

## 1:1 Handbook



# AVALON STONE HARBOR SCHOOLS

**Kathleen Fox**  
Chief School Administrator  
Administrator

**Renee Murtaugh**  
Supervisor of Curriculum & Instruction

**Linda Fiori**  
Business

Dear Student and Parent/Guardian,

Avalon and Stone Harbor Schools are excited to be able to offer our students laptop computers for use at school and home. The 1:1 laptop initiative, which provides mobile technology to all of our students, has been designed to enhance our instructional delivery within our instructional framework.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of use and care related to receiving a laptop computer.

- Students will receive instruction in the proper use of the laptop computer.
- Students are expected to treat the laptop computer as a valuable piece of equipment.
- Students must take all precautions to prevent theft. For example, students should not leave the laptop computer unattended or in the passenger area of a car.
- Students must take precautions to prevent damage. For example, students should not leave the computer where there is danger of it coming into contact with moisture or excessive heat. The computer should also be protected from inclement weather conditions.
- Students are to use the laptop to access only appropriate materials and websites.
- Although filtering will be enabled outside of the building, ultimately parents/guardians are responsible for monitoring computer use when students are not at school.
- Students must not purchase goods or services via the internet unless approved by a parent/guardian.
- Parents/Students accept full responsibility for any financial obligations incurred from the inappropriate use of the laptop computer.
- Students are to use the laptop in accordance with the Avalon Elementary School policies, including the acceptable use policy, and to maintain the laptop in accordance with the procedures and information provided during student training.

Any laptop issued to students by Avalon School remains the property of Avalon School and must be returned at the end of the academic year, upon withdrawal from Avalon School, or at the request of a teacher or administrator. Willful failure to return the laptop in accordance with the stated conditions will result in criminal prosecution.

We are excited about the many enhanced opportunities our students will have as a result of the 1:1 laptop initiative and are very appreciative of the community's continued support.

**Grade K-4**      275 93<sup>rd</sup> Street Stone Harbor, NJ 08247  
**Grades 5-8**      235 32<sup>nd</sup> Street Avalon NJ, 08202

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### **Section 1: Receiving Your Chromebook**

Students will receive their Chromebook during their study hall or homeroom period along with a school-selected carrying case and AC charger. Students will create a personal keychain to hang from their bag in order to identify it from the others during technology class. Students will be allowed to use only this bag to carry the Chromebook between classes throughout the school day.

### **Section 2: Taking Care of Your Chromebook**

#### **General Precautions**

- No food or drink next to your Chromebook while in use.
- Cords, cables, and removable storage devices must be inserted carefully.
- Students should never carry the Chromebook while the screen is open.
- Chromebooks should be shut down or placed in “sleep mode” before moving between classes to conserve battery life.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Avalon School.
- Chromebooks should never be left in a car or any other unsupervised area.
- **Students are responsible for charging their Chromebook’s battery for each school day. Students should also bring their Chromebook charger to school each day.**
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

#### **Carrying Chromebooks**

The protective cases provided with Chromebooks have sufficient padding to protect them from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Chromebooks and power supplies should always be within the protective case when carried.
- Textbooks **should not** be stored in the carrying case to avoid placing too much pressure and weight on the Chromebook screen. Smaller binders or notebooks and writing tools may be carried in the other areas of the case.
- The Chromebook must be closed before placing it in the carrying case.

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### Screen Care

The Chromebook screen can be damaged if subjected to rough treatment.

- Do not lean on the top of the Chromebook nor place objects on top of it when closed.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens or pencils).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. **Please do not use any type of liquid on the Chromebook.**

## Section 3: Using Your Chromebook at School

### Chromebooks Undergoing Repair

- Chromebooks undergoing repair must be submitted to Mr. Tomasello immediately upon noticing an issue.
- In the event a Chromebook encounters a hardware failure deemed to be incidental and not abuse related, the Chromebook may be replaced with another Chromebook.
- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair. Loaner Chromebooks may be taken home for use but must be returned when the repair or replacement is complete.
- In the event a Chromebook is physically abused or damaged, the student will be responsible for costs to repair or replace the device up to the maximum value of the Chromebook (\$575).

### Charging Your Chromebook's Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- Students should bring the Chromebook charger in the provided case each day.

### Background Images

- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the Chromebook or within its files

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will result in disciplinary action.

- Avalon Faculty reserves the right to check a student's Chromebook background at any time.

### Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students should carry headphones or earbuds for use in classes where the teacher has approved their use.

## Section 4: Managing Your Files and Saving Your Work

### Saving Your Work

- All files are automatically saved to the cloud via Google Drive, except for downloads. If a student wishes to save a back-up copy of a download or file saved to a flash drive, the student should upload the file to Google Drive.
- During maintenance or repairs, all work saved outside Google Drive will be lost.
- Students should save all work daily and ensure that important files are saved to Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. **Computer malfunctions are not an acceptable excuse for not submitting work.**
- Google Drive should only be used to save school assignments and files necessary for the completion of schoolwork.
- Both Google Drive and any USB flash drives used in school computers are subject to inspection by the faculty at any time.
- It is highly recommended that students use Google Drive to save work. Google Drive can be loaded on home computers as well by downloading the software at [drive.google.com](http://drive.google.com). Files placed in Google Drive will be replicated and kept up-to-date across all computers where Google Drive is installed. Students can also access their Google Drive from the [drive.google.com](http://drive.google.com) website.

## Section 5: Chromebook Software

### Additional Software

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- Students are not allowed to install anything on school Chromebooks without the permission of the faculty.
- Violent games and computer images containing obscene or pornographic material are banned.
- From time to time the school may add extensions or Chrome apps for use in a particular course, for the management of devices by faculty or staff or for the general use of students.

### Inspection

- Students may be selected to provide their Chromebooks for inspection without notice.

### Chromebook Identification

- Student Chromebooks will be labeled with an Avalon School asset tag. **Under no circumstances are students to modify, remove, or destroy these labels.**

### Password Protection

- Students will use their school provided Gmail username and password to access Chromebooks. This is not to be changed.

### Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds, computer labs, unlocked classrooms, bathrooms, bus, locker area and hallways. Any computer left in these areas is in danger of being stolen.
- Unsupervised Chromebooks will be confiscated by staff and taken to the technology office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location. Each student is responsible for his/her Chromebook once it has been issued.
- Students are expected to “lock” or sleep their Chromebook when they step away from it so as to prevent unauthorized use.
- Students may leave Chromebooks in the charging station in the cafeteria during lunch and study hall periods.

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## **Section 6: Acceptable Use Guidelines**

### **General Guidelines**

- Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals and objectives of Avalon School.
- Students are responsible for the ethical and educational use of the technology resources of Avalon School.
- Access to the Avalon School technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow the Avalon School acceptable use policy as well as the Avalon School Code of Student Conduct and school discipline policies.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the principal or instructional technologist, will be considered an act of vandalism and subject to disciplinary action.

### **Integrity and Civility**

In addition to any standards or rules established by the school, the behaviors listed below are specifically prohibited as they violate the standards of integrity and civility.

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws

### **Privacy and Safety**

Privacy and safety of all students is our top concern. Please review the tips listed below.

- Do not open, use, or change computer files belonging to others.
- Never reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that storage is not guaranteed to be confidential.

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- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or administrator immediately so that such sites can be blocked from further access.

### Email

Students will have email accounts through Avalon School's Google Apps for Education account. Please note that emails are not private and access is open. The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- **No private chatting in class without permission.**

**Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated staff of Avalon School to ensure appropriate use. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.**