



**Hollidaysburg Area School District  
Chromebook Program**

**2024-2025**



## **One-to-One Technology Integration**

The Hollidaysburg Area School District continues to prepare our students with 21st century skills through the use of educational technologies. The Hollidaysburg Area Senior and Junior High Schools will provide a Chromebook for each student for the 2023-2024 school year, ensuring that our students are graduating with the ability to collaborate meaningfully, think critically, innovate with creativity, and communicate in a connected world.

HASD has a private Google domain and management license that connects our staff and students via collaborative, web-based software called Google Workspace for Education Plus. This license equips our students with a full array of educational apps that will be used to enhance the educational process. When students utilize their HASDTigers account, these apps are instantly available wherever they go, making learning available anytime and anywhere.

The District chose Chromebooks as the primary device for students after multiple years of testing and piloting across several school buildings. It was clear that our teachers and students need a powerful, cost-effective device that maximizes instructional time, provides security, and improves collaboration. Chromebooks meet these needs by running the Chrome OS (operating system). The Chrome OS allows Chromebooks to boot in seconds, provide access to the web via the Chrome browser, automatically update to the latest innovations, and seamlessly integrate educational apps while having a physical keyboard and trackpad for efficient operation of the device.

This handbook outlines the District's expectations for students in Grades 7-12, including proper handling of the Chromebooks, students' responsibilities and ways they can best take care of the devices, and an agreement for students 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 the year with Chromebooks, we are excited about the new possibilities. We know our teachers and students will thrive in a technology rich environment as students prepare for the opportunities of tomorrow and realize their individual potential within the challenges of a global society.

# Chromebook Loan Agreement

A Chromebook and accessories in good working order are being lent 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 Hollidaysburg Area 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 right to use of the Chromebook. The equipment will be returned when requested by Hollidaysburg Area School District at the end of the school year or sooner if the student's rights to the device change or the student withdraws from the District prior to the end of the school year.

The District property may be used by the student only for non-commercial 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 from their personal account at their own expense. But 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 Hollidaysburg Area 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. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the device.

Google Workspace for Education is a protected and contained environment for students' access to apps and additional services. A district provided hasdtigers.com GSuite account and services are essential to providing students with 21st century learning opportunities. It is our goal to keep students safe and focused on learning while providing students with the benefits of using technology. An email account—a school licensed Gmail account @hasdtigers.com—will be available for each student to use for appropriate academic communication with other students and staff members. This email is for communication related directly to School District official business and instruction.

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

## What is a Chromebook?

Chromebooks are digital devices similar to laptops, and they run the Chrome Operating System by Google. These devices have virtually no hard drive, they boot in seconds, and they are designed to be connected to the Internet. Chromebooks require most applications and data to run in the cloud or on remote web servers. To store and access files with a Chromebook, a user must have access to cloud-based storage and productivity software.

# Responsibilities

## **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 the Hollidaysburg Area 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 may 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 I leave my Chromebook at home or do not charge it, I am still responsible for getting course work done as if my Chromebook were 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 immediately notify IT support staff, teachers, or administrators.
- I will bring the Chromebook to IT support staff or administrator if it needs a repair. If it needs a repair, the student's record will be checked, a loaner may be checked out if the student is eligible and a device is available, and appropriate fees will be charged to the student.

## **Parent/Guardian Responsibilities:**

Your student has been 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.
- I will not delete any District software.
- I will make sure my student recharges the Chromebook nightly.
- I will make sure my student brings the Chromebook to school every day.
- I understand that if my student 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 Hollidaysburg Area 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 is a must.** 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 that 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 Chromebook.** 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. Taking and posting pictures to the Internet is a violation of School Board 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 offenses 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 connection 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(mature), 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 the 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](http://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.** Firstly, eating and drinking while using a device is bad for your personal hygiene because germs are more likely to be spread from the keyboard to your mouth.

Secondly, doing so puts your Chromebook at risk of 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 take your Chromebook out of the provided protective case.** Removing your device from the case 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 or slightly damp 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 with regard to any usage of a Chromebook or hasdtigers.com Google account issued by the district, regardless of location or time. At any time, without prior consent, the District may access, supervise, view, monitor, log, and record student use of Chromebooks and/or hasdtigers.com Google accounts and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

## **Monitoring and Filtering Software**

District administrators, teachers, and technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school. Monitoring of web traffic and internet history will take place during and after school hours through the use of web filtering software. This layer of security will be used to help prevent students from accessing inappropriate and/or malicious content on the Internet. District technology resources are not utilized to track the whereabouts or movements of individuals, and remotely activated location software is not utilized except where necessary to recover lost or stolen Chromebooks. While students have greatly benefited from monitoring software and services provided by the district, all software and services have limitations. We encourage and support parents who set household rules which allow them to better monitor usage of electronic devices in the home.

## **Files Downloaded onto Chromebooks**

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

## **HASD School Board Policies**

All School Board policies are available online: <http://www.boarddocs.com/pa/hasd/Board.nsf>

## Incident Assessment Chart and Procedures

Incident	Action(s) Necessary	Cost
<b>1st Instance Accidental Damage</b> of Chromebook, adapter or Power Cord	<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. Please see Table of Estimated Repair/Damage Cost.</p>
<b>2nd Instance Accidental Damage</b> of Chromebook, adapter or Power Cord  Two (2) occurrences in thirty (30) days will be interpreted as neglect.	<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 can be issued; 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, \$30 fee for accidental damage.</p> <p>Without the Protection Plan, \$30 fee or replacement cost, whichever is greater, will be assessed. Please see Table of Estimated Repair/Damage Cost.</p>
<b>3rd and Additional Instances Accidental Damage</b>  More than two (2) occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.	<p>A report must be made immediately to administration. The device must be returned to school so that a new device or spare device can be issued; however, a spare device may not be issued for a 3rd 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"> <li>• limiting participation in the Chromebook program</li> <li>• may not be permitted to take the device home</li> </ul> <p>This may also result in a referral for disciplinary action.</p>	<p>With or without the Protection Plan, \$30 fee or replacement cost, whichever is greater, will be assessed.</p> <p>Please see Table of Estimated Repair/Damage Cost.</p>
<b>Intentional Damage / Neglect</b>	<p>Upon notification or administration's knowledge 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>Replacement Cost</p>

