



You have received your Chromebook which includes a Responsible Use Agreement that you and your parent/guardian must sign. This Chromebook is assigned to you. You are responsible for it and its care. Please read the following information to understand your role with this Chromebook and your responsibilities with it and its use.

Your Chromebook has been configured to NOT ALLOW access between 2:00am-6:00am Monday through Friday and 12:00am – 8:00am Saturday and Sunday.

- Extension installation has been disabled.
- Highline Public Schools monitors access.

POLICY, PROCEDURE, FORM and HANDBOOK for Student Use of District Technology

Policy 2026 - USE OF DISTRICT OWNED PORTABLE TECHNOLOGY STUDENT USE AND RESPONSIBILITIES

Procedure 2026 - USE OF DISTRICT OWNED PORTABLE TECHNOLOGY STUDENT USE AND RESPONSIBILITY

Form 2026 - ANNUAL USE AGREEMENT FOR DISTRICT-OWNED PORTABLE TECHNOLOGY

Handbook 2026 - MOBILE DEVICE PROGRAM STUDENT/PARENT PILOT HANDBOOK

These policies can be found on the HPS Website, Technology Services department page under Responsible Use (<https://www.highlineschools.org/departments/technology-services>)

LOST OR MISSING STUDENT TECHNOLOGY PROCEDURE

Highline Public Schools operates as a self-insured business. For items that are lost/stolen, our Risk Management Team will determine if the loss will be covered under self-insurance. If the loss is not covered, you may be responsible. Please review the information below as it relates to student onsite and take-home devices. Note, there are reporting times and entities to contact.

- Report lost or stolen devices to the School Office within 24 hours of loss. This is a requirement of all school district technology that is believed lost or stolen. Students must provide as much information as possible regarding the device (i.e. make, model, district barcode/tag number).
- Report lost or stolen devices to the Police department* with 24 hours of loss. A police report should be completed as soon as the loss is noticed and with the local jurisdiction to which the device was lost/stolen. Please submit the case number to the School Office after you have filed a police report.

* Please note, if a lost/stolen device is not reported with 2 days of loss, the device will be replaced by the student at their expense.

YOUR SCHOOL LEVEL SUPPORT

Each school has a dedicated Technician. Work with your school office to connect with the technician for support or repairs. If you need a password reset, please contact a school staff member for support.