

WARREN HILLS REGIONAL SCHOOL DISTRICT

89 Bowerstown Road, Washington, NJ 07882 Phone: 908-689-3143 Fax: 908-689-4814

Earl C. Clymer, III
Superintendent

Dawn A. Moore
Assistant Superintendent
for Curriculum & Instruction



Donnamarie Palmiere
Business Administrator

Dennis Mack
Director of Human Resources

www.warrenhills.org

August, 2019

Dear Warren Hills Regional School District Parents/Guardians:

Enclosed are the School Furnished Device Usage Agreement, School Furnished Electronic Device Student Responsibility Contract, and accompanying Board of Education policies and regulations (2361, 5600, 7523 - the latest version of these policies can be found on the Warren Hills website under Board of Education - Board Policies & Regulations) which will govern the Warren Hills Regional School District 1:1 program.

The students will begin receiving their assigned Chromebooks on or about _____, 2019. In order to receive a Chromebook on or about _____, 2019, please complete the following steps:

1. Review the attached Device Usage Agreement and BOE policies with your student(s).
2. Review and sign the School Furnished Electronic Device Student Responsibility Contract parent(s) and student(s) in Genesis Parent Portal.
3. If all forms have been completed, students will be issued their assigned Chromebook at the designated distribution time.

We are looking forward to the launch of our 1:1 program. If you have any questions, please feel free to contact us.

Sincerely,

Chris Kavcak, Principal, Warren Hills Regional High School
Nick Remondelli, Principal, Warren Hills Regional Middle School
Timothy Jaw, Technology Coordinator, Warren Hills Regional School District

The Warren Hills Regional School District challenges and empowers a dynamic, diverse student body in a supportive learning environment by providing academic and co-curricular opportunities to become successful, productive members of the global community.

School Furnished Electronic Device Usage Agreement

Students shall adhere to the following guidelines when using school furnished electronic devices:

1. The Device is to be used for educational, school related purposes only. Any other use of the device is strictly prohibited and may subject the pupil to disciplinary action.
2. Use of the electronic device is subject to the Warren Hills Regional School District's ("District") policies and regulations, including but not limited to [Policy 2361 \(https://www.straussesmay.com/seportal/public/DistrictPolicy.aspx?policyid=2361&search=2361&id=be8c76a1c9df4426bf6c93cfd8b1a2d9\)](https://www.straussesmay.com/seportal/public/DistrictPolicy.aspx?policyid=2361&search=2361&id=be8c76a1c9df4426bf6c93cfd8b1a2d9) / [Regulation 2361 \(https://www.straussesmay.com/seportal/public/DistrictRegulation.aspx?RegulationID=2361&id=be8c76a1c9df4426bf6c93cfd8b1a2d9\)](https://www.straussesmay.com/seportal/public/DistrictRegulation.aspx?RegulationID=2361&id=be8c76a1c9df4426bf6c93cfd8b1a2d9) Acceptable Use of Computer Networks/Computers and Resources, [Policy 7523 \(https://www.straussesmay.com/seportal/public/DistrictPolicy.aspx?policyid=7523&search=7523&id=be8c76a1c9df4426bf6c93cfd8b1a2d9\)](https://www.straussesmay.com/seportal/public/DistrictPolicy.aspx?policyid=7523&search=7523&id=be8c76a1c9df4426bf6c93cfd8b1a2d9) School Furnished Electronic Device: Distribution and Use, and [Policy 5600 \(https://www.straussesmay.com/seportal/public/DistrictPolicy.aspx?policyid=5600&search=5600&id=be8c76a1c9df4426bf6c93cfd8b1a2d9\)](https://www.straussesmay.com/seportal/public/DistrictPolicy.aspx?policyid=5600&search=5600&id=be8c76a1c9df4426bf6c93cfd8b1a2d9) / [Regulation 5600 \(https://www.straussesmay.com/seportal/public/DistrictRegulation.aspx?RegulationID=5600&id=be8c76a1c9df4426bf6c93cfd8b1a2d9\)](https://www.straussesmay.com/seportal/public/DistrictRegulation.aspx?RegulationID=5600&id=be8c76a1c9df4426bf6c93cfd8b1a2d9) Pupil Discipline/Code of Conduct.
The District's policies and regulations can be found on the District's website: www.warrenhills.org
3. The Student shall be provided with certain privileges and rights on the district's network, The Student should in no way attempt to gain other privileges or to attempt to access resources on the network or websites to which no explicit rights have been granted.
4. The Student shall not, in any way, tamper with or misuse school equipment, either software or hardware. No form of tampering is acceptable.
5. 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.
6. The electronic device may include the district's software image and preloaded software for specific tasks. The installation of other software images or software shall be approved and may only be done by the assigned staff member authorized to maintain the equipment.
7. Software in use in the District is licensed in a correct and legal manner. The Student should make no attempt to copy licensed or copyrighted material using this electronic device.
8. The electronic device shall be used for the sole and express purpose of conducting school work and may not be used for personal or financial purposes.

