



PENNS GROVE CARNEYS POINT REGIONAL SCHOOL DISTRICT
100 IONA AVENUE, PENNS GROVE, NEW JERSEY 08069
PHONE: (856) 299-4250 FAX: (856)299-7921
WWW.PGCPSCHOOLS.ORG
DR. ZENAIDA COBIAN
SUPERINTENDENT OF SCHOOLS

Personal Student Learning Devices Parent-Student Contract

Penns Grove-Carneys Point Regional School District will be entering into a grant opportunity with T-Mobile to support a Personal Student Learning Device initiative for students who currently do not have and need access to technology and wireless internet at home. The PSLD initiative directly supports 21st-Century learning goals set forth by the Penns Grove-Carneys Point Regional School District. 300 students/siblings in grades 4-8 will be issued a Chromebook and a mobile hotspot for wireless connectivity. The Chromebook is another educational tool, like a textbook or notebook, intended to support the individual learning needs of every student. Please review the important information in this document sign and return **page 5** to your school's main office. In order to maximize the availability of the devices, please only request one device for the household. Therefore, if more than one child in the house has been selected, complete the necessary information on the form to return. **Distribution of the devices will take place on February 21 from 3 pm to 7 pm at the Penns Grove High School Cafeteria.**

1.0 General Information

- 1.1 Receiving your device:** Parents and students in grades 4-8 must sign this contract in order to take the device home.
- 1.2 Returning your device:** Devices and power supplies will be turned in at the end of the school year.
- 1.3 School Internet Access:** Wireless network access is available throughout the school.
- 1.4 Home Internet Access:** Students will be provided with wireless hotspots through T-Mobile. School and district technical support staff are not responsible for supporting or troubleshooting connectivity to home or hotspot networks. Contact your Internet service provider for troubleshooting and assistance. T-Mobile is to be directly contacted for hotspot connection issues via 1-800-937-8997.

2.0 Care Of The Device

- 2.1 General Precautions:** Cords and cables must be inserted carefully into the device to prevent damage. Devices must never be left in an unlocked locker, unlocked car or in an unattended area. Please refer to the provided safety guide that has been provided on page 5 and adheres to the precautions provided by the manufacturer.
- 2.2 Carrying devices:** A protective carrying case (i.e. neoprene sleeve) is recommended to carry the device at all times, however, because the device is being kept in the home during the school year, proper care is expected.
- 2.3 Screen Care:** The device screens can be damaged if subjected to rough treatment. Clean only with a microfiber cloth. Do not spray any type of cleaning solution on the screen.
- 2.4 Device Identification:** The serial number and Penns Grove-Carneys Point Regional School District asset tag number identify student devices. The devices are also identified through a Google management system within Penns Grove Carneys Point Regional School District.
- 2.5 Inspection:** Penns Grove-Carneys Point Regional School District reserves the right to inspect devices as necessary.

3.0 Using Your Device At School

Devices are intended for academic use and will be specifically kept in the home.

- 3.1 Devices Left at Home:** Devices are expected to remain at home during the school year unless recalled for statewide testing.

3.2 Device Undergoing Repair: Loaner devices may be issued to students if the device is in need of repair; if they are available at the time.

3.3 Screen Savers/Background Photos: All district-owned devices are managed to display a specific identifying background picture or wallpaper. Students are not permitted to tamper with this setting at any time. Any other media may not be used as a screensaver or background photo.

3.4 Managing Your Files and Saving Your Work: All Google applications on the Chromebooks are managed by the district. All work done on Google Apps is synced via wireless internet to the 'Cloud,' or otherwise known as the user's Google Drive. Any work or progress made on Applications while offline will be temporarily saved locally to the device and cannot be restored.

4.0 Google Apps For Education (GAFE)

Students and staff will be using Google Apps for Education (GAFE) to enhance the way we use technology and share information within our school community. Essentially, GAFE is a cloud-based learning platform allowing teachers and students to create a range of documents online, email, share calendars and drive storage to be accessed at home and school on any device. GAFE allows us to collaborate and learn more effectively through the use of technology, and offer a range of learning opportunities for teachers and students.

5.0 Acceptable Use Policy – Penns Grove - Carneys Point Regional School District Board Policy

The Penns Grove-Carneys Point Public School district provides technology resources for staff and students ("users") to support the educational mission of the district. The district encourages efficient, cooperative and creative methods to perform the user's educational, administrative or job-related tasks. The successful use of these resources requires adherence to a policy that promotes safety, efficiency and appropriate usage.

5.2 Expectations: The district expects users to exhibit responsible behaviors when using district technology resources. Use of district technology resources is a privilege that may be revoked if the expectations are not followed.

5.3 Privacy: Individual privacy is not guaranteed when using district technology resources.

5.4 Security: Any attempt to circumvent, disable or misuse security systems are prohibited.

5.5 Internet Safety and Use of Filters: T-mobile provides a filtering system to limit user access to potentially objectionable material. No filtering system can provide complete protection and it is the users' responsibility to use internet resources appropriately.

