



Highlands School District

CHROMEBOOK PROGRAM

GRADES 2-12

2020-21

Highlands School District
1500 Pacific Ave
Natrona Heights, PA 15065

One-to-One Technology Integration

In preparing students for 21st century learning, the Highlands School District is deploying a 1:1 integration of technology, where every student in grades 2 through 12 would receive a Chromebook for learning. This initiative will help ensure we graduate students who can work digitally, collaborate meaningfully, and communicate in connected, real-world ways.

Highlands School District has a Google management license that connects our learning community via Google Drive and its productivity suite. This license affords our students the full array of Google Apps for Education and their features. Google offers thousands of educational apps that teachers and students utilize to personalize their learning experience. When students sign into Google Chrome with their *Highlands School District provided* account, these apps are instantly available wherever they go, making a smooth transition between home and school, on any device they may utilize.

The most powerful app on the device is the web browser, which brings the world within students' reach at the touch of a keystroke. Chromebooks are built with this in mind. Chromebooks run the Chrome OS (operating system) and provide the web via the Chrome browser and accompanying apps. Chromebooks are secure. Without a local hard drive, they are virus-free and store everything in secure cloud-based storage within Google Drive. Chromebooks automatically update their OS ensuring they remain up-to-date with the latest innovations and security patches.

Students are protected at school and at home when browsing the internet through Lightspeed Relay, a cloud based web filter that monitors and blocks objectionable content.

This handbook outlines the District's expectations, for students in grades 2-12, of proper handling of Chromebooks, describes students' responsibilities and ways they can best take care of the devices, and includes an agreement for them and their parents, including an option for a Technology Protection Plan. Understanding and abiding by this agreement is necessary in order to provide the best use of Chromebooks to our students. Its regulations, along with the District policy on Internet Acceptable Use and Student Handbooks, provide safeguards to ensure students have a positive experience, as we provide a 1:1 integration of educational technology for all.

As we begin this year with Chromebooks, we are excited about the possibilities. We know our teachers and students will find new apps, new lessons, and new discoveries as they prepare for tomorrow's opportunities and personalize their learning experience within the Highlands School District.

Chromebook Loan Agreement

A Chromebook and accessories in good working order are being loaned to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the property of the Highlands School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her privilege to the use of the Chromebook. The equipment will be returned when requested by Highlands School District, at the end of the school year, or sooner, if the student enrollment changes, or withdraws from the District prior to the end of the school year.

The District property may be used by the student only for noncommercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

Students may install Chrome apps whitelisted from the District approved app store. Please note that personal apps, videos and photos may be deleted if required to free up space for District apps and documents.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The Highlands School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. Asset tags are for easily identifying ownership of the equipment. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff, techstaff@goldenrams.com for replacement.

A Google account - a District licensed Gmail account firstname.lastname@goldenrams.org -- will be available for each student to use for appropriate academic communication with other students and staff members. This email is for communication within the School District and approved senders.

The student agrees to use best efforts to assure that the District property is not damaged or rendered inoperable by any electronic malware while in the student's possession.

What Is a Chromebook?

Chromebooks are laptop type digital devices which run Chrome OS by Google as its operating system. They are “thin client” devices and have virtually no hard drive storage. By utilizing the same Chrome web browser you use on your phone or PC, they are designed to be used to connect to the Internet. Chromebooks require most applications and data to be run in the cloud, or on remote web servers. Because of the reduced hardware, they are relatively inexpensive in comparison to other laptops and PCs. To store or access personal files with a Chromebook, a user must have access to cloud-based storage, like Google Drive, or attach a removable flash drive.



Responsibilities

IMPORTANT INFO! PLEASE READ!

Student Responsibilities:

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Highlands School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it maybe become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge at the start of school every day.
- I understand that if leave my Chromebook at home or do not charge it, I am still responsible for getting coursework done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify IT support staff, teachers, or administrators.
- I will bring the Chromebook to IT support staff or an administrator if it needs repair. If it needs repair, the student's record will be checked, a loaner may be checked out if the student is eligible and device is available, and appropriate fees will be charged to the student.