9. This electronic device and its contents remain the property of the District. It shall be returned by the Student at the end of the school semester or school year as assigned. No data stored or found on this electronic 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 District upon completion of the program.
10. The Student issued electronic device is the property of the Warren Hills Regional School District. In no storage place including but not limited to an electronic device provided by the Board shall Students have such an expectation of privacy as to prevent examination by a school official. The electronic device may have security settings, monitoring or auditing software, tracking technology, and any other software that could monitor the use of the technology device to protect the security and integrity of the device for educational purposes. The Student is strictly prohibited from disabling such settings and/or removing or tampering with said software.
11. 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. Further information about this New Jersey Statute can be found on the New Jersey Department of Education webpage entitled Guidance Regarding the Anti-Big Brother Act and can be accessed at <https://www.state.nj.us/education/techno/abba/>.
12. The Student is expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use the electronic device. Appropriate measures and precautions taken by the Student shall include, but are not limited to:
 - a. Keep the electronic device in a locked and secured environment when not being used;
 - b. Do not leave the electronic device in a vehicle for prolonged periods of time, especially in extreme temperatures;
 - c. Keep food, drinks, and liquids away from the electronic devices and work areas;
 - d. Do not lend the electronic devices to any other person unless authorized to do so by the Superintendent or his or her designee;
 - e. Store the electronic device when not in use only in a securely locked area;
 - f. Do not leave the electronic device unattended at any time in an unsecured location; and
 - g. Keep the school furnished electronic device in sight at all times while in public places.

Resulting damage to the electronic device may not be covered by warranties, and the Student may be liable for repair costs. The parent/guardian may be responsible to reimburse the school district the cost of any electronic device that is lost, damaged beyond reasonable use or beyond

its value, abandoned, missing, stolen, or cannot be returned to the District. Student(s) may also be subject to disciplinary consequences. The Board of Education is under no legal, financial, or other obligation to provide a replacement electronic device to any Student whose device is lost, stolen, or damaged.

Technology-related fees and fines must be resolved no later than the beginning of the following school year or prior to graduation (whichever event occurs first). If technology-related fees and fines are not resolved, student participation in athletics and student activities including graduation may be withheld. Transcripts and other student record requests may also be withheld if an outstanding fee or fine is not resolved. If the technology-related fee is related to the district's 1:1 program, a replacement device or accessory may not be provided until the obligation has been resolved.

13. The Student is required to provide routine cleaning and care of the electronic device as needed.
14. When the Student has reason to believe the electronic device may have been stolen, they must:
 - a. Immediately report the incident to the issuer of the device;
 - b. File an official police report documenting the theft, if applicable; and
 - c. Provide a copy of the police report to the school.
15. The Student must report any hardware or software problems in the operation of the device to assigned staff members authorized to maintain the equipment.
16. The Student is responsible for having the electronic device fully charged for class or classes in which the device will be used. Failure to have the device in class or not charged for class may result in academic action for being unprepared for class.

Use of electronic device resources are granted based on the Student's acceptance of the following responsibilities:

1. Use only those computing and information technology resources for which authorization is given. For example, it is a violation to:
 - a. Use of resources that you have not been specifically authorized to use;
 - b. Use someone else's account or password or share your account or password with someone else;
 - c. Access files, data or processes without authorization; or
 - d. Purposely look for or exploit security flaws to gain system or data access.
2. Use computing and information technology resources only for an improper, non-school related purpose. For example, it is a violation to:
 - a. Send forged email;
 - b. Misuse Chat or other communications software or Apps that allow students to hide their identity or to interfere with other systems or students;
 - c. Use electronic resources for harassment, intimidation, bullying or stalking other

individuals;

d. Send bomb threats or "hoax messages";

e. Send chain letters;

f. Intercept or monitor any network communications not intended for you;

g. Use the network to facilitate illegal activity;

h. Use the network for commercial or for profit purposes;

i. Use the network for non-school related work on more than an incidental basis;

j. Use the network for product advertisement or political lobbying;

k. Use the network for hate mail, discriminatory remarks, and offensive or inflammatory communication;

l. Illegally install, distribute, reproduce, or misuse copyrighted materials;

m. Use the network to access obscene or pornographic material;

n. Use inappropriate language or profanity on the network.

