

HASTINGS-ON-HUDSON UFSD
BUSINESS OFFICE
27 FARRAGUT AVENUE
HASTINGS-ON-HUDSON, NY 10706

Dear Parents/Guardians,

The Hastings on Hudson Union Free School District will offer an insurance plan option for district issued Chromebooks. This plan will cover all accidental damage, loss and theft. A loaner will be provided while repairs are made if necessary. The cost of the plan is **\$30.00** per student. There will be no deductible. To report accidental damage to a Chromebook, please bring the device to the technology office of your school. If damage or loss is deemed to be the fault of the student, a replacement device must be insured again. In addition, you must notify the main office and complete a police report in the event of loss or theft. This is a one-time payment which will protect the device for the duration of the student's enrollment in the district. All devices must be returned before 12th grade graduation or if the student leaves the district.

Please note that should you choose not to participate in the Chromebook insurance you will be responsible for any damages to or loss or theft of your child's Chromebook. The typical charges have ranged from **\$50.00** to replace a damaged screen and up to **\$300.00** to replace an irreparable, lost or stolen Chromebook.

To enroll in the plan, please complete the form below and return with payment to the technology department. Please make checks payable to the Hastings-on-Hudson UFSD. Should you have any questions please contact your school's technology office.

Thank you.

Sincerely,
Maureen Caraballo

Please make sure to read our School Chromebook Handbook before signing below.

- ☐ I choose to participate in the Chromebook insurance.
- ☐ I choose to self-insure the Chromebook and am fully aware that I am financially responsible for any repairs or loss.

Student's Name/ID: _____ Grade: _____

Parent's Name: _____ Date: _____

Hastings-on-Hudson Public Schools

School Chromebook Handbook

Procedures and Information for Students and Parents

Ownership of the Chromebook

Hastings on Hudson Union Free School District retains sole right of possession of the Chromebook. The district lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Hastings on Hudson Union Free School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Receiving Your Chromebook

Parents and students must sign the Hastings on Hudson UFSD Device Acceptable Use Policy (AUP) prior to being issued a Chromebook.

Returning Your Chromebook

At graduation or at the time of transfer/withdrawal, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full \$300.00 replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from Hastings School District must turn in their Chromebooks and accessories. Failure to turn in the Chromebook will result in the student being charged the full \$300.00 replacement cost and result in a hold placed on the release of student records to the receiving district. Unpaid fines and fees of students leaving Hastings on Hudson Union Free School District may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Rights and Responsibilities for Electronic Data

Students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Hastings technology staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.

Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any Internet connection students receive that is not provided by the school.

Software - Google Apps for Education

Chromebooks seamlessly integrate with Gmail as well as the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), spreadsheets, presentations, drawings, and forms. All work is stored in the cloud.

Chromebook Identification Records

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Managing and Saving Your Digital Work with a Chromebook

The majority of student work will be stored in Google Drive and can be accessed from any computer with an internet connection and most mobile internet devices. Some files may be stored on the Chromebook's hard drive. The school will not be responsible for the loss of any student work.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. To ensure CIPA compliance, all devices will automatically be routed through the Hastings UFSD Internet filtering system, even when using an outside Wi-Fi. Students are bound by the Hastings UFSD Acceptable Use Policy and all other guidelines in this document wherever they use their Chromebooks.

Chromebook Care

Students are responsible for the general care of their school-issued Chromebook. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully.
- Chromebooks must remain in their school-issued case.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
(Stickers or writing on the case is OK)
- Heavy objects should never be placed on top of Chromebooks.
- Only clean the screen with a soft, dry microfiber or anti-static cloth.
- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Always transport Chromebooks with care and with the screen closed.
- Never lift Chromebooks by the screen.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Educational Use

School-issued Chromebooks should be used for educational purposes only. Students are to adhere to the Hastings-on-Hudson Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Using Your Chromebook At School

It is the student's responsibility to charge their Chromebook at home each night. They are expected to bring their fully charged Chromebook to school every day to all classes, unless specifically advised not to do so by their teacher.

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here:

<http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued email addresses.
- Students should never share their account passwords with others.
- No external email accounts may be used on the school-issued device.
- No sharing or guest access is permitted.

Asset Tags

- All Chromebooks will be labeled with school asset tags, serial number and student name.
- Tags may not be tampered with or modified in any way

Chromebooks Left Unattended

Under no circumstances should Chromebooks be left in unsupervised areas such as the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action. Please note: Students should place their Chromebook in their hallway locker prior to attending PE. Under no circumstances should Chromebooks be stored in gym lockers.

Contact

For any issues, questions or concerns please contact the **Technology Department**:

P: 914-478-6257

E: techdistribution@hohschools.org