GETTYSBURG AREA SCHOOL DISTRICT

Laptop/Chromebook Program
Handbook
2026-2027

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Introduction to the One-to-One Laptop Program

The primary mission of the Gettysburg Area School District (GASD) Laptop Program is to transform teaching, learning, and assessment. A new generation of students expects a learning environment that integrates today's digital tools, accommodates a mobile lifestyle, adapts to individual learning styles, and encourages collaboration and teamwork. The GASD School Board, along with the Staff and Administrators are pleased to support this educational opportunity for all students and will strive to meet these expectations and prepare students for their future.

Through the use of technology, the Laptop Program will focus on achieving the following goals for our students and our community:

- Improve student engagement, achievement, and acquisition of 21st Century Skills, including (from the National Educational Technology Standards):
    - Creativity and innovation
    - Communication and collaboration
    - Research and information fluency
    - Critical thinking, problem solving, and decision making
    - Technology operations and concepts
- Enhance teacher instruction and student learning in the following ways:
    - Increase student achievement
    - Increase student engagement
    - Increase academic rigor
    - Increase student attendance
    - Increase student interest in school
    - Increase personal responsibility
    - Increase student accountability in the learning process
    - Improve teaching methods
    - Revise current educational curriculum
    - Differentiate instruction in the classroom using technology to facilitate the classroom structure and when applicable instruction
    - To "level the playing field" allowing equal access to technology for all our student population
- Provide students, families, and the community with a variety of positive resources and programs in GASD.

This handbook provides the necessary guidelines for our students to use laptops as a powerful educational tool in their quest for relevant and appropriate learning experiences.

Before a laptop can be issued, parents/guardians and students are required to review the Laptop Program Handbook, sign and complete the enclosed attachments: *Laptop Program Participation, Technology Loan and User Agreement, Parent/Student Notification, and Responsibilities and Expectations.*

Educational Environment/GASD Responsibilities

Bullying, Intimidation, Harassment, or Extortion
The school will not tolerate actions by students that could fall under the classification of bullying, intimidation, harassment or extortion. Not only do these actions harm the intended victims, but they also affect the climate of the school and the opportunities for students to learn and achieve. Students must know that the individual rights of other students will be safeguarded.

The School Board is committed to providing a safe, positive learning environment for GASD students. The School Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board prohibits bullying/cyber bullying by GASD students.

Board Policy #249 states the following: Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

Bullying consists of a pattern of repeated harmful behaviors by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Forms of bullying include:

Physical, the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
Verbal includes taunting, malicious teasing, name-calling, and making threats.
Psychological or relational involves spreading rumors, manipulating social relationships and engaging in social exclusion or intimidation
Cyberbullying is an intentional electronic act of verbal and psychological bullying that occurs through e-mail, instant messaging, and/or personal profiles and social media sites.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

School setting is defined as: in the school, on school grounds, in any virtual or electronic site designated for classroom activities (such as Wiki Page, Its Learning, Libguide, etc.) in school vehicles, at a designated bus stop or at any activity sponsored, supervised and/or sanctioned by the school.

The School Board encourages students who have been bullied or who are aware of bullying to promptly report such incidents to the building principal, school counselor, teacher, or other adult.

Each administrator, teacher and student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

GASD is committed to maintaining an educational environment free from hazing, harassment and intimidation. All employees and students are to be treated with dignity, respect and courtesy, regardless of race, gender, religion, disability, age, national origin or sexual orientation. Harassment or intimidation shall be defined as any action that is so offensive as to undermine or detract from another employee's/student's worth or educational experience. Students who feel they are being harassed should see an administrator or guidance counselor. Students who are found guilty of hazing, harassment or intimidation shall be subject to appropriate discipline. Any of the above may also violate local, state and/or federal law and may be the basis for exclusion under those provisions.

Free Speech

To the extent GASD disciplines a student for verbal expression, GASD does not intend to regulate any particular viewpoint or content, that is, free speech, but rather to set a standard to address the appropriateness of the manner in which the message is conveyed and to protect against substantial disruption or interference with the rights of other students or the work of the school.

