



Hopatcong Borough Schools
Lewis Benfatti, Principal
Hopatcong Middle School

Learning Today. Leading Tomorrow.

To Whom It May Concern:

_____ (Student Name) has registered in our school on

_____ (Date) in Grade _____.

Please send the following information:

Health Records

Academic Records/Cumulative Folder

Standardized Test Results

Attendance Record

Child Study Team Records and/or

Special Education Evaluations, Reports and I.E.Ps (if applicable)

Section 504 Plan

Intervention and Referral Services (I&RS)

Mailing Address:

Hopatcong Middle School

P O Box 1029

Hopatcong NJ 07843

If there is any further information in your possession which might assist us in making the student's transfer a smooth one, we would appreciate your forwarding it to us. Thank you for your cooperation.

Lewis Benfatti

Principal

I authorize the release of all records for the above named student to the Hopatcong Middle School.

_____ (Signature of Parent/Guardian)

_____ Date

HOPATCONG BOROUGH SCHOOLS
Hopatcong, New Jersey

REGISTRATION FORM

School: _____ Grade: _____

Child's Name: _____ Sex: _____ Date: _____
(Last) (First) (MI) (Suffix)

Birth Date: _____ City of Birth: _____
State of Birth: _____
Country of Birth: _____

Person Enrolling Student: _____

Relationship to Student: _____

Child living with (Check one): Both Parents Mother Only Father Only Other

Home Address: _____ Home Phone: _____

Mailing Address: _____

Child's Ethnic Background: White, Not Hispanic Black, Not Hispanic Hispanic

(Please Check One) American-Indian or Alaskan Native Asian

Pacific Islander

Native Language of Parent/Guardian/Person Enrolling Student: _____

(If English is not the native language, please check here if English is spoken and understood by the parent/guardian/person enrolling student.)

Parent Information

Father's Name: _____ Country of Birth: _____
Deceased: Yes No USA Citizen: Yes No

Father's Business Name/Address: _____ Phone: _____

Mother's Name: _____ Country of Birth: _____
Deceased: Yes No USA Citizen: Yes No

Mother's Business Name/Address: _____ Phone: _____

Schools Previously Attended

School: _____ Last Grade: _____ Dates: _____
Address: _____ Phone: _____

School: _____ Grade: _____ Dates: _____
Address: _____ Phone: _____

Other Children in Family:

<i>Name of Child</i>	<i>Age</i>	<i>School</i>	<i>Name of Child</i>	<i>Age</i>	<i>School</i>

(For Office Use Only)

School Entry Date: _____

Verification of Birth Date: _____ Verification of Residence: _____

Bus Stop & Code: _____ Student I.D. Number: _____

Bus In: _____ Time: _____ Bus Out: _____

First Day: _____ Teacher's Name: _____

State ID Number: _____ (transfer students)

(Revised 1/23/07)

Hopatcong Borough Schools

New Registrant Questions

Student Name: _____ Date: _____

Has the student been serviced under any of the following programs in his/her former school?

Special Services (IEP)/Child Study Team _____

504 Accommodations _____

Intervention & Referral Services (I&RS) Action Plan _____

Basic Skills _____

English as a Second Language _____

Gifted & Talented _____

Parent Signature *Date*

Student Signature *Date*

Counselor Signature *Date*

HOPATCONG BOROUGH SCHOOLS
DURBAN AVENUE - HUDSON MAXIM - TULSA TRAIL
HOPATCONG MIDDLE - HOPATCONG HIGH

HOME LANGUAGE SURVEY

Student: _____ Sex: ___ Grade: _____ Date: _____

Address: _____ Telephone #: _____

Country of Birth: _____ Birth Date: _____

(if born in another country) Arrived in USA: _____

(if born in another country) Arrived in Hopatcong: _____

Student's Primary Language: _____

Does the child understand spoken English: ___ YES ___ NO

Language child speaks in home to parents: _____

to brothers and/or sisters: _____

to friends: _____

Mother's Primary Language: _____

Does Mother understand spoken English: ___ YES ___ NO

Language(s) spoken in home to child: _____

Father's Primary Language: _____

Does Father understand spoken English: ___ YES ___ NO

Language(s) spoken in home to child: _____

According to the New Jersey Administrative Code 6:31-1.2(a), whenever a child enrolls in the district, that district shall ascertain the pupil's native language. The purpose of this survey is to determine your child's native language, that is, the primary language your child speaks and understands proficiently. Thank you for your cooperation in answering this survey.

