do not hesitate to contact me should you have any further questions. I can be reached by telephone at (973) 839-1300 ext. 100, or by email at mmckeown@rpsnj.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael McKeown", with a long horizontal flourish extending to the right.

Michael McKeown
Principal
Riverdale Public School

POLICY

RIVERDALE BOARD OF EDUCATION

PROGRAM

2361/Page 1 of 5

ACCEPTABLE USE OF COMPUTER NETWORK/
COMPUTERS AND RESOURCES

2361 ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow students to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by students to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows students access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate student access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

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:



POLICY

RIVERDALE BOARD OF EDUCATION

PROGRAM
2361/Page 2 of 5
ACCEPTABLE USE OF COMPUTER NETWORK/
COMPUTERS AND RESOURCES

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;



POLICY

RIVERDALE BOARD OF EDUCATION

PROGRAM
2361/Page 3 of 5
ACCEPTABLE USE OF COMPUTER NETWORK/
COMPUTERS AND RESOURCES

9. Posts anonymous messages;
10. Possesses any data which is a violation of this Policy;
and/or
11. Engages in other activities that do not advance the
educational purpose for which computer networks/computers
are provided.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal



POLICY

RIVERDALE BOARD OF EDUCATION

PROGRAM
2361/Page 4 of 5
ACCEPTABLE USE OF COMPUTER NETWORK/
COMPUTERS AND RESOURCES

identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every student regarding appropriate online behavior, including students interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No student shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the Principal or designee a consent form signed by the student and his/her parent(s) or legal guardian(s).

Violations



POLICY

RIVERDALE BOARD OF EDUCATION

PROGRAM
2361/Page 5 of 5
ACCEPTABLE USE OF COMPUTER NETWORK/
COMPUTERS AND RESOURCES

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act
Federal Communications Commission: Neighborhood Children's Internet
Protection Act

Adopted: 29 May 2002

Revised: 22 August 2012



POLICY

RIVERDALE BOARD OF EDUCATION

PROPERTY
7523/Page 1 of 4
SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STUDENTS

7523 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STUDENTS

The Board of Education may provide technology devices to students in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to students of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, or any other computing or electronic devices the school district provides to students to be used as part of their educational program.

A technology device made available to students will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a student's classroom curriculum, a student will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide students with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a student from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A student is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and student must sign a School District: Provided Technology Device Form requiring the parent and the student to comply with certain provisions. These provisions may include, but are not limited to:



POLICY

RIVERDALE BOARD OF EDUCATION

PROPERTY
7523/Page 2 of 4
SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STUDENTS

1. A school district provided technology device must be used only by the student for school district authorized use;
2. A student shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district: provided technology device loaned to a student must be returned to the school district in the condition it was initially provided to the student considering reasonable use and care by the student.
4. Parents will be required to pay an annual usage fee per student for each Chromebook. This fee will be used to repair any minor damage which may occur due to reasonable use and care of the computer.
5. The parent or student shall be responsible to reimburse the school district the cost of any technology 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 Form;
6. A student will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, as soon as possible;
7. A student must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
8. A parent or student is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police



POLICY

RIVERDALE BOARD OF EDUCATION

PROPERTY
7523/Page 3 of 4
SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STUDENTS

report, a parent or student shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;

9. The student shall have the technology device in their possession in school as required; and
10. Any other provisions the Superintendent of School determines should be included on the School District Provided Technology Device Form.

The school district will provide the student and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the student's activity or the student's use of the technology device if the 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. This notification shall also include a statement that the school district 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 shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the student retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a student. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per student per incident. The fine shall be emitted to the New Jersey Department of Education; and shall be deposited in a fund that shall be used to provide laptops or other portable computer equipment to at-risk students as defined in N.J.SA 18A:7F-45.

Students shall comply with all school district policies for the use of a school district provided technology device. A student shall be subject to consequences in the event the student violates any school



POLICY

**RIVERDALE
BOARD OF EDUCATION**

PROPERTY
7523/Page 4 of 4
SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STUDENTS

district policy, including the district's acceptable use policies; student code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.SA 18A:34-1
P.L. 2013, Chapter 44-"The Anti-Big Brother Act"

Approved: October 2017



Riverdale Public School Chromebook Responsibilities

In order to receive a Chromebook, students are required to accept the following responsibilities:

- I will treat the Chromebook with care and will not deface it in any way. This includes adding stickers to the unit.
- I understand that the Chromebook is my responsibility and will stay in my possession.
- I understand that I should bring the Chromebook to school every day.
- **I will charge the Chromebook every night.**
- I understand that I should not bring the Chromebook to lunch or recess.
- If I do not have the opportunity to go to my school locker before Physical Education, I will secure the Chromebook in my gym locker.
- I will not release personal information to strangers when using the Chromebook.
- I will keep all accounts and passwords assigned to me secure and will not share these passwords with any other students.
- I will leave the Chromebook in its protective case provided to me by Riverdale Public School.
- I understand that I am responsible for any physical damage to the Chromebook due to negligence and will have to pay for all repairs and/or replacement costs.
- I will return the Chromebook when requested and upon my withdrawal/graduation from Riverdale Public School.

Riverdale Public School Digital Citizen Contract

In order to utilize the Chromebook provided by Riverdale Public School for the One-to-One initiative, students are required to accept the following responsibilities:

- I will not use the Chromebook to create any harmful situations. This includes sharing personal information about others and myself, taking derogatory or unwanted photos of others, or violating the Harassment, Intimidation, and Bullying policy.
- I will protect the integrity of the Chromebook and keep it free from harm.
- At school and home, I will use the Chromebook for academics only.
- Should I encounter anything that is alarming, unsafe, or insecure within or outside the school, I will notify an adult immediately.
- When using the Chromebook, I will follow the guidelines of my individual teachers.
- I understand that the school is not responsible for repairing or replacing damaged or stolen Chromebooks due to student negligence or inappropriate student behavior.
- I have read and understand the Acceptable Use Policy.

Riverdale Public School One-to-One Agreement

Checklist

In order to receive a Chromebook, please return this page and a check or money order for \$12.50 made payable Riverdale School by Wednesday, January 24th.

Please review and check each box.

- I have read and understand the contents of this information packet.

- As per P.L. 2013, Chapter 44, "The Anti-Big Brother Act", I am aware that the Chromebook may record or collect information on the pupil's activity or the pupil's use of the Chromebook if the device is equipped with a camera, global positioning system, or another feature capable of recording or collecting information on the pupil's activity or use of the device. I understand that the school district will not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil.

Please fill in the required information below.

Parent/Guardian Signature		Date	
Parent/Guardian Printed Name			
Student Signature		Date	
Student Printed Name			
Payment Remitted on:	Check #		

