

TINTON FALLS SCHOOL DISTRICT TECHNOLOGY HANDBOOK

21st Century Learning Environment

Today's changing world requires that our students learn in relevant, real-world 21st century contexts that foster and encourage collaboration, communication, and develop problem-solving skills necessary to adapt and navigate in a global society.

Students in grades 3-8 will be assigned a Chromebook and carrying case to use for the school year. Chromebooks will be distributed in late August/early September to parents. Students will be required to bring a fully charged Chromebook in its carrying case to and from school. This will allow students to access materials which are engaging and encouraging for students to create, communicate, and collaborate in ways never possible before.

The policies, procedures, and information within this handbook apply to all students' devices provided by the Tinton Falls School District. Right of possession and use is limited to and conditioned upon compliance with Board policies and other guidelines outlined in this handbook. Teachers may set additional requirements for use in their classroom. The district is excited about these transformational learning opportunities and what it provides for our students.

Receiving and Returning Chromebooks

Receiving a Chromebook:

1. Chromebooks are distributed in late August/early September during scheduled pick-up times and dates. In order to receive a Chromebook,

parents must have signed the pick-up form. All students will be issued a Chromebook, power adapter, and protective case.

2. Parents are required to select the option to pay the \$35.00 technology fee or choose to pay for any damage that may occur.
3. The Chromebook form must be completed in order for the Chromebook to be distributed.
4. In accordance with Policy #7523 - *School District Provided Technology Devices to Students*, the student is responsible for the proper care of school property and the school supplies and equipment in his/her use.
5. Student assigned Chromebooks cannot be accepted in the main office-outside drop bin if it is left at home. If a student does not bring his/her Chromebook to school, he/she may check out a loaner Chromebook from the Media Center. Loaner Chromebooks are on a first-come/first-serve basis. Repeated unpreparedness will be addressed through classroom and/or school discipline procedures. This may also be reflected in the students' report card.

Returning a Chromebook:

1. The Chromebook will be collected at the end of the school year.
2. If a student's enrollment in the Tinton Falls School District (TFSD) ends for any reason, the Chromebook and accessories must be returned to the Media Center. Failure to return the items within three days of a student's withdrawal from the district will be reported as stolen.
3. If a student fails to return the device and accessories within three days of the collection date, the device and accessories will be considered stolen and reported as such.
4. All Chromebooks and accessories are the property of the TFSD. The district reserves the right to collect and/or inspect a student's device at any time to delete/remove any materials or applications that are deemed inappropriate.
5. The Chromebook and accessories must be returned in good working condition. When a technology fee is not collected from the

parent/student at the beginning of the year, the parent/student is responsible for paying any fees associated with damage to the Chromebook or the accessories.

Disclosure Regarding School District Provided Technology Devices to Students

Technology devices provided by the TFSD 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. The school district shall not use any of the capabilities in a manner that violates the privacy rights of the student or any individual residing with the student. An acknowledgment of this notification by the parent is required before the issuance of a technology device to students.

Technical Support and Repairs

Parents, guardians, or students are not allowed to attempt repairs themselves or contract with any other individual or business to repair school-owned equipment. All repairs will be handled by the Tinton Falls School District. If a problem occurs with the Chromebook, the student should notify their classroom teacher. The student will also be referred to the Media Center. It may be possible that the student needs to borrow a loaner Chromebook, which will be checked out through the Media Center.

Chromebook Protection Options 2021-2022

District Technology Fee: The school district technology fee will be available for students and parents to cover a Chromebook repair in the event of a theft or accidental damage. The cost is \$35 annually for each Chromebook.

Personal Liability

Parents who do not pay the technology fee will be held financially responsible for damages to the Chromebook. Typical repair and replacement costs are as follows:

| Damage | Costs |
|---------------------------------|--------------|
| Cracked Screen | \$135.00 |
| Keyboard Repair | \$125.00 |
| Hard Shell Case | \$50.00 |
| Lost/broken charger | \$50.00 |
| Broken Bezel/Chromebook plastic | \$150.00 |

If the Chromebook is lost or stolen, parents will be responsible for the full replacement cost of the device, **even if they paid the technology fee.**

| | |
|------------------------|----------|
| Lost/Stolen Chromebook | \$350.00 |
|------------------------|----------|

The insurance form will be included with your child's chromebook. You can also print a copy of the insurance form by clicking [HERE](#).