Parent's Signature: _____ Date: _____

IMPORTANT: THIS FORM MUST BE MAINTAINED IN THE CHILD'S CUMULATIVE FOLDER

HOPATCONG SCHOOLS EMERGENCY CARD

PLEASE COMPLETE BOTH SIDES

CHILD'S NAME _____ BIRTHDATE: _____ SEX M F

CHILD LIVING WITH (CHECK ONE) _____ BOTH PARENTS _____ MOTHER ONLY _____ FATHER ONLY _____ OTHER _____

STREET ADDRESS _____ HOME PHONE _____

MAILING ADDRESS _____

CHECK HERE IF ADDRESS IS NEW WITHIN THE PAST 12 MONTHS _____

MOTHER'S NAME _____ FATHER'S NAME _____

Last First Last First

MOTHER'S WORK PHONE _____ CELL PHONE _____ EMAIL _____

Best # to reach you (Circle One) Home Work Cell

FATHER'S WORK PHONE _____ CELL PHONE _____ EMAIL _____

Best # to reach you (Circle One) Home Work Cell

IN THE EVENT YOU CANNOT BE REACHED, LIST TWO NEIGHBORS/RELATIVES WHO WILL ASSUME TEMPORARY CARE OF YOUR CHILD

EMERGENCY CONTACT #1 _____

NAME RELATIONSHIP PHONE

EMERGENCY CONTACT #2 _____

NAME RELATIONSHIP PHONE

Does child have Health Insurance?

Yes _____ If Yes, name of insurance company _____
No _____ NJ FamilyCare provides free or low cost health insurance for uninsured children and certain low income parents. For more information, call 800-701-0710 or visit www.njfamilycare.org to apply online. You may release my name and address to the NJ FamilyCare Program to contact me about health insurance.

Written consent required pursuant to 20 U.S.C. § 1232g (b)(1) and 34 C.F.R. 99.30(b)

Signature: _____ Printed Name: _____ Date: _____

IN CASE OF SERIOUS ACCIDENT OR ILLNESS, I REQUEST THE SCHOOL TO CONTACT ME. IF THE SCHOOL IS UNABLE TO REACH ME, I HEREBY AUTHORIZE THE SCHOOL TO CALL THE PHYSICIAN INDICATED BELOW AND FOLLOW HIS INSTRUCTIONS. IF IT IS IMPOSSIBLE TO CONTACT THIS PHYSICIAN, THE SCHOOL MAY MAKE WHATEVER ARRANGEMENTS SEEM NECESSARY. I ALSO AUTHORIZE THE RELEASE OF PERTINENT MEDICAL INFORMATION (MEDICAL CONDITIONS, ALLERGIES AND/OR MEDICATION REGIMES) TO BE EXCHANGED AMONG APPROPRIATE PROFESSIONAL STAFF INVOLVED IN THE CARE OF MY CHILD. IF MY CHILD'S MEDICAL HISTORY CHANGES, I WILL NOTIFY THE SCHOOL.

PHYSICIAN'S NAME _____ PHONE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

IF YOUR CHILD HAS ONE OF THE FOLLOWING CONDITIONS, PLEASE INDICATE:

ALLERGY TO _____ ASTHMA _____ DIABETES _____ SEIZURE DISORDER _____

OTHER HEALTH CONDITIONS _____

PLEASE LIST ANY MEDICINE YOUR CHILD TAKES AND HOW OFTEN. _____

I HEREBY GIVE PERMISSION FOR THE NURSE TO ADMINISTER THE FOLLOWING TO MY CHILD IN AN EMERGENCY ONLY: (Indicate by [✓] and signature below)

TYLENOL FOR FEVER ___ ADVIL FOR FEVER ___ BENADRYL FOR ALLERGIC REACTION (BEE STING, FOOD, ETC) ___

PARENT/GUARDIAN SIGNATURE _____ DATE _____

ANY OTHER NON-EMERGENCY MEDICATIONS REQUIRE A DOCTOR'S NOTE FROM YOUR CHILD'S PERSONAL PHYSICIAN

PLEASE COMPLETE BOTH SIDES

Student Physical Hopatcong School District

Name:	Date of Physical Exam:
Gender: Male Female	DOB: Age:

