



## Berlin Township School District

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Adam Lee  
Superintendent

Megan Stoddart  
Business Administrator

Dina Bottley  
Supervisor of Curriculum

Kristin Braidwood  
Supervisor of Special Services

Charles Pfluger, C.E.F.M  
Supervisor Buildings and Grounds

Tom Cunningham  
Technology Coordinator

# Berlin Township School District Acceptable Use Procedure

## Overview

Berlin Township School District is dedicated to providing our students with modern digital tools that spark **creativity**, **learning**, and **collaboration**. We believe that technology is a vital part of your education and helps prepare you for the future. This Acceptable Use Procedure defines the standards for using district technology, including **Chromebooks**, **Google Workspace for Education**, and all school-provided internet services and digital accounts.

District technology policies **6142.10**, **6142.11 P** can be accessed on the district's website. The document is located under **District Information > Technology > Documents**

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## District Accounts and Student Devices

Every student gets a **Google Workspace for Education** account to help them learn at school and at home. Students will use this account to log into their Chromebook, turn in homework, and work on projects with classmates using Gmail, Docs, and Google Classroom.

For Kindergarten, **Chrome tablets** are available via classroom-based carts. These resources are for **on-site educational use only** and do not transition home with students.

A Chromebook is issued to each student in grades 1 through 8 to support learning at school and at home. Students are permitted to take these devices home for academic use; however, they **remain district property** and must be handled with care and responsibility at all times.

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225 Grove Ave. West Berlin, NJ 08091 856-767-9480

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### Student and Family Acknowledgments:

**Educational Purpose:** The Chromebook is strictly an instructional tool; it is not intended for personal use or entertainment.

**Privacy and Monitoring:** All district-issued devices and accounts are subject to administrative monitoring and auditing to ensure a safe learning environment.

**Stewardship:** Students are expected to exercise care, respect, and personal responsibility in the daily use and maintenance of their assigned device.

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### Privacy

The Berlin Township School District uses the following platforms to support student learning:

#### Google Workspace for Education

[Privacy Information](#)

**Clever** (Single sign-on for educational programs)

[Privacy Information](#)

**Linewize** (Website filtering)

[Privacy Policy](#)

**Classwize** (Classroom monitoring of chromebooks)

[Privacy Policy](#)

Berlin Township School District ensures that all system usage and data access fully align with **FERPA** and **state privacy laws**.

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### Legal Compliance

Berlin Township School District safeguards student privacy through adherence to federal and state data protection standards.

#### **CIPA - Children’s Internet Protection Act**

Requires internet filtering to block harmful content and safety monitoring to protect students’ internet activity.

[Link to CIPA Website](#)

#### **FERPA - Family Educational Rights and Privacy Act**

Safeguards the privacy of student education records and ensures parents’ rights to review and consent to the disclosure of information.

[Link to FERPA Website](#)

#### **COPPA - Children’s Online Privacy Protection Act**

Protects information of students under age 13.

[Link to COPPA Website](#)

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### Artificial Intelligence (AI)

Berlin Township School District encourages the responsible use of Artificial Intelligence AI in education.

#### Use of AI

Students may use AI only with **teacher permission** to pursue learning goals.

Students are expected to demonstrate **integrity, transparency, and explainability** by citing AI appropriately and being able to justify their work.

Users are strictly prohibited from using AI to create or access **harmful, obscene, or disruptive content**. Additionally, users must not share **personally identifiable information**.

All AI use must adhere to federal and state laws, including **FERPA** (student privacy) and **COPPA** (children's online privacy)

For a detailed review of **Policy 6142.11 P**, please refer to the district's online portal. The document is located under **District Information > Technology > Documents**.

Google Gemini is the AI tool included with Google Workspace for Education. See the link for the Google AI Use Policy.

[Google AI Use Policy](#)

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### Email and Communication

All students are provided with a school-managed email account to facilitate learning and collaboration. Use of this account is subject to the following guidelines:

**Academic Purpose:** Accounts are strictly for school-related tasks and must not be used to register for personal third-party services.

**Security & Monitoring:** To ensure a safe learning environment, all content is monitored for safety and appropriateness.

