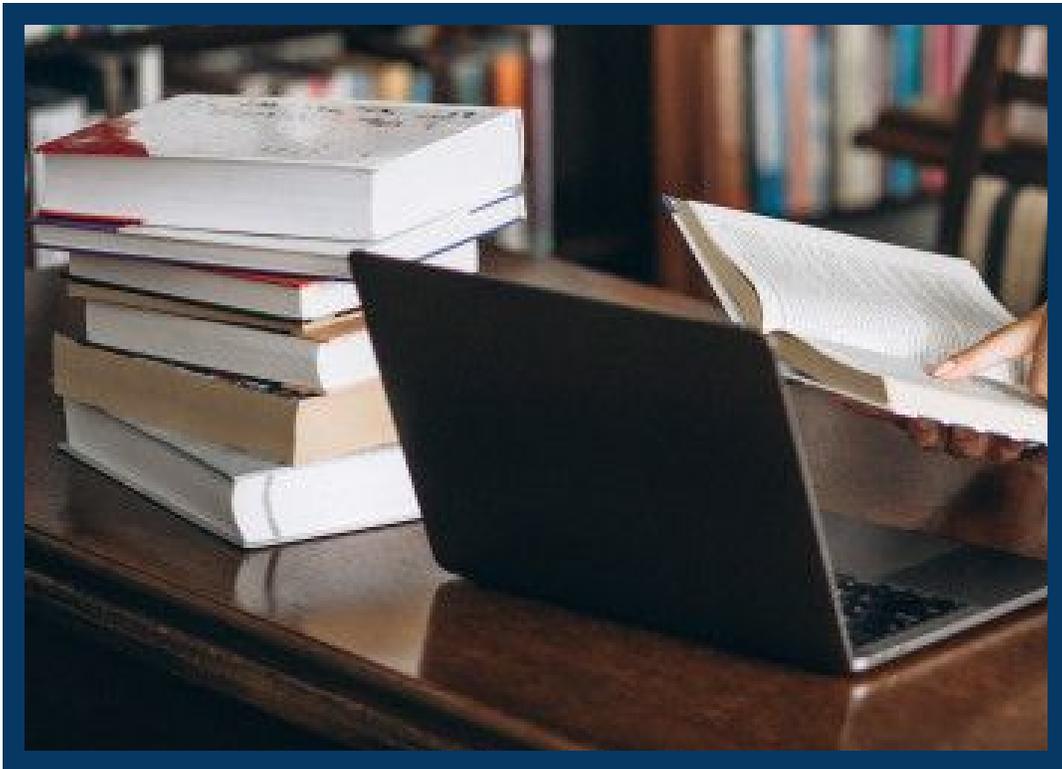




NEW HAVEN PUBLIC SCHOOLS

Student & Family Technology Handbook



[\(Haga clic aquí para ver la versión en español.\)](#)

Student & Family Technology Handbook

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Introduction

The following policies refer to the use of an individual student computing device, a Chromebook, etc. In addition to this Student Handbook, students are required to follow all the guidelines outlined in the New Haven Public Schools' current "Technology Acceptable Use Policy". As NHPS's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to [NHPS.net](https://www.nhps.net) for the most up-to-date information.

Expectations and Care

CARE AND MAINTENANCE OF THE DEVICE

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to your school's Main Office as soon as possible. Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.
2. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's Technology Department.
3. Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store any technology.
4. Technology does not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device.
5. School owned technology **MUST** be transported with care. The student will be charged for any damage to the device caused by failing to protect the device during transportation. If frequent transportation of the device is required a padded case is recommended to help protect the device during transport.
6. Avoid placing weight on the device.
7. Never throw or slide any technology.
8. Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued device accessories are the responsibility of the student.
9. District-owned devices have the ability to be remotely located. Modifying,

disabling, or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.

10. Each device has a unique identification number, and at no time should the numbers or labels be modified or removed.
11. Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.
12. Your device is an electronic device and care must be exercised when handling. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, or heavy or sharp objects.
13. Your device is designed for daily use; therefore, each device must be charged and ready for use each school day. Your device/s should be charged at home.
14. The district-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment.