PHYSICAL EXAM	NORMAL	IF ABNORMAL - COMMENTS
Skin and lymph nodes		
Eyes		
Ears		
Nose		
Throat		
Teeth and Gums		
Glands – cervical thyroid other		
Heart/Cardio		
Lungs/Respiratory		
Abdomen/GI		
Hernia		
Kidneys/Bladder/GU		
Neurologic/Developmental/Speech		
Orthopedic		

MEDICAL CONDITIONS

Chronic Medical Conditions	<input type="checkbox"/> none	comments
Surgeries	<input type="checkbox"/> none	comments
Medications/Treatments	<input type="checkbox"/> none	comments
Allergies-Food or Medication	<input type="checkbox"/> none <input type="checkbox"/> care plan attached	comments
Emergency Plans (asthma, diabetic, seizures, Epinephrine)	<input type="checkbox"/> none <input type="checkbox"/> care plan attached	comments
Special diet/Vitamin & Mineral supplements	<input type="checkbox"/> none	comments
Behavior Issues/Mental Health Diagnosis	<input type="checkbox"/> none	comments

PREVENTIVE HEALTH SCREENINGS

Type	Date Performed	Results	Type	Date Performed	Results
Hearing			Scoliosis		
Vision		Left eye	Right eye	Both eyes	
Height:		Weight:		B/P:	

TB (mm of induration) _____ date performed _____

Are there any other restrictions to child's activities or physical limitations? _____

I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all school activities, including physical education and competitive contact sports, unless noted above.

Health Care Provider Stamp

Name of Health Care Provider (print)

Signature/Date Form Signed

HOPATCONG BOROUGH SCHOOLS
MEDIA RELEASE FORM

Dear Parents/Guardians:

At times throughout the school year we are presented with opportunities for students to be photographed and/or videotaped for various reasons as: display in newspapers, magazine, newsletters or brochures; viewing on cable or network television stations; training videos for in school and out of district educators; display for agencies, companies, and corporations who sponsor or work with school activities, etc.

There are also occasions when students have a chance to be interviewed, to interview or exchange questions and answers with the media.

In order to more easily honor parent's wishes in such situations, we will maintain a list of students whose parents/guardians prefer that the child(ren) do not participate in such activities.

Kindly indicate your consent by checking lines below.

.....

For School Year: _____ Student Name(s): _____

Grade: _____ School: _____

Please check one that applies.

I grant my permission for my child(ren) to be photographed and/or video taped and/or interviewed by any outside media source during school activities and/or events.

I prefer that my child(ren) not be photographed, video taped or interviewed for any sources outside the school during the current school year.

Parent/Guardian's Signature: _____

Date: _____

(A new media release form must be completed and on file in the school office each year that a student attends Hopatcong Borough Schools)

Hopatcong Borough Schools 6-12 Policy on District-Provided Access to Electronic Information, Services, and Networks

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Hopatcong Borough Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing District-provided Internet access must first have the permission of and be supervised by the Hopatcong Borough Schools professional staff. Students utilizing school-provided Internet access are responsible for good behavior and proper communications etiquette.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students use must be in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Hopatcong Borough Schools. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers will be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

Students utilizing District-provided internet may not:

- a. access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. transmit obscene, abusive, sexually explicit, or threatening language;
- c. violate any local, state, or federal statute;
- d. vandalize, damage, or disable the property of another individual or organization;
- e. access another individuals materials, information, or files without permission; and,
- f. violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Hopatcong Borough Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Parents of students in the Hopatcong Borough Schools shall be provided with the following information:

- The Hopatcong Borough School District is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable
- While the District's intent is to make Internet access available in order to further educational goals and objectives, student may find ways to access other materials as well. Even though the District institutes technical methods and systems to regulate students' Internet access, those methods cannot guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Hopatcong Borough School District makes the district's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to appropriate local, state, and federal statutes.

The signatures below indicate acknowledgement and consent to follow the above listed policies. This instrument shall be executed twice during a student's enrollment: once for K-5 and once for 6-12.

