



Ridgefield Park School District Google Apps for Education and Student Chromebook Agreement

The focus of the Chromebook Program for Ridgefield Park School District Schools is to prepare students for college and career readiness in the competitive world of digital information. Excellence in education requires that technology be integrated seamlessly throughout the educational program. Individual use of Chromebooks is a way to empower and engage students in real-world problem solving and critical thinking opportunities.

The policies, procedures, and information contained in this document apply to all Chromebooks used within the Ridgefield Park School District and include any other device the Administration considers to fall under the umbrella of this policy. Administrators and teachers may set additional requirements for computer use at their schools or in their classrooms.

In addition to this Chromebook Agreement, families/students will be charged an annual \$25.00 Chromebook usage fee. This fee will be waived for students on free and reduced lunch. Instructions for digital payments will be forthcoming in the near future.

STUDENT RESPONSIBILITY & CHROMEBOOK CARE GUIDELINES

A. Taking Care of Your Assigned Chromebook

Each student is responsible for the general care of the Chromebook assigned to him/her by the District. Students must be responsible for and care for their assigned device at all times.

B. General Policies

Chromebooks are intended for educational use only. Devices have been purchased to support and enhance instruction, research, and collaboration.

1. All Students using district Chromebooks must adhere to the following:

- a. Close the Chromebook screen before moving it
- b. Do not lean on the top of the Chromebook when it is closed.
- c. Do not poke or put pressure on the screen or place anything on the keyboard before closing the lid (e.g., pens, pencils)
- d. Clean the screen with a soft, dry cloth or anti-static cloth
- e. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- f. No food or drink is allowed near your Chromebook
- g. Chromebooks must remain free of any writing or drawing.

- h. Chromebooks must never be left in an unlocked cart/cabinet, car, or any unsupervised area.

2. Additional 1:1 Student Guidelines:

- a. All students will be assigned an individual Chromebook and charger for the entire school year.
- b. Students will return devices (Chromebooks and chargers) as requested by the Administration for required care at any time, at the end of the school year, or when leaving the District.
- c. Students will travel between classrooms and to and from school with devices so students must be careful not to damage or lose their Chromebooks and always use the case provided
- d. Chromebooks that are broken or that are not in proper working order must be reported immediately to the technology department.
- e. Every student must bring his/her assigned Chromebook to school **each day**, fully charged.
- f. **Lost, or stolen Chromebooks or chargers must be reported immediately to School Administration. The School shall not be responsible for loss or theft of the device or charger. Costs related to loss or theft will be the student's and his/her parent/guardian's responsibility.**

Failure to comply with the Policies listed above and the Ridgefield Park School District Schools Acceptable Use Policy will result in disciplinary action.

C. G-Suite/Google Apps for Education (GAPE)

- 1. Ridgefield Park School District Schools will create a Google Apps for Education (G-Suite) account for all District staff members and students
- 2. Students will log into Ridgefield Park School District Schools G-Suite domain to create, save, and share files with members of the Ridgefield Park School District
- 3. The G-Suite account provides students access to all District allowed Google resources from any computer or electronic device with Internet access
 - a. Access is available during school hours as well as from home
 - b. Any Internet browser can be utilized to login to the Google Apps account; however, Chrome is the recommended browser
- 4. Google Drive
 - a. Google Drive is a collaborative suite for students and teachers to create, edit and share documents, spreadsheets, presentations, and files
 - b. Google Docs, Sheets, and Slides are similar to Word, Excel, and PowerPoint respectively however they deliver collaborative workspaces for students and staff to further support the learning process
- 5. Gmail (PK-12)
 - a. Students will have an email address linked to a Ridgefield Park School District Gmail account
 - b. Student usernames and passwords for Chromebooks, G-Suite and all district-issued accounts are never to be shared with any individual except

- for a parent. If a password is compromised it must be reported immediately.
- c. Students should communicate with Ridgefield Park School District staff only or with other Ridgefield Park students only for educational purposes and as directed by District Staff.
 - d. Emails and email accounts are District property and subject to monitoring
 - e. By default settings, communication with outside sources (non-Ridgefield Park staff) is restricted unless authorized by the Administration
6. Google Calendar
 - a. Students and teachers can create, edit, and share collaborative calendars for assignments, projects, events, etc.
 7. Google Meet/Zoom
 - a. Students may have access to Google Meet if requested by the teacher and authorized by Administration and Technology.

D. Video Conferencing; Google Meet and ZOOM

The use of video conferencing is solely for a specific period during the current health-related school closure. This does not set a precedent for video conferencing once the schools reopen. When requested by the teacher, students are expected to turn on their video for classroom communication and interaction.

To participate in video conferencing, your child's teacher will post on their Google Classroom, or other communication, information on when and how to join.

While your child participates in video conferencing, we ask you and your child to adhere to all Ridgefield Park School District Board of Education Policies, including:

[2361 – Acceptable Use of Computer Networks/Computers and Resources](#)
[7523 - School District Provided Technology Devices to Students](#)
[5516 – Use of Electronic Communication and Recording Devices](#)
[3283 – Electronic Communications Between Staff Members and Students](#)
[4283 – Electronic Communications Between Support Staff Members and Students](#)

It is expected that students comply and to ensure the privacy and safety of all students and staff, when video-conferencing is taking place. All household members are expected to follow these rules:

- do not record or take pictures of video conference;
- do not post or stream video conferences to any social media accounts;
- utilize appropriate language at all times;
- dress appropriately;
- ensure anything displayed in the background is appropriate to a school environment;
- follow school and classroom rules; and
- only the students in the class interact with the teacher and the other students.

If the protocols above are not adhered to, your child may no longer be invited to participate in video conferences, and appropriate disciplinary actions may occur.

E. Google Meet, or ZOOM, Privacy Guidelines for Parents/Guardians

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during distance learning, all parents/guardians are asked to follow the following privacy guidelines.

1. Google Meet or ZOOM Virtual check-ins are designed for students. To prevent disruptions to the learning environment, parents/guardians should not actively participate in check-in sessions, although parents/guardians may assist their child with technology and/or remain nearby.
2. Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google Meet or ZOOM, including not posting on any social media platform.
3. Any confidential or personally identifiable information related to students participating during Google Meet or ZOOM should not be collected, discussed or shared.
4. Parents/guardians should not engage with students during Google Meets or ZOOMs. If you need to speak with your child during a Google Meet or ZOOM, first mute your child's microphone.
5. If a parent/guardian has a question, please email your child's teacher.

F. Electronic Device Notification

Per the notification requirements of the Anti-Big Brother Act (C.18A:36-39), this electronic device (Chromebook) may record or collect information on the student's activity or 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. This serves as notification that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student and any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of this notification. The school district shall retain the acknowledgment as long as the student maintains the use of the electronic device.

G-Suite Accounts

It is understood that District issued G-Suite Accounts will record or collect information on activity conducted while logged into district G-Suite accounts. This includes any device from which the G-Suite Account is accessed whether at school or elsewhere. Activity will be recorded from other browser tabs or instances in addition to the one that was used to log into the G-Suite Account and will continue as long as G-Suite Account is logged in. 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).

I have read the Ridgefield Park School District Google Apps for Education and student Chromebook Agreement. I understand the rules and responsibilities and agree to abide by their provisions. By acknowledging this form, we agree to these terms.