



**Bayonne Board of Education**  
**Administration Building**  
669 Avenue A  
Bayonne, New Jersey 07002

BAYONNE BOARD OF EDUCATION  
PROVIDED TECHNOLOGY DEVICE FORM

**CHROMEBOOK TAKE HOME AGREEMENT FORM**  
**Grades 9-12**

**Introduction**

Bayonne Board of Education students in grades 9-12 will be provided a Chromebook for their entire career at Bayonne High School that they will take to and from school each day. Students will be issued a device and charger. All Chromebooks must be used in accordance with Policies 7523 and 2361, other District Policies and Procedures, the Bayonne School District's Acceptable Use Agreement, District Internet Safety Plan, and any applicable laws. Use of this Chromebook, as well as access to the computer network and the Internet, is a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of the Bayonne School District.

A \$50.00 deductible will be required for any Chromebook that is reported as lost, stolen, or damaged. If a student maliciously or intentionally damages a Chromebook, or does not submit a police report for a lost or stolen device, the student is responsible to pay the full amount for the current replacement value of the device.

An additional cost will be charged for the following damaged, lost or stolen items:

Value:

Chromebook Laptop - \$50.00

Chromebook Charger - \$20.00

If a student transfers out of the Bayonne School District, the student, parent, or guardian must return the device immediately to the Chrome Depot (located in House 2). If the device is not returned, local authorities will be notified and student records will be held.

At no time is a student, parent, or guardian allowed to take the District Chromebook out of the country.

## **Using the Chromebook at School**

- Each Chromebook is assigned to an individual student. Students should never “swap” or “share” their Chromebook with another student. Chromebooks should be in the student’s possession, or secured in the student’s classroom or locker, at all times.
- Student will receive their device on the 1<sup>st</sup> day of school and will keep the device for their entire duration at Bayonne High School. Only students leaving the district due to transfer or graduation will return their device.
- Students will now keep their devices over the summer to complete Summer Bridge assignments and other online assignments.
- Each laptop is specifically assigned to a student. The student ID label must remain on the Chromebook at all times.
- If students are participating in an activity that is not conducive to using their Chromebook (i.e., field trip, assembly, etc.), they are required to leave the device in a bag, locker, desk, or classroom.
- Students should never share their password with another student. Passwords should always be kept confidential.
- Students are responsible for bringing their Chromebook fully charged to school each day. If a student fails to bring his or her fully charged Chromebook to school each day, it may lead to the student not being allowed to take the device home.
- Chromebooks will be checked at random for damage and content.
- Students are not allowed to use their Chromebook in the cafeteria during lunch periods. Chromebooks must be left in the students’ classrooms or lockers prior to lunch. Students may pick up their Chromebooks after lunch for use in their afternoon classes. This will be at the teacher’s discretion.
- Chromebooks are to be used only in the classroom, or designated areas, and at home for homework and other school related purposes.
- Students are not allowed to download or install any applications or plug-ins or other materials at any time without permission from the Bayonne Board of Education.

## **Using the Chromebook at Home**

- Students must have the written permission of their parent or guardian before they will be allowed to take their Chromebooks home.
- If the Chromebook is lost, stolen, or damaged by another party, parents/guardians should immediately report the loss or theft to the Bayonne Police Department; damage to the device must be reported to the Bayonne School District administration.
- If the Chromebook is damaged or not working properly, it must be turned in to the building principal for repair or replacement.

- Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.

### **Using the Chromebook for Internet**

- Students and parents/guardians understand that the Bayonne School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the Chromebook while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Browser history and account usage may be monitored at any time for inappropriate material. Disciplinary action may be taken as stated in the District's Acceptable Use Policy.
- Students should never share personal information about themselves or others while using the Internet. This includes a student's name, age, address, phone number or school name.
- Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet access.
- Students should be aware that Internet access and other media that are accessed, created, or stored on their Chromebooks are the property of the Bayonne Board of Education. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

### **General Use and Care of the Chromebook**

- When transporting their Chromebook to and from school, students should always be sure it is placed in the Chromebook bag, and that the bag is fully closed. The bag has a tag with each student's name. The Chromebook is etched with the District logo and contact information showing that it is property of Bayonne Board of Education.
- Chromebook bags should not be placed inside the student's book bag or backpack where it may be compressed by other heavy books, etc.
- Students are expected to treat their Chromebook with care and respect. The Chromebook, bag, headphones, charger, and mouse are the property of the Bayonne School District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing this property is not allowed and will result in loss of privileges as outlined in Policy 7523.
- Students will receive the same Chromebook each year.
- Students are encouraged to help each other in learning to operate their Chromebook. However, such help should be provided verbally without

touching the other person's Chromebook. Each student should operate only his or her own Chromebook at all times.

- Any inappropriate or careless use of a Chromebook should be reported to a teacher or other staff member immediately.
- Chromebooks should only be used while they are on a flat, stable surface such as a table. Chromebooks can be fragile, and if they are dropped they may break.
- Students should protect their Chromebooks from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
- Chromebooks should be protected from the weather, water or other liquid, food, and pets. A student should never eat or drink while using his or her Chromebook, or use the Chromebook near others who are eating and/or drinking.
- Heavy objects should never be placed or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc.
- Chromebooks should never be placed into the Chromebook bags while they are turned on; Chromebooks should either be turned off or in "sleep" mode. In addition, Chromebooks should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Chromebook to overheat, and will result in damage to the Chromebook.

### **Consequences of Inappropriate Use**

The use of any District technology is a privilege and not a right. Students are expected to use their Chromebooks in accordance with these Policies and Procedures, the District's Acceptable Use Policy, and any applicable laws. Failure to use this Chromebook in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Bayonne School District:

- Cancellation of student use or access privileges, including the privilege of taking the Chromebook home.
- Suspension from school.
- Expulsion from school.

BAYONNE BOARD OF EDUCATION ONE TO ONE CHROMEBOOK PROGRAM  
**Grade 9-12**  
**ACCEPTABLE USE AGREEMENT**

**Student:** By signing this page you are stating that you have read and understand the Grade 9-12 Chromebook Take Home Agreement Form.

To access this form in its entirety visit: [bboed.org](http://bboed.org), Departments then Technology

**Student Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Homeroom Teacher** \_\_\_\_\_ **Grade** \_\_\_\_\_

I have read the Bayonne School District's Technology Acceptable Use Agreement.

I understand that damage to the device is my responsibility and, therefore, the cost of the deductible (\$50) will be due.

I understand that a lost or stolen device must be reported to the local police department, and a police report must be given to building administration. A deductible of \$50 is due. Not submitting a police report will lead to your responsibility to pay the full value of the device.

I understand that damage intentionally or carelessly caused to my device (deemed by insurance company), or damage that I caused to another student's device, is my responsibility to pay the value of the device.