



# Plainfield Public Schools

# MOBILE DEVICE Handbook

The Plainfield Public Schools in partnership with its community shall do whatever it takes for every student to achieve high academic standards.  
No alibis, No excuses No exceptions!

## **1:1 Mobile Device Program Plainfield Public Schools**

The focus of the 1:1 Mobile Device Program at the Plainfield Public Schools is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential. One of the learning tools of these twenty-first century students is the use of mobile devices. The individual use of a mobile device is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. Effective teaching and learning with a mobile device integrates technology into the curriculum anytime, anyplace.

The information within this document applies to all mobile devices used at Plainfield Public Schools, including any other device considered by the Administration to come under this policy.

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## **1. Annual Receipt of Your Mobile Device & Check-In**

### 1.1 Receiving Your Mobile Device

Mobile devices will be distributed in the fall to students who attended the Parent/Student Mobile Device orientation. Parents and students must attend a yearly Mobile Device Orientation. Before receiving a mobile device, students and parents must complete and return the following:

- Mobile Device Usage Agreement Form, page 11
- Student Pledge for Mobile Device Use, page 12

### 1.2 Mobile Device Check-In

Mobile devices will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Plainfield Public Schools during the school year, their mobile device will be returned at that time.

### 1.3 Check-In Fines

Individual school mobile devices and accessories must be returned to the Plainfield Public Schools Technology Department or designated room at the end of each school year. Students who withdraw, complete graduation coursework early, or terminate enrollment at Plainfield Public Schools for any other reason must return their mobile device on the date of termination. If a student fails to return the mobile device at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the mobile device. Failure to return the mobile device will result in a theft report being filed with the Plainfield Police Department.

The student will be responsible for any damage to the mobile device, consistent with the District's Mobile Device Usage Agreement Form (pg.11) and must return the device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the mobile device.

### 1.4 Mobile Device Identification

Student mobile devices will be identified in a manner specified by the School District.

## **2. Taking Care of Your Mobile Device**

Students are responsible for the general care of the mobile device they have been issued by the school. Mobile devices that are broken or fail to work properly must be taken to the Information Technology Department for an evaluation of the equipment.

### 2.1 General Precautions

- The mobile device is school property and all users will follow this the 1:1 Mobile Device Procedure and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cables and Accessories must be inserted carefully into the mobile device to prevent damage.
- Mobile device and case must remain free of any writing, drawing, stickers, or

labels that are not the property of Plainfield Public Schools according to *Board Policy 5131.5*.

- Mobile devices must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their mobile device's battery charged daily.
- Students must keep their mobile device in the case, provided by the school.

## 2.2 Carrying Mobile Devices

The mobile device should always be in the District issued case. It protects the mobile device and provides protection for carrying within the school. Care must be taken when placing the mobile device within its case into backpacks, folders and/or workbooks to avoid placing pressure and weight on the mobile device screen.

## 2.3 Screen Care

The mobile device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the mobile device when it is open or closed.
- Do not place anything near the mobile device that could put pressure on the screen
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" or "drop" the mobile device against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

## 2.4 Storing Your Mobile Device

When students are not using their mobile devices, they should be stored in their locker or kept with the student. Nothing should be placed on top of the Mobile device when stored in student lockers. Students are encouraged to take their mobile devices home every day after school, regardless of whether or not they are needed. Mobile devices should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their mobile device, they may check it in for storage in the School's Library or designated area.

***Do NOT leave your mobile device in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.***

## 2.5 Mobile Devices Left in Unsecured Areas

Under no circumstances should mobile devices be left unsecured. Any mobile device left unsecured is in danger of being stolen or damaged. If a mobile device is found in an unsecured area, it will be taken to the office. Violations may result in loss of mobile device privileges and/or other privileges.

### 3. Repairing or Replacing Your Mobile Device

Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the Plainfield Public Schools Technology Department, using this policy, will determine the cost of the repairs.

#### 3.1 Repairs

Students will be held responsible for **ALL** damage to their devices resulting from misuse, neglect, or accidental damage including but not limited to: broken screens, cracked plastic pieces, inoperability, etc.

- Cost of Chromebook: \$250.00
- Lost or Stolen without negligence – user pays half the cost of the replacement device; 2<sup>nd</sup> incident replacement is full cost.
- Power adapter, cover and any other school-owned accessories - full replacement cost.
- Power cord: \$25.00
- Carrying case: \$15.00

The Superintendent, Building Principal and/or IT Department will determine if negligence was involved in the incident and will review each case. Fees may be waived and/or payment plans will be accepted based on merits of each case.