o. Use the network to transmit material likely to be offensive or objectionable to recipients;

p. Use the network to intentionally obtain or modify files, passwords, and data belonging to other users;

q. Use network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws;

r. Use the network to disrupt the work of other users;

s. Use computing or network resources for advertising or other commercial purposes to attempt to circumvent security mechanisms;

t. Load or use unauthorized games, programs, files, or other electronic media;

u. Destroy, modify, or abuse network hardware and software;

v. Quote personal communications in a public forum without the original author's prior consent;

w. Or participate on unauthorized social networks.

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

a. release any software (i.e. malware) that damages or harms a system or network;

b. prevent others from accessing an authorized service;

c. send email bombs that may cause problems and disrupt service for other students;

d. attempt to deliberately degrade performance or deny service;

e. corrupt or misuse information;

f. alter or destroy information without authorization; or

g. Share your district password with, or allow a password to be used by, anyone else.

4. Abide by applicable laws and school policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software. Intellectual property means all creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce. It is protected by patent, copyright, trademark, trade secret and other laws which enable the creators to earn

recognition or financial benefit from what they invent or create. For example, it is a violation to:

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

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

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

School Furnished Electronic Device Student Responsibility Contract

Student Name: _____

Student Grade: _____

We have read, understand, and agree to adhere to the following attached documents:

1. School Furnished Electronic Device Usage Agreement;
2. Warren Hills Regional Board of Education Policy and Regulation 2361, Acceptable Use of Computer Networks/Computers and Resources; and
3. Warren Hills Regional Board of Education Policy 7523, School Furnished Electronic Device: Distribution and Use.

We understand that the district technology is for educational purposes only and that the school district has taken reasonable steps to safeguard the access for users including the installation of filtering software. However, we understand that it is not possible to filter all inappropriate content and stop all inappropriate activities.

We agree not to hold the district responsible or liable for any unauthorized access to inappropriate websites or materials on the internet obtained through the use of the school networks and/or a school issued electronic device and we agree to waive our right to file any claim or lawsuit against the Board of Education, collectively and individually, its agents and employees arising out of such unauthorized access.

We also understand that the electronic device may record or collect information on my 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 my activity or use of the device. 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:3639. Further information about this New Jersey Statute can be found on the New Jersey Department of Education webpage entitled Guidance Regarding the Anti-Big Brother Act and can be accessed at <https://www.state.nj.us/education/techno/abba/>.

We understand that if this electronic device is lost or stolen, we will immediately notify the District.

We understand that the District shall not be responsible for any damages or losses related to this electronic device and the student identified above may be subject to disciplinary consequences for intentional damage to the device. Any costs associated with instances of loss, theft or damage may be the full responsibility of the student and his/her parent/guardian.

We agree to return this electronic device to the District at the conclusion of the school year (or

earlier if student should leave the District). We further understand any application or data (apps, music, etc...) loaded on the device become the property of the school district and will not be returned.

We understand that failure to comply with any of these rules, policies or procedures, including, but not limited to, misusing the Internet or electronic device, accessing unauthorized Internet locations, or participating in any activities that violate Board Policy/Regulation 2361, (Acceptable Use of Computer Networks/Computers and Resources) or Board Policy 7523, (School Furnished Electronic Device: Distribution and Use), may result in disciplinary action, including the revocation of the Agreement, immediate return of the device to the District, and/or suspension or expulsion in accordance with the school Code of Student Conduct (Board Policy/Regulation 5600). In addition, criminal activity will be referred to the appropriate authorities.

_____	_____	_____
Print Student Name	Student Signature	Date

_____	_____	_____
Print Parent/Guardian Name	Parent/Guardian Signature	Date

_____	_____	_____
Print Parent/Guardian Name	Parent/Guardian Signature	Date