COST OF CHROMEBOOK, SOFTWARE, APPS AND ACCESSORIES

1. The replacement cost of the Chromebook is approximately \$211.00 and includes only the device.
2. In the event of theft, loss or damage due to intentional abuse or misuse, it is the parent/guardian responsibility to cover the replacement cost of up to \$240.00.
3. It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss, or damage due to intentional or unintentional abuse or misuse. Charges will be based on current replacement cost of accessories, to include:
 - Power Charger and Cable
 - Case (If issued by NHPS)
 - Battery (If not included internally in device)
4. District-issued software applications (apps) are needed for student learning and should not be deleted.
5. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

DAMAGED, LOST, OR STOLEN DEVICES

1. In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is mandatory for insurance claim processing. In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.
2. In the event that a device is intentionally damaged the parent/guardian will be assessed a fee up to \$240.00 for the replacement of the device.
3. In the event that a police report is filed for a lost or stolen device, New Haven Public Schools may aid the police in recovering the device.
4. All devices are tagged with an asset label. The label is not to be tampered with or removed.
5. Students who unenroll from NHPS during the school year must return the device along with any issued accessories at the time they leave the district. The device and all accessories should be returned to the school's Main Office. Failure to return a device in a timely fashion may result in legal action or payment in full (\$240.00).

STUDENT USE OF DISTRICT TECHNOLOGY

1. All District owned technology is the property of New Haven Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on any District owned technology or a school-supplied or supported email service.
2. Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school-related activity.
3. Students are responsible for bringing their device to school every day unless otherwise directed by a staff member. Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student may lose the option of bringing the device home.
4. It is the student's responsibility to bring the device to school fully charged. A student's repeated failure to bring the device charged may result in losing the option to bring the device home.
5. While personalized screen-savers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted in accordance with the districts Acceptable Use Policy and Student Family Handbook.
6. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
7. The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Students may save files to their NHPS Google Drive or District Home Directory.
8. The District-issued device is designed as a tool for learning; misuse of the device may result in disciplinary action.

9. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
10. A student should not share his/her password with anyone. Responsibility for the contents/actions of a device rests solely with the individual to whom the device was issued.
11. New Haven Public Schools expects students to take their devices home at night for class work and recharging. All care, handling, and appropriate use that is in effect during the school day shall extend to the use of the device at home.
12. New Haven Public Schools makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise. Backing up files to the Students NHPS Google Drive or district home folder is recommended.
13. School personnel have the right to limit use of the device at home.

PARENT RESPONSIBILITIES

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the device nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device.
- I will make sure my child recharges the device nightly.
- I will make sure my child brings the device to school every day.
- I will make sure my child has an effective bag or backpack to transport the device to and from school.
- I agree to return the device to school when requested and/or upon my child's withdrawal from New Haven Public Schools.

COPPA AND VERIFIABLE PARENTAL CONSENT ***(CHILDREN UNDER THE AGE OF 13)***

In order for New Haven Public Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

New Haven Public Schools utilizes several computer software applications and web-based services not operated by New Haven Public Schools but by third parties. These include Google Apps, Apple ID, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as New Haven Public Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

Signing of the device contract constitute consent for New Haven Public Schools to provide personal identifying information for your child consisting of first name, last name, NHPS email address, and username to the following web operators: Google, Schoology, MobyMax, Accelerated Reader, and to the operators of any additional web-based educational programs and services which NHPS may add during the upcoming academic year.

Please be advised that if you wish to request that an online operator:

1. provide my school a description of the types of personal information collected on my under-13 child;
2. allow my school to review and/or delete all the personal information collected on my under-13 child; and/or
3. allow my school to refuse the online operator from further using or collecting my under-13 child's personal information

please do so in writing to:

Office of Operations
Gateway Center
54 Meadow Street, 5th Floor
New Haven, CT 06519

Please be aware that without permission to share the student's name and email address, to the web site operators, New Haven Public Schools will be unable to provide your student(s) with the full resources, teaching, and curriculum offered by our learning program.

Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Google Drive, Docs, Sheets, Slides, Drawings, and Forms. Additionally, Google offers the ability to control additional products within our domain.

The administration and technology staff reserve the right to determine which Google Apps, as well as third party apps and extensions, to allow students to add to their Chrome OS/user account. Work done within these apps is stored via Google Drive in the cloud. Student accounts are issued and maintained through the district's Google Apps domain.

For more information about Google Apps for Education, please visit:

www.google.com/edu

Tech Tips for Using your Chromebook

Chromebooks look and behave similar to laptops in many ways, but have some noticeable differences. To be able to use your Chromebook to its fullest potential, follow these guides listed. Additional help is available on the [Google Chromebook Help Center](#).