The school district will contact the designated vendor to send in devices that malfunction or receive damage.

#### 3.2 Claims

All claims for accidental damage or maintenance must be reported and a damage/loss form filed with the school's main office. In cases of theft or loss students or parents must file a report with the office before a mobile device can be replaced by the school district.

## 4. Using Your Mobile Device at School

Mobile devices are intended for use at school each day. In addition to teacher expectations for mobile device use, school messages, announcements, calendars, and schedules may be accessed using the mobile device. Students are responsible for bringing their mobile device to all classes. The mobile device is the property of Plainfield Public Schools. Therefore, school staff and administration have the right to check any material stored on a student's mobile device at anytime.

### 4.1 Mobile Devices Left at Home

If students leave their mobile device at home, they are responsible for getting the course work completed as if they had their mobile device present. If a student repeatedly (three or more times as determined by any staff member) leaves their mobile device at home, they will be required to "check out" their mobile device from the library or designated area for a specified time period. Violations will be handled by the classroom teacher. Repeat violations may be handled by the administration.

### 4.2 Mobile Device Undergoing Repair

Loaner mobile devices may be issued to students when they leave their mobile devices for repair. There may be a delay in getting a mobile device should the school not have enough to loan.

### 4.3 Charging Your Mobile Device's Battery

Mobile devices must be brought to school each day in a fully charged condition. Students need to charge their mobile devices each evening. Repeat violations (minimum of three days – not consecutively) of this policy may result in students being required to "check out" their mobile device from the library or designated area for a specified time period. Only charge your mobile device with the provided charger.

### 4.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo according to *Board Policy 5141.5*.
- Passwords/passcodes must be used.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions according to *Board Policy 5131.7*.

### 4.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is not allowed on the mobile device.
- All apps installed will be assigned, managed and installed by the classroom teacher and/or District IT personnel.

#### 4.6 Printing

Printing will become available from the mobile device in the near future. If students need to print from their mobile devices, they will need to access the document from a PC.

#### 4.7 Home Internet Access

Students are allowed to set up wireless networks on the mobile devices. This will assist them with mobile device use while at home. **The Plainfield Public School District is not responsible for internet usage and filtration at home.**

### **5. Managing Your Files & Saving Your Work**

#### 5.1 Saving Your Work

Students may save work on their cloud-based storage drive. It is recommended that students store documents in a district assigned storage application. Storage space will be available on the mobile device and it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Mobile device malfunctions are not an acceptable excuse for not submitting work.

#### 5.2 Network Connectivity

Plainfield Public Schools makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

### **6. Software on Mobile Devices**

#### 6.1 Originally Installed Software

The software/apps originally installed by Plainfield Public Schools must remain on the mobile device in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course using a Mobile Device Management (MDM) system. The licenses for this software require that the software be deleted from mobile devices at the completion of the course. Periodic checks of mobile devices will be made to ensure that students have not removed required apps.

#### 6.2 Additional Software

Staff and Students are NOT allowed to load apps on their mobile devices. Plainfield Public Schools will synchronize the mobile devices so that they contain the necessary apps for schoolwork through the MDM. Students will not synchronize mobile devices or add apps to their assigned mobile device to include home syncing accounts (iTunes, etc). Teachers or students can request an app using the Plainfield Public Schools Mobile Device App Request Form.



### 6.3 Inspection

Students may be selected at random to provide their mobile device for inspection. These inspections may include an inspection of all materials saved on or accessed by the mobile device.

### 6.4 Procedure for Re-loading Software

If technical difficulties occur or inappropriate apps are discovered, the mobile device will be restored from backup to its original state. The school does not accept responsibility for the loss of any personal information or documents deleted due to a re-format and re-image.

### 6.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time and will be pushed out via the IT department. Students will be required to check in their mobile devices for periodic updates and syncing.

## **7. Acceptable Use**

*See Plainfield Public Schools Acceptable Use Policy 6142.10.*

### 7.1 Parent/Guardian Responsibilities

Parents must be aware that their students are able to access Internet, including social networks. As with any device, periodic parental monitoring is recommended for safety and appropriateness in accordance the acceptable use, *CIPA compliance and Harassment, Intimidation Board Policy 5131.1*. If unsure of appropriateness, use or any other questions, the school welcomes and encourages contacting school staff.

### 7.2 Student Responsibilities

- Students will use mobile devices/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to mobile device/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Plainfield Public School’s designated Internet system is at your own risk. Plainfield Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Plainfield Public Schools protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their mobile device with a passcode

after they are done working to protect their work and information.

- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to show the device to a teacher or administrator immediately.

### 7.3 Student Activities Strictly Prohibited

- Illegal installation or transmission of any copyrighted materials. If you are unsure, ask a teacher according to *Board Policies 3514, 6161*.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials according to *Board Policies 5131, 5142, 5145.2, 6144, 6145.3*.
- Use of any site promoting academic dishonesty according the *Student Handbook*.
- Changing of mobile device settings (exceptions include personal settings such as font size, brightness, etc.) according to *Board Policy 3514*.
- Spamming – sending mass or inappropriate emails according to *Board Policy 3514*.
- Gaining access to another student's accounts, files, and/or data according to *Board Policy 5125*.
- Use of the school's Internet/email accounts for commercial or financial gain according to *Board Policy 5145.2*.
- *Use of the mobile device camera to take and/or distribute inappropriate or unethical material according to Board Policy 6145.3*

### 7.4 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Student Handbook.

This procedures manual has been approved by the Board of Education. The administration has been charged by the Board of Education with implementing the contents of this manual. Any substantive changes to this manual would require Board approval.

## **ACCEPTABLE USE OF THE INTERNET**

### **1. Purpose**

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

### **2. Limitation of Liability**

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

### **3. District Rights and Responsibilities**

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The board designates the Chief School Administrator as the coordinator of the district system. He/she shall recommend to the board of education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each principal shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

### **4. Access to the System**

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/Discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

## World Wide Web

All students and employees of the board shall have access to the Web through the district's networked or standalone computers. An agreement (shall) be required. To deny a child access, parents/ guardians must notify the building principal in writing.

### **5. Acceptable Use**

#### **1. Student Safety Practices**

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

#### **2. Prohibited Activities**

Users shall not attempt to gain unauthorized access (hacking) to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

#### **3. Prohibited Language**

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

#### **4. System Security**

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

#### **5. System Limits**

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check e-mail frequently and delete messages promptly.

#### **6. Privacy Rights**

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

#### **School Furnished Electronic Devices**

The district may furnish students electronic devices such as laptop computers, tablets, notebooks, cellular telephones, or other electronic devices. When a student is furnished with an electronic device the district shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic 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. The notification shall also include a statement that the 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 or guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

Failure to provide the required notification shall be subject to a fine of \$250 per student, per incident. If imposed, the fine shall be remitted to the Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils.

## 6. **Implementation**

The Chief School Administrator may prepare regulations to implement this policy.

**Adopted:** August 18, 2009  
**Amended:** August 21, 2012  
**Amended:** November 19, 2013

## 7. **Key Words**

Acceptable Use, Blocking/Filtering Software, E-mail, Internet, Internet Safety, Technology, Web Site, World Wide Web, CIPA

**Legal References:** N.J.S.A. 2A:38A-1 et seq. Computer System  
N.J.S.A. 2C:20-25 Computer Related Theft  
N.J.S.A. 18A:7A-10 NJQSAC  
N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited  
N.J.S.A. 18A:36-39 Notification by school to certain persons using certain electronic devices; fine  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

17 U.S.C. 101 - United States Copyright Law

47 CFR 54.503(d) - Competitive Bidding; Gift Restrictions

47 U.S.C. 254(h) - Children's Internet Protection Act

State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O., 569 U.S. 325 (1985).

O'Connor v. Ortega 480 U.S. 709 (1987)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

## 2. **Possible**

3. **Cross References:**

*1111	District publications
*3514	Equipment
3543	Office services
*3570	District records and reports
4118.2/4218.2	Freedom of speech (staff)
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5131	Conduct/discipline
*5131.1	Harassment, intimidation and bullying
*5131.5	Vandalism/violence
*5142	Pupil safety
5145.2	Freedom of speech/expression (students)
*6144	Controversial issues
*6145.3	Publications
6161	Equipment, books and materials

\*Indicates policy is included in the Critical Policy Reference Manual.

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### Student Pledge for Mobile Device Use 2017-2018

- I will use my mobile device in ways that are appropriate, meet Plainfield School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my mobile device is subject to inspection at any time without notice and remains the property of Plainfield Public Schools.
- I will follow the policies outlined in the *Mobile Device Procedures Handbook* and the school's *Acceptable Use Policy* while at school, as well as outside the school day.
- I will take good care of my mobile device.
- I will never leave my mobile device unattended.
- I will never loan out my mobile device to other individuals.
- I will know where my mobile device is at all times.
- I will charge my mobile device's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my mobile device since they may cause damage to the device.
- I will not use of the mobile device camera to take and/or distribute inappropriate or unethical material
- I will not disassemble any part of my mobile device or attempt any repairs.
- I will protect my mobile device by only carrying it while in the case provided. I will not remove my mobile device from the case provided by Plainfield Public Schools.
- I will not place decorations (such as stickers, markers, etc.) on my mobile device or provided case.
- I will not deface the serial number mobile device sticker on any mobile device.
- I will file a report in case of theft, vandalism, and other acts to the administration of Plainfield Public Schools.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the mobile device, case, and power cords in good working condition.