6.0 Digital Citizenship And Responsible Use

6.1 Statement of Responsibility: The user is responsible for what he/she says and does on the network.

6.2 Parent/Guardian Responsibilities: Please talk with your child about your expectation for appropriate and responsible use in your home.

6.3 Students Responsibilities: Use computers/devices in a responsible and ethical manner.

6.4 Student Discipline: Depending on the seriousness of the offense, students may lose the device and/or network privileges.

7.0 Device Loss, Damage, Or Malfunction

Penns Grove Carneys Point Regional School District realizes that normal use and accidents happen, and when they do, damage can be done to a student's school-issued Chromebook. Devices that malfunction or are damaged must be reported to a staff member immediately. The school district will be responsible for repairing devices that malfunction.

7.1 What to do if damage happens to the device.

1. Report the damage and complete an incident report with your teacher as soon as possible after the incident occurs.
2. The Penns Grove Carneys Point Regional School District Technology Department will assess the damage. If the damage does not need immediate repair the student may be allowed to continue to use the device. If the damage does require repair, a loaner device may be provided, if available.

3. If repair is necessary, the parent/guardian will be charged for the repairs based on the rates shown below. 7.2 Repair Rates

The following are **projected** repair rates for damage based on current market repair costs for repair.

Battery \$20.00 - \$70.00	Top Cover \$15.00 - \$49.00	LCD Screen \$40.00 - \$60.00
Keyboard/Track Pad \$25.00 - \$45.00	Charger \$20.00 - \$25.00	Charge Port \$5.00 - \$10.00
Motherboard \$60.00 - \$125.00	Bottom Cover \$15.00 - \$45.00	Daughter board \$40.00 - \$60.00
Display Bezel \$20.00 - \$30.00	Replacement of Full Device \$235.00 - \$275.00	<i>* All pricing is subject to change at any time based on part availability, manufacturer, and location.</i>

The Penns Grove Carneys Point Regional School District Technology Department will not return the original part if it is being replaced. The Technology Department reserves the right to use refurbished parts in the repair while adhering to the manufacturer's advice.

7.2 Loss / Damage Payment

In the event that a family is responsible for payment due to loss, theft or damage, a notice will be sent with a brief explanation and amount due. Payments should be made at the student's school office. Please send a check made to Penns Grove Carneys Point Regional School District or money order with your child's name on it attached to the fine slip provided as soon as possible.

8.0 DEVICE (CHROMEBOOK) PROTECTION PLAN

The Device Protection Plan is **NOT OPTIONAL** and will allow families to protect themselves from damage or replacement costs for their student's school-issued Chromebook.

8.1 Coverage

The Device Protection Plan covers 100% of all accidental damage, fire, flood, natural disasters, and power surge two (2) times a school year. If damage or loss would be incurred to a school-issued Chromebook beyond twice a year, there will be additional fees charged for the parts that are shown above (Section 7.2) or the district has the right to reclaim the device. The device protection plan does not cover negligent or intentional damage. Disciplinary action is left to the principal of the building the student attends and is based at their discretion depending on the damage done to the device.

8.2 Cost

Penns Grove Carneys Point Regional School District requires \$10.00 annually, by check or money order (*checks can be made payable to Penns Grove Carneys Point Regional School District.*) Receipts are available upon request. **This fee will be waived for the 2018-2019 school year.**

Penns Grove Carneys Point Regional School District
Personal Student Learning Device
Parent-Student Contract
(Please check all that apply)

By checking this box and signing below, I understand and agree to the stipulations set forth in the attached “Personal Student Learning Device Parent-Student Contract” and **ALLOW** my student to participate in this program. I have received and reviewed the contract and have been provided a copy for my records. **I have read and agree to the terms and safety precautions found on <http://www.pgcpschools.org>.**

By checking this box and signing below, I understand and agree to the stipulations set forth in the attached “Personal Student Learning Device Parent-Student Contract” and **DO NOT ALLOW** my student to participate in this program. I know that this releases my student’s place in line to receive a device at a later date. I have received and reviewed the contract and have been provided a copy for my records.

If you chose DO NOT ALLOW, please check one of the following boxes:

- My child currently has access to a device **and** internet in the home. Therefore, we are not in need of this device.
- We have completed and submitted the paperwork for another child in the household. Therefore, we are not in need of this device.
- We choose to opt out of this program altogether.

Student Name: <i>(Please Print Legibly)</i>		
Student Signature:		Date:
School: <i>(Check one)</i>	<input type="checkbox"/> Paul W. Carleton <input type="checkbox"/> Penns Grove Middle School	Grade:
Parent Name: <i>(Please Print Legibly)</i>		
Parent Signature:		Date:

This page **MUST BE SIGNED AND RETURNED** no later than February 19, 2019, or the district reserves the right to offer the opportunity to another qualifying student.

For questions or concerns, please email techsupport@pgcpschools.org or call the main office of your student’s school.

Please sign and return this page only.