Parent/Guardian Responsibilities:

Your son/daughter will be issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child recharges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Highlands School District.

Use and Care of Your Chromebook

- **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
- **Makeup work is a must if you do without.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.
- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook; however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action.
- **Abide by media content expectations.** Parents should work in conjunction with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and etexts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the district's internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the district-loaded apps on your Chromebook.** Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- **Avoid eating and drinking while using your Chromebook.** Doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
- **Notify IT support, teachers, or administration if your Chromebook has a problem.** Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry cloth.
- **Limit damage.** More than one occurrence of loss, theft or damage in 30 school days will be interpreted as neglect. More than two occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.

No Expectation of Privacy

No one should have any expectation of privacy or confidentiality regarding any usage of a Chromebook issued by the District, regardless whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the District may access, supervise, view, monitor, log, and record student use of Chromebooks at any time for any reason related to the operation of the District. At any time, the District may inspect the contents and condition of Chromebooks. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school.

Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook become the property of Highlands School District as allowable by law.

Incident Assessment Chart

Incident	Action(s) Necessary	Cost
<p>Accidental Damage of Chromebook, adapter, or power cord (1st Instance)</p>	<p>A report must be made immediately to administration or IT support staff, who will be responsible to record the incident.</p> <p>The device must be returned to school so that a new or spare device may be issued.</p>	<p>With the Protection Plan, no cost for accidental damage.</p> <p>Without the Protection Plan, cost of replacement will be assessed.</p>
<p>Accidental Damage (2nd Instance)</p> <p>More than one (1) occurrence of loss, theft or damage in 30 school days will be interpreted as neglect.</p>	<p>A report must be made immediately to administration or IT staff, who will be responsible to record the incident.</p> <p>The device must be returned to school so that a new device or spare device, however, a spare device may not be issued for a 2nd break.</p> <p>The student may be required to wait until the original device is returned from service before having use of a Chromebook.</p>	<p>With the Protection Plan, \$50 fee for accidental damage.</p> <p>Without the Protection Plan, \$50 fee or replacement cost, whichever is greater, will be assessed. Please see Table of Estimated Repair/Damage Cost.</p>
<p>Accidental Damage (3rd and additional instances)</p> <p>More than two (2) occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.</p>	<p>A report must be made immediately to administration. The device must be returned to school so that a new device or spare device, however, a spare device may not be issued for a 2nd break. The student may be required to wait until the original device is returned from service before having use of a Chromebook.</p> <p>Some loss of privileges of using the Chromebook may occur such as the following:</p> <ul style="list-style-type: none"> -limiting participation in the Chromebook program -may not be permitted to take the device home <p>This may also result in a referral for disciplinary action.</p>	<p>With or without the Protection Plan, \$50 fee or replacement cost, whichever is greater, will be assessed.</p> <p>Please see Table of Estimated Repair/Damage Cost.</p>
<p>Intentional Damage / Neglect</p>	<p>Upon notification or administration's knowledge of an incident of intentional damage or neglect, the device must be returned to school in order that a new or spare device may be issued if a spare device is available. Deliberate damage will be referred to the administration.</p> <p>Applicable board policies and/or school building policies will be followed with regard to appropriate discipline for damage to school property.</p>	<p>Replacement cost.</p>
<p>Loss / Theft Unless person(s) responsible for a theft are identified, the incident will be considered a loss.</p>	<p>A report must be made immediately to administration.</p> <p>In the event of theft, a police report is to be filed.</p>	<p>Replacement cost</p>

2020-21 Chromebook Replacement Parts Cost List

Lenovo 100e Chromebook / HP Chromebook 11 G6 EE	
Part	Cost
LCD Hinges	\$20.00
Plastic LCD Cover	\$25.00
AC Adapter	\$20.00
Keyboard & Touchpad	\$45.00
Battery	\$45.00
LCD Screen	\$35.00
Motherboard	\$99.00
Entire Replacement (Chromebook + Charger)	\$235.00