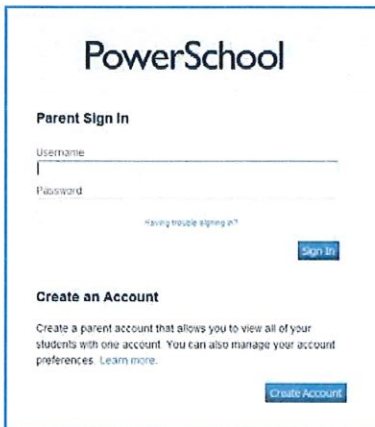
Signatures:

Parent/Guardian	Date
Student	Date

Please PRINT

HOPATCONG BOROUGH SCHOOLS

PowerSchool Parent Access



If you have previously created a PowerSchool account, you can continue to use that same account! Do not try to create a new account!

To access PowerSchool, go to <http://powerschool.hopatcongschools.org/>

PowerSchool's Parent Portal allows parents and guardians to view their child's daily attendance, lunch balance and lunch transactions for the entire school year. In addition, Middle School and High School parents will also see grades, assignments and attendance for every class.

Create an Account

1. On the login page, click the Create Account button at the bottom.
2. Enter your Name, Email, a User Name and a Password.
3. On the lower portion of the screen where it says *Link Students to Account*, enter the Name, Access ID and Access Password for your child. If you need this information, contact your child's school. If you have multiple children, enter them all on this screen.
4. Click the *Enter* button at the bottom to create your account.

Login to PowerSchool

- Once you have created your account, you can use your new User Name and Password to log in to your account. Simply visit <http://powerschool.hopatcongschools.org/>

Using PowerSchool's Parent Portal

Once logged in, you will see the Grades and Attendance screen and a series of icons are listed on the left:

- **Grades and Attendance** –Shows current classes with their grades and attendance, as well as the school's daily attendance at the bottom.
- **Grade History** – Shows official grades when a Marking Period has ended.
- **Attendance History** – Shows all attendance records for each class.
- **Email Notification** – Allows you to request an Email message with your child's information.
- **Teacher Comments** – View all comments left by your child's teacher for each term.
- **Balance** – View your child's current lunch balance and all meal transactions.
- **Account Preferences** – Modify your PowerSchool account preferences including changing your email address and password. If you wish to add or remove students to your account, select the *Students* tab at the top. You will be able to add additional students by simply clicking the *Add* button.

If you have more than one child linked to your account, you will see a series of names at the top. The current child you are viewing is in a light blue. Click on any of the other names to jump to that child's information.

If you need any assistance...

Please contact your building's main office. They have information relating to your account and can reset passwords and user names. If you are having a problem beyond that, they will be able to connect you to the Technology Office.

Student's Name: _____ ID# _____

Date of Birth: _____ Age: _____ Grade: _____ Sex: _____

Parent/Guardian Name(s): _____

Phone number(s): _____

Address: _____

Home School (based on current residence): _____

School of Origin (last school attended): _____

Siblings of student:

Name	School
_____	_____
_____	_____
_____	_____

Please answer the following questions:

1. Is this student's home address a temporary living arrangement? Yes No
2. Is this a temporary living arrangement due to loss of housing or economic hardship? Yes No
3. Is this student in temporary or emergency foster care placement? Yes No
4. As a student, are you living with someone other than your parent or legal guardian? Yes No

If you answered YES to any of the above questions, please complete the remainder of this form.

If you answered NO to all of the above questions, you may stop here.

1. Where is this student currently living? (check box)

In a motel/hotel- Name of motel/hotel: _____

In a shelter- Name of shelter: _____

Transitional Housing- Name of transitional housing: _____

Group Home- Name of group home: _____

Temporary/emergency foster home

With more than one family in a house or apartment

Moving from place to place

In a location not designed for sleeping accommodations such as a car, park, or campsite

2. How long have you lived at this residence? _____

3. How long do you plan to live at this residence? _____

4. With whom does the student currently live: (check box)

Both parents

One parent- Which parent? _____

One parent and another adult- Which parent? _____

A relative- Specify which (e.g. grandmother) _____

Friends or other adults- please identify _____

An adult who is not a parent or legal guardian- please identify _____

5. Describe the current living situation in detail: _____

6. Any possibility of violence or abuse in home? If so, describe. What were the school's actions?

7. In your child's previous school, did he/she receive any of the following? (check all that apply)
- Special Education/Exceptional Children's Services- Describe: _____
 - 504 Accommodation Plan- Describe: _____
 - English As a Second Language (ESL) services
 - Help for Behavior Improvement
 - Tutoring Services
 - Academically or Intellectually Gifted services
 - Counseling services