	Applicable Board policies and/or school building policies will be followed with regard to appropriate discipline for damage to school property.	
<b>Loss / Theft</b> Unless person(s) responsible for a theft are identified, the incident will be considered a loss.	A report must be made immediately to administration.  In the event of theft, a police report is to be filed.	Replacement Cost

## Procedures for Damages Not Covered

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

## Estimated Repair Costs \*Prices based on Chromebook model and current market replacement costs\*

Replacement Part - Estimated Cost	Additional Parts Associated with Repairs	Additional Parts Associated with Repairs
Power Adapter - \$30 to \$50	Screw Kit - \$10	Camera Cable - \$10 to \$15
USB Daughterboard - \$10 to \$30	Wifi Card - \$10	Hinge Cover - \$15
Touchpad - \$15 to \$35	Speaker Set - \$10	Camera Board - \$20
LCD Panel - \$60	Hinge Set - \$20	Sensor Board - \$20
LCD Back Cover - \$30 to \$40	DC In-Jack - \$10	Battery Protection Bracket - \$10
Battery - \$50 to \$60	Bottom Cover - \$20 to \$30	
Keyboard and Palmrest Assembly - \$50 to \$100	LCD Cable - \$20	
LCD Assembly - \$105 to \$130	LCD Bezel - \$20 to \$30	
Motherboard - \$150 to \$220	Camera - \$15 to \$30	
Replacement Device - \$230 to \$260	Stay-in Case - \$30	



# Hollidaysburg Area School District Chromebook Damage Report



Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Passcode to unlock unit: \_\_\_\_\_ Asset Tag # \_\_\_\_\_

Building: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Description of Damage (include how the damage occurred):

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Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Official Use Only:

Protection Plan Purchased:    YES    NO

Damaged Covered:    YES    NO

If NO, rationale:

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Resolution / Action:

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Signature of School Official: \_\_\_\_\_ Date: \_\_\_\_\_



# STUDENT/PARENT/GUARDIAN 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 \_\_\_\_\_ Homeroom \_\_\_\_\_ Grade \_\_\_\_\_ Student ID# \_\_\_\_\_

## Parent/Guardian Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

## Student Agreement

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

- I have read the HASD 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 HASD.
- I understand I must clear all fees before participating in school-related events, including attendance at sports, dances, field trips, and graduation.

## Parent/Guardian Agreement

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

- I have read the HASD 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 of 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 \$30 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.
- I give permission for my child to be assigned an @hasdtigers.com Google Workspace for Edu account.
- I give permission for my child to register, access, and utilize each of the educational websites and applications referenced at <https://www.hasdtigers.com/departments/technology>. This list of approved sites is updated regularly, so parents/guardians should check back often for new applications and websites. Questions or concerns about specific websites should be directed to building principals.

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 HASD 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 \_\_\_\_\_

# Technology Protection Plan

Please read this entire document to determine if this program is needed for you and your child's protection against damage of the loaned Chromebook equipment in your care. Please refer to the Incident Assessment Chart to see how the whole plan, charges, and incident reporting work. This form must be completed and marked YES or NO before the Chromebook will be provided to the student.

## Coverage and Benefit

This agreement covers the Chromebook loaned to the student against a single incident of accidental damage. The following items are **not** covered:

1. A Chromebook that is lost or stolen.
2. Damage caused by negligence, neglect such as leaving it outside or in an automobile, by food or drink, caused by pets, rough handling, excessive sliding across rough surfaces, damaged while out of the provided case.
3. Intentional misuse of one's own or peer's device.
4. More than one accidental incident including more than one broken screen or accessories.

## Effective and Expiration

This coverage is effective from the date this required form and premium payment are received by the School through the date at which the Chromebook is required to be returned in good order to the School.

## Premium

The total premium cost is \$30.00 annually. Partial semesters/years are not refundable.

It is agreed and understood that:

- The Protection Plan is offered to all students.
- Participation in the Protection Plan is totally voluntary.
- A separate signed application will be needed for each Chromebook covered.

It will be the right of the building principal or his/her designee to determine if damages were due to negligence or accidental.

The administration will review all damages determined to be from misuse or negligence and will assess the student's continued privilege of taking the Chromebook to and from School.

## PLEASE COMPLETE: (print)

Student LAST NAME, FIRST NAME

Home Address

City, State, Zip

Home Phone

School and Grade

## Parent/Guardian: Check one below and sign.

\_\_\_\_ YES, I would like to participate in the Protection Plan. Checks should be made payable to HASD.

\_\_\_\_ NO, I decline the Protection Plan service at this time, and understand I am responsible for 100% of any damage or loss to the loaned Chromebook. The current replacement cost of a Chromebook, power adapter, and cord is \$260.00.

Parent/Guardian Signature

Date

## RETURN THIS FORM & THE STUDENT/PARENT/GUARDIAN SIGNATURE PAGE

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## OFFICIAL USE ONLY:

DATE PAID \_\_\_\_\_ RECORDED BY \_\_\_\_\_  
CHECK No. \_\_\_\_\_ CASH \_\_\_\_\_  
Supporting Documents Received \_\_\_\_\_ Recorded By \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Administrator's Signature: \_\_\_\_\_