Highlands School District Device Damage Report

Name: _____

Asset Tag # _____

Building: _____ Grade: _____

Date: _____

Description of Damage (*include how the damage occurred*):

Student Signature: _____

Parent Signature: _____ Phone # _____

Technology Dept: _____ Date: _____

Principal Signature: _____ Date: _____

(necessary for disciplinary action)

Official Use Only:

Protection Plan Purchased: YES NO Damaged Covered: YES NO

If NO, rationale:

Resolution / Action:

Signature of School Official: _____ Date: _____

Procedures for Damages Not Covered

1. Did not purchase annual Technology Protection Plan
 - a. Parent/student will complete damage report
 - b. Technology Department will assess damage and prepare cost to fix
 - c. Parent/Student will receive an invoice of cost and description of repair
 - d. Record of invoice sent and any payments received will be sent to the building for the student record

2. Technology Protection Plan purchased but repair not covered; Chromebook determined to be lost, stolen, vandalized, neglected, or have multiple accident claims.
 - a. Parent/student will complete damage report
 - b. Technology Department will assess damage and prepare cost to fix
 - c. Technology Department will provide explanation of why the damage was deemed not to be covered by Technology Protection Plan
 - d. Parent/Student will receive an invoice of cost and description of repair
 - e. Record of invoice sent and any payments received will be sent to the Building for the student record

STUDENT/PARENT CHROMEBOOK AGREEMENT SIGNATURE PAGE

To be completed, signed and returned to building principal with signed Technology Protection Plan form before receiving your equipment.

Student Information

Last Name _____ First Name _____ MI _____

Building _____ Grade _____

Parent Information

Last Name _____ First Name _____

Student Agreement for Chromebook Use:

I, _____, (print student's first/last name) agree to the following:

- I have read the HSD Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the school policies and this handbook at all times, while at school as well as outside of the school day.
- I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect or intent.
- I will notify IT support staff or administration in case of damage, theft, vandalism, and loss of device within 24 hours; further I will file a report with local police or school resource officer in case of theft, vandalism, or loss of device within 48 hours.
- I agree to return the District Chromebook, power adapter, cord and any accessories provided by the District in good working condition at the end of the school year, if I am removed to an alternative education placement, or **withdrawn** from HSD.
- I understand I must clear all fees before participating in school-related events, including attendance at sports, dances, and graduation.

Parent/Guardian Agreement

I, _____, (print parent's first/last name) agree to the following:

- I have read the HSD Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the policies and regulations included the policy and the handbook at all times, and will hold my child accountable to these policies and regulations.
- I understand that this Chromebook is designated for educational purposes and therefore my child's violations this agreement may be cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement. I understand I have an option to purchase a \$50 Technology Protection Plan, good for one accidental incident.
- I will assume full responsibility for any harmful or illegal content on the Chromebooks and will monitor my child's use of the device at home.
- I understand that the Chromebooks are District owned devices and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when I accept a Chromebook on loan from the District.

If my student fails to return to the District the Chromebook, power adapter, cord, and accessories provided by the District at the end of the school year, enrollment to Alternative Education, or upon termination of enrollment in a Highlands School District school, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories provided by the District. Failure to do so may result in a criminal and/or civil court prosecution.

Student Signature _____ Date _____

Parent Signature _____ Date _____

ADDENDUM TO THE 2020-2021 HSD TECHNOLOGY IPAD PROTECTION PLAN:

Insurance Premium

It is agreed and understood that:

- If paying by a personal check, I will lose the opportunity to file a claim under this protection plan should my personal check be returned by the bank for insufficient funds. Furthermore, I accept personal financial responsibility for any and all necessary replacement costs per the 2020-2021 Chromebook Replacement Parts Cost List contained in the Chromebook Loan Agreement.