**Communication Limits:** Sending and receiving emails is restricted to @btwpschools.org and pre-approved educational partners.

**Conduct:** All digital interactions must remain respectful, responsible, and professional.

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### Student Responsibilities

Students are expected to be responsible digital citizens by adhering to these core principles:

#### Respect Privacy

Use only your assigned district accounts and devices.

Keep your passwords secret and never share them with peers.

Maintain "Data Privacy": Never enter personal details or sensitive school data into AI tools or unauthorized websites.

Always obtain explicit permission before recording, photographing, or sharing images of others.

Keep personal details (names, addresses, or phone numbers) of yourself and others private.

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Use district platforms exclusively for school-related communication.

Ensure all online interactions remain respectful and purposeful.

### **Security of Technology**

Follow all district network rules and never attempt to bypass security filters or settings.

Use digital resources and bandwidth for school-approved activities only.

Understand that the district is not responsible for the loss, theft, or damage of personal devices.

Handle all equipment with care. Immediately report any damage, malfunctions, or suspicious digital behavior (like phishing or unauthorized access) to a staff member.

### **Intellectual Property**

Whether you are using a quote, an image, or an idea, always provide a proper citation to the original creator.

Your assignments should reflect your own learning. Plagiarism—including "copy-pasting" or sharing your work for others to copy—is prohibited.

AI tools may only be used with explicit teacher permission. Unauthorized use of AI to produce schoolwork is considered a violation of academic integrity.

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### Responsible Digital Citizen

Use all Berlin Township technology in a kind, respectful, and lawful manner. Harassment, hate speech, and the disparagement of others are strictly prohibited.

Immediately report cyberbullying, threats, or any inappropriate/harmful material to a teacher or administrator.

Treat your Berlin Township email and devices as professional tools; they are to be used strictly for educational purposes and school-sponsored activities.

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### Technology Monitoring

District technology is monitored using Google Admin Tool and Classwize.

**Scope of Oversight:** To maintain a safe and focused learning environment, the district may review files, browsing history, email, and device activity on all school-managed accounts and hardware.

**Purpose of Monitoring:** Monitoring is conducted strictly for educational support, physical and digital safety, and network security.

**Camera Privacy:** Webcams on Pine Hill devices will never be remotely activated. Any use of the camera for school purposes (e.g., video conferencing) will be transparent and require user participation.

**Data Protection:** The district adheres to all state and federal privacy laws (such as FERPA and COPPA). We do not access student data for any purpose that violates the privacy rights of students or their families.

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

**It's a Loan:** Your Chromebook and accessories are on loan from the district. Please treat them with respect.

**Damage Policy:** We understand accidents happen! Accidental damage is covered. However, if a device is broken on purpose or through extreme carelessness, the family will be billed for the repair.

**Loss & Theft:** If you lose your device or it is stolen, the replacement cost belongs to the family.

**Returning the Device:** You must return your Chromebook and all accessories (chargers/cases) when you graduate, leave the district, or when the school asks for an upgrade.

**Missing Items:** Any lost parts or accessories will result in a replacement fee.

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### Warranty / Fee Information

Item	Covered by Warranty	Cost
Defective Chromebook / Parts	Yes	\$0.00
Accidental Damage	Yes	\$0.00
Intentional Damage of Chromebook, Charger or Bag	No	See fees below
Intentional Damage of Chrometablet or Case	No	See fees below
Lost or Not Returned Items	No	See fees below
Bag Lost /Intentionally Damaged / Not Returned	No	\$28.00
Charger Lost / Intentionally Damaged / Not Returned	No	\$30.00
Chromebook Lost / Intentionally Damaged / Not Returned	No	\$360.00
Chrometablet Intentionally Damaged	No	\$200.00
Chrometablet Case Intentionally Damaged	No	\$27.00

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### **Acknowledgement and Agreement**

To access or maintain use of a school Chromebook, students and parents must agree to the **Chromebook Acceptance Form and Acceptable Use Procedure**. This agreement includes consent for a Google Workspace account; without it, access to school technology and digital learning platforms will be restricted.

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