8. At this time, what is the greatest need for your child? (check all that apply)
- School supplies
 - School uniform or clothing
 - Help for academic improvement
 - Help for behavior improvement
 - Referral for food assistance
 - Medical referral/immunizations
 - Mental health/counseling referral
 - Other- Please describe: _____

My signature below affirms the following: (1) the information I have provided on this form is true and accurate to the best of my knowledge or belief; (2) the same information, as well as other information that may identify my child(ren), may be shared by my signature below as consent with community and governmental agencies pursuant to an interagency collaboration between this school district and (3) the same information, as well as other information that may identify my child(ren), may be shared by my signature below as consent for a legitimate educational purpose. In addition, my signature affirms that I have received a copy of my rights under the McKinney-Vento law.

Parent/Guardian Signature: _____
(Or Unaccompanied Youth)

Date: _____

MCV School Liaison Signature: _____

Date: _____

Hopatcong Borough Schools Chromebook, Policies & Procedures

The policies, procedures, and information within this document apply to all District-owned Chromebooks used at the Hopatcong Borough Schools, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

Technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 Chromebook setting empowers students and teachers to use purposeful technology-based tools anytime a task calls for them.

Please read this document carefully. This agreement is made effective upon receipt of the Chromebook, between the Hopatcong Borough Schools (the "District"), the student receiving the Chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). The student and parent(s), in consideration of being provided with a Chromebook, software, and related materials (the "Chromebook") for use while a student at the Hopatcong Borough Schools, hereby agree as follows:

1. CHROMEBOOK CHECK-OUT

1.1 Chromebook Check-Out

Chromebooks will be assigned each year to incoming students. Parents and students must sign and return the Student/Parent Acknowledgement (page 10) before the Chromebook can be issued to a student.

2. CARE OF THE CHROMEBOOKS

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the school office(s).

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the

property of the School District.

- A Chromebook should always be locked or supervised directly by the student to whom it is assigned.
- Students are responsible for keeping their Chromebook battery charged for school each day, by charging it each night utilizing the power cord provided.

2.2 Carrying Chromebooks

- No other items should be stored or carried within the Chromebook to avoid pressure and weight on the screen.
- During passing periods, students should have the Chromebook screens closed, and should carry the Chromebook with care.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- When carrying a Chromebook in a book bag or other case do not place anything in the bag/case that will place excessive pressure against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the Chromebook against lockers, walls, car doors, floors, etc., as it may break the screen.

3. USING CHROMEBOOKS AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebook Undergoing Repair

A loaner Chromebook may be issued to students when they leave their Chromebooks for repair. There may be a delay in getting a Chromebook should the school not have enough to loan, or in the event of replacement parts being back ordered or in transit.

3.2 Charging your Chromebook's Battery

Chromebooks must be charged each night by the student using the power cord provided. Students who repeatedly (as determined by any staff member) fail to bring their Chromebooks charged will be required to leave their Chromebooks with their respected offices for charging and possible disciplinary actions.

3.3 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures (or anything else determined inappropriate by a staff member) will result in disciplinary actions.

3.4 Sound, Music, Games, or Programs

- Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed on the Chromebooks. Game apps can be installed only with the approval of the school district.
- Music (no videos) is allowed on the Chromebook and can be used at the discretion of the teacher.
- All software/apps/games must be district provided.

3.5 Photos/Video

Photos/Video taken with the Chromebook is strictly forbidden. Any attempt to use the camera on the Chromebook is considered an offense and subject to punishment.

4. MANAGING FILES & SAVING WORK

4.1 Saving to the Chromebook

Students may save work on their Chromebooks. Limited storage space will be available on the Chromebook—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibilities to ensure that work is stored in their "Google Drive" account, which in turn is backed up and persistent.

5. SOFTWARE ON CHROMEBOOKS

5.2 Additional Software

Students are not allowed to load extra software/Apps on their Chromebooks. The School District will synchronize the Chromebooks so that they contain the necessary applications for schoolwork.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection. Chromebooks are the property of the School District, and any staff member may confiscate any Chromebook at any time for any purpose.

