

## **Township of Franklin Public Schools Acceptable Use Procedures (AUP)**

The Township of Franklin Public Schools encourage students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's technology policies are available on the district website under the Board of Education tab. Policy 2361 can be found by clicking on Board Policies link on the district's website at [www.franklintwpschools.org](http://www.franklintwpschools.org).

### **Students must:**

1. Respect and protect their own privacy and the privacy of others.
  - a. Use only assigned accounts.
  - b. Keep personal information such as: name, address, phone number, etc., offline.
  - c. Keep passwords secret.
  - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
  - e. Students should never use the computer/networks for illegal, inappropriate, obscene purposes, or support of such activities. Obscene activities shall be defined as a violation of generally accepted social standards for the use of publicly owned and operated electronic devices.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices.
  - b. Conserve, protect, and share these resources with other students and Internet users.
  - c. The Township of Franklin Public Schools is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices.
  - d. Treat digital technologies with care, report any damages, security risks, or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
  - a. Cite all sources appropriately.
  - b. Follow all copyright laws.
  - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
  - a. Communicate only in ways that are kind, responsible, respectful and lawful.
  - b. Use electronic communication devices for schoolwork only.

- c. The Township of Franklin Public Schools email should only be used for school related email and projects.
- d. Report threatening or offensive materials to a teacher or administrator.

The Chrome books have a webcam and limited tracking capabilities. The Township of Franklin Public Schools will never use these capabilities nor access to store information in a manner that would violate the privacy rights of the student or any individual residing with the student. Students are reminded that these devices are owned by the district and all files stored on district equipment or any district issued storage location are property of the district and may be subject to review, monitoring, and disciplinary action.

**Terms and Conditions of the Computing Device Agreement:**

- Whether the device is being used at home or in school, it is imperative that the device the student is issued be maintained and handled in a responsible way. Intentional damages will require the student to pay a deductible or to replace the device in its entirety, depending upon the damage. If a power cord, case, or other accessory is damaged or lost the student is responsible for the full cost of replacement.

**Chrome Book and Accessory Fees:** [Chrome Book Fee Sheet](#)

<u>Issue with Device</u>	<u>Covered by Warranty</u>	<u>Fee</u>		
Chromebook Defective/ Parts Defective	Yes	\$0		
Accidental Damage to Chromebook	Once per year	Item	Cost if covered	Cost if not covered
Intentional Damage to Chromebook	No	Screen	\$0	\$160
		Palm rest/ Mousepad	\$0	\$65
		Keyboard	\$0	\$17
		Bottom Cover	\$0	\$65
		Battery	\$0	\$30
		Motherboard	\$0	\$270
		Complete Device	\$0	\$360
Chromebook Lost or Not Returned	No	\$360.00		
Chromebook Sleeve Lost/Destroyed	No	\$10.00		
Chromebook Charger Defective	Yes	\$0		
Chromebook Charger Lost/Destroyed	No	\$40.00		

Township of Franklin Public Schools also utilizes a “cloud” computing environment through Google Apps for Education in our school’s curriculum. Cloud computing is simply sharing software applications over a network; a cost savings, collaborative alternative to installing stand-alone software on individual machines. The District has entered into an agreement with Google to deliver access to Google Apps for Education for all of our students and teachers at the Caroline L. Reutter, Main Road and Mary F. Janvier Schools. Google Apps for Education provides our students and teachers with a platform to communicate and collaborate in a safe, online environment using word processing, presentation, and spreadsheet tools. Students will be receiving a Delsea Regional account log in so that they can utilize their academic-related material stored on the “cloud” from Kindergarten through twelfth grade. Our goal through this initiative is to engage students in activities designed to help them discover the opportunities and responsibilities that coincide with online interaction.

Google Apps is a set of online tools for communication, collaboration, time-management, and document storage. Provided by Google to the district, these tools include:

Gmail: a full functioning e-mail program

Calendar: a customizable calendar and to-do list

Contacts: an address book

Google Docs: a word processing, spreadsheet, presentation and drawing program that allows multi-user access and editing

Google continues to add new tools and the district will evaluate each for its educational potential

Township of Franklin School’s Google Apps accounts are only to be used for school related tasks. The students will receive an orientation presentation through their homeroom teacher to review the requirements and opportunities associated with these educational applications.

When utilizing Google Apps for Education services, students must abide by the Township of Franklin School’s Technology/Internet Acceptable Use Policy as found on the district’s website.

Students will be able to log in to their Franklin Township School’s Google account from any computer with internet access. Each child will receive a unique username and password to gain access to his/her files and resources.

In an effort to continue with the utilization of utilizing Google Apps to their full capability, we will be enabling email access to students with prior parent/guardian permission. The email access will be limited for educational purposes only between faculty-student and student-student communications. The district’s technology use policy and discipline code will be enforced for any student misusing email communication privileges. Please sign and return the below portion of this letter to allow your child to have email access to their Google account.

The Township of Franklin Public Schools is committed to integrating current educational technology and assisting you in preparing your child to be a productive, contributing citizen in the 21st Century. Granting students’ access to Google Apps for Education aligns with this commitment, it encourages students to think critically and collaborate in a safe, online learning environment.