**Individual school mobile devices and accessories must be returned to Plainfield Public Schools at the end of each school year. Students who withdraw, or terminate enrollment at Plainfield Public Schools for any reason must return their individual school mobile device on the date of termination.**

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### Personal Computing Device Usage Policy and Additional Guidelines for Student Responsibility

1. Use of this computing device is subject to the School's policy on Acceptable Use of Technology Resources (*based on Rules and Regulations 6142.10*) and related policies.
2. This account allows the Student certain privileges and rights on the network. The Student should in no way attempt to gain other privileges or to attempt to access resources on the network to which no explicit rights have been granted.
3. The Student shall not, in any way, tamper with or misuse school equipment, either software or hardware. No form of tampering is acceptable.
4. The Student may not download copyrighted software, audio or video files, or any other copyrighted material from the Internet not legally allowed to be used. Any such material found will be deleted without prior notification.
5. Only licensed software/apps may be installed onto this computing device. If the Student requires special or non-standard software to be installed on this computing device for School use, the installation must be cleared by the School beforehand. The Student will be responsible for supplying licenses, media, and any documentation.
6. Software in use in the School is licensed in a correct and legal manner. Student should make no attempt to copy licensed or copyrighted material using this computing device.
7. This computing device may not be used for any form of personal financial gain.
8. This computing device and its contents remain the property of the School. No data stored on this computing device is personal or private and the Student has no reasonable expectation of privacy in such data. Any application or data (apps, music, etc...) will become the property of the school district upon completion of the program.
9. This electronic device may record or collect information on the student's activity or the student's use of the device if the electronic 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. If school district equipment is issued to a student for use outside the district, it is possible this collection of information on the student's activity or use of the device may occur outside of the school. 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 as per. *N.J.S.A. 18A:36-39 (P.L. 2013, c. 44)*.
10. Food and drinks should be kept well away from computing devices. The Student should also take care when shutting down and closing the lid of the computing device (if applicable) to ensure that nothing is left lying on top of the computing device's surface. Resulting damage to the computing device may not be covered by warranties, and the Student may be liable for repair costs.
11. Once this computing device is no longer connected to the school district network, there will be NO filtering. It therefore becomes the parent(s) and or guardian(s) responsibility to monitor appropriate student use of the computing device.



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### **Use of computing device resources are granted based on the Student's acceptance of the following specific responsibilities:**

Use only those computing and information technology resources for which you have authorization. For example, it is a violation:

- to use resources that you have not been specifically authorized to use
- to use someone else's account or password or share your account or password with someone else
- to access files, data or processes without authorization; or
- to purposely look for or exploit security flaws to gain system or data access.

Use computing and information technology resources only for their intended purpose. For example, it is a violation:

- to send forged email
- to misuse Chat or other communications software that appears to allow students to hide their identity or to interfere with other systems or students
- to use electronic resources for harassment, bullying or stalking other individuals
- to send bomb threats or "hoax messages"
- to send chain letters
- to intercept or monitor any network communications not intended for you
- to use computing or network resources for advertising or other commercial purposes to attempt to circumvent security mechanisms.

Protect the access and integrity of computing and information technology resources. For example, it is a violation:

- to release a virus or worm that damages or harms a system or network
- to prevent others from accessing an authorized service
- to send email bombs that may cause problems and disrupt service for other students
- to attempt to deliberately degrade performance or deny service
- to corrupt or misuse information, or
- to alter or destroy information without authorization.

Abide by applicable laws and school policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software. For example, it is a violation:

- to make more copies of licensed software/content than the license allows
- to download, use, or distribute pirated software/content
- to operate or participate in pyramid schemes
- to distribute or view pornography on the device
- to upload, download, distribute, or possess child pornography.

Respect the privacy and personal rights of others. For example, it is a violation:

- to run network sniffing/monitoring tools without authorization
- to access or attempt to access another individual's password or data without explicit authorization
- to access or copy another student's electronic mail, data, programs, or other files without permission.

Breach of the Usage Policy and Guidelines may lead to disciplinary action.