5.4 Re-loading Software

The Chromebook will be restored from backup when technical difficulties occur. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing.

6. ACCEPTABLE USE

The use of the School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The School District's handbook rules and consequences shall be applied to student infractions.

Violations may result in disciplinary action decided upon by the students associated principal. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to

- Provide school based internet access and provide an individual school monitored Google account to its students.
- Provide Internet blocking of inappropriate materials on the school district's networks.
- Immediately report any inappropriate digital content to the building principal(s).
- Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible For

- Using computers/devices in a responsible and ethical manner:
- Obeying general school rules concerning behavior and communication that applies to Chromebook/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping the School District protect our computer system/device by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their Chromebook after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Use of outside data disks or external attachments without prior approval from the administration
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of anonymous and/or false communications
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed

6.5 Chromebook Care

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebooks that malfunction or are damaged must be reported immediately. All Chromebook repairs must be handled through the School District.
- Chromebook batteries must be charged and ready for school each day.
- Chromebooks that are stolen must be reported immediately to a building administrator.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not

HOPATCONG BOROUGH SCHOOLS
STUDENTS/PARENTS CHROMEBOOK DAMAGE AGREEMENT

The District recognizes that with the implementation of the Chromebook Initiative, there is a need to protect the investment of the district and the interest of the students and parents. By signing the attached forms, you acknowledge the selection of the following security and use agreement as detailed in the Student/Parent CHROMEBOOK Acceptance Agreement.

FEES ASSESSED: Pricing below is for replacement cost or damages and what the students/parent responsibility will be for each event. Payment is due in full within a month of the incident.

ESTIMATES SUBJECT TO CHANGE

Chromebook Accessories Replacement Pricing

Power Adapter: \$45.00

Screen: \$86.00

Battery: \$45.00

Chassis: \$40.00

Chromebook Repair Responsibility Scale

1st Breakage: \$0 the first incident is considered an accident, (unless malicious intent is suspected)

2nd Breakage: Cost of repair

3rd Breakage: Cost of replacement

DAMAGE: Students/Parents are responsible for full payment of damages to Chromebooks.

immunity. If you are unsure, ask a teacher or parent.

• Plagiarism is a violation of the Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

• Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7. PROTECTING & STORING CHROMEBOOKS

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- District Label

7.2 Storing Your Chromebook

When students are not using their Chromebooks, they should be closed and properly stored. Nothing should be placed on top of the Chromebook when stored.

7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

8. COST OF REPAIRS

Students will be held responsible for damage* to their Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

*Each case will be reviewed at the discretion of the building administrator

Student Pledge for Chromebook Use

Your Chromebook is an important learning tool and is for educational purposes only.

- I will take good care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will not take my Chromebook into the restrooms or locker rooms.
- I will never loan out my Chromebook to other individuals.
- I will charge my Chromebook battery daily.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will use my Chromebook in ways that are educational, appropriate and meet District expectations.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook or deface the serial number.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the School District.
- I will follow the policies outlined in the Chromebook portion of this handbook and applicable technology policies while at school, as well as outside the school day.
- I will not load extra software/apps on to my Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District Chromebook, and power cords in good working condition.
- I will notify school officials in case of theft, vandalism, and other acts covered by insurance.
- I understand that a police report will be filed by the school if necessary.

CHROMEBOOK STUDENT/PARENT ACKNOWLEDGEMENT PAGE

Students: I have read and will abide by the District's Chromebook Policies and Procedures. I further understand that any violation of these policies and procedures is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

Parents: I have read and agree to assist my student in understanding and abiding by the District's Chromebook Policies and Procedures. I understand that access to the District's technology equipment and its entire system of electronic communication is designed for educational purposes. I also understand that some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for the District to guarantee all inappropriate sites with controversial and objectionable materials will be blocked. I understand that the improper or inappropriate use of technology equipment and the District's system by my student may result in revocation of his/her technology privileges and the imposition of school discipline. I understand that my student's illegal actions may necessitate referral to the appropriate law enforcement agency.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent Name (Please Print): _____

please initial the statement below, which is applicable.

_____ I grant my student permission to use the District's Chromebook.

_____ I DO NOT grant my student permission to use the District's Chromebook.

Parent Signature: _____

Date: _____