Connect your Chromebook to Wi-Fi

To connect to the Internet, use a compatible Wi-Fi network.

Step 1: Check if Wi-Fi is connected

- a) Turn on your Chromebook.
- b) Click the status area, where your account picture appears.
- If your Chromebook is connected to a network, you'll see the "Wi-Fi on" icon . You don't need to complete the next step.
- If your Chromebook can't connect, you'll see the "Wi-Fi off" icon . Turn on your Wi-Fi in the next step.

Step 2: Turn on Wi-Fi

If you see the Wi-Fi off icon , turn on your Wi-Fi:

- a) Click the Wi-Fi off icon .
- b) Click **No network**.
- c) Click **Turn Wi-Fi on...** or the Enable Wi-Fi icon .
- d) Your Chromebook will automatically look for available networks and show them to you in a list.

Step 3: Pick a network and connect

After you turn on your Wi-Fi, your Chromebook will look for a network to connect to and show them to you in a list. Select the correct network and enter any necessary credentials.

Edit Google Drive documents offline

Using Google Drive, you can read and edit your saved Google Docs, Sheets, Slides, and Drawings documents when you're offline.

Turn on Google Drive offline

To save your Google Drive documents for offline use:

1. If you haven't already, sign in to your Chromebook.
2. Make sure that your Chromebook is connected to the web.
3. Open Chrome .
4. Add the [Google Docs Offline](#) extension.
5. Go to drive.google.com.
6. In the upper right corner, click the settings icon  **Settings**.
7. In the "Offline" area, check the box for **Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline**.
8. Click **Done**.
9. Wait for a few minutes. Your Chromebook will automatically save your Google Drive documents so you can read or edit them when you're offline. If you have a lot of files, you might see a message that your files are syncing.

Frequently Asked Questions

Q: What happens if my Chromebook is damaged, lost, or stolen?

A: The Chromebook is the responsibility of the student. Should a Chromebook be damaged, lost, or stolen the student and parent/guardian should immediately notify school administration. If the damage is accidental, the warranty may cover the cost of repairs. In the event that a Chromebook is damaged intentionally, the student will be charged for the repair or replacement of the Chromebook, case, and software that was purchased by the school.

If the Chromebook is stolen, the filing of a police report by the parent/guardian will be required as this is the only way the insurance will cover the cost to replace a stolen Chromebook. New Haven Public Schools may deploy location software that may aid in recovering the Chromebook.

Q: What happens if a charging cord or other accessory is broken or damaged or malfunctions?

A: The school district will provide a replacement to the student in warranty situations. The replacement of damaged or lost items will remain the responsibility of the student.

Q: Do parents need/have to sign a contract?

A: Parents and students must sign a Chromebook Contract.

Q: What happens if I do not sign the agreements for my child?

A: Your student will not receive a Chromebook to take home.

Q: Will the Chromebooks be filtered for student-accessed content?

A: New Haven Public Schools will be filtering the Chromebooks at school. New Haven Public Schools has invested in iBoss. This mobile client will provide the same filtered protections both on and off campus.

Q: Will Chromebooks be password protected?

A: Passwords will be required at the time of setup on all Chromebooks to protect the security of student work.

Q: Who will repair non-operable Chromebooks?

A: The New Haven Public Schools staff will work to ensure that all students have an operable Chromebook.

Q: Will students be able to take the Chromebook home?

A: Students will be able to take their Chromebooks home during the school year to use for school related work, such as homework and other projects, if the appropriate forms are received by the District. Please note that Chromebooks will only be able to leave school premises if parent permission has been submitted on the district-issued forms.

Q: What if I don't want my child to bring his/her Chromebook home?

A: Each school building will provide an area where students can store and charge their Chromebook overnight; however, students are strongly encouraged to use devices at home, as they are integral to all aspects of instruction and work completion.

Q: Will students be able to keep their Chromebook during the summer?

A: Students will not keep their Chromebooks during the summer unless authorized by the district. Students will turn in their Chromebooks by the end of the school year so the IT staff can service and update them for the following school year.

Q: How do I clean my Chromebook?

A: The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.

Q: If I have additional questions or concerns about this initiative, whom can I contact?

A: You can contact any building principal by phone or email.

Q: Will students be able to download apps from the app store?

A: All requests for additional software and or apps should be requested through the classroom teacher. Applications to be installed will be provided by the District Technology Team.