General Laptop Rules

Inappropriate Content & Graffiti

- Inappropriate content will not be permitted. An Internet filter will be installed on the computer to block access to inappropriate content. This filter is not exhaustive; supervision of the student's web access is advised. Any attempt to tamper with this filter will result in disciplinary action.
- **Stickers and/or decorations will not be allowed.**
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- If plastic parts of laptop are damaged due to negligent and/or malicious behavior, students will be charged the cost of repair and/or replacement.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones are prohibited in class unless permission is granted by the teacher.

Identification

- Do not remove school identification or name tags on the laptop. If the label is damaged or removed, contact the GASD Technology Department for a replacement.

No Loaning or Borrowing Laptops

- Do not loan laptops to any other student or individual.
- Do not borrow a laptop from another student.
- DO NOT share passwords or usernames.

Music, Pictures, Videos, Games, Social Networking, Printing or Programs

- All software loaded on the system must be approved by GASD.
- Non-instructional music, videos and/or games may not be downloaded or streamed over the Internet. This may result in a violation of copyright laws.
- Obscene language and/or inappropriate materials, including but not limited to, screensavers, backdrops and/or pictures are strictly prohibited. Inappropriate use of the laptop camera is also strictly prohibited.
- Use of social networking sites is prohibited.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. See more about copyright issues at www.respectcopyrights.org
- Students found with inappropriate and or unauthorized files on their computer will have their laptop confiscated and re-imaged with appropriate disciplinary consequences.

Unauthorized Access

- Access to another person's account or computer without their consent or knowledge will result in disciplinary consequences.

Resources

Internet Safety
There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked with the GASD content filter while students are logged on to the GASD network. Students are in violation of GASD policy if they access these sites through proxies. Parents may want to restrict their home Internet access. For more information about Internet safety go to www.isafe.org

Parent Home Access Center
Parents can access student grades and attendance through the GASD Web Site and select Family Access under the Parents menu:
http://www.gettysburg.k12.pa.us

Annual Technology Use Fee

Each student in the Laptop Program is required to pay an annual Technology Use Fee. This annual and non-refundable fee will be $30 for the 2026-27 school year. This fee covers the laptop only **for one free repair (**battery is not covered**)**. Any additional repairs will be charged to the parents at the cost of the repair.
The annual Technology Use Fee will not cover negligent, malicious, or willful damage to the laptop and/or accessories. Parents/students will be responsible for the full costs associated with negligent, malicious, or willful damage of the laptop and/or accessories. Multiple claims by the same student will be reviewed by the administration and appropriate action taken, including but not limited to disciplinary action or restricted access.

Financial Hardships
Participants in GASD's free/reduced price lunch program will receive a discounted annual Technology Use Fee. Neither the Annual Technology Use Fee nor the Repair/ Replacement Deductible will cover intentional/negligent damage or loss to the laptop and/or accessories. For all other parties, if the fee creates a financial hardship on the student or parent, please contact the school administration for your building about payment options. Unpaid fees will place students on the obligation list. Financial obligations may accrue late charges.

Theft, Vandalism, Misuse, Neglect, Damage

Theft by unlawful taking or disposition

- Movable property - A person is guilty of theft if he unlawfully takes or exercises unlawful control over, movable property of another with intent to deprive him thereof.
- Immovable property - A person is guilty of theft if he unlawfully transfers or exercises unlawful control over, immovable property of another or any interest therein with intent to benefit himself or another not entitled thereto.

Theft of property lost, mislaid or delivered by mistake
A person who comes into control of property of another that he knows to have been lost, mislaid or delivered under a mistake as to the nature or amount of the property or the identity of the recipient is guilty of theft if, with intent to deprive the owner thereof, he fails to take reasonable measures to restore the property to a person entitled to have it.

Damages, Repair and Replacement

Personal responsibility on the part of the student is a goal and a key for the success of this program. The computers are an expensive piece of equipment. Please carefully read the following information regarding possible damages, repair costs and replacement of equipment:

- If the student's equipment is lost or not returned to the GASD, the student, parent/guardian will be charged the full replacement cost of the equipment.
- In the event of negligent, malicious, or willful damage to the equipment (as determined by the middle school administration) the student, parent/guardian will be responsible for replacing the equipment at full cost.
- Negligent, malicious, or willful damage to equipment and/or theft of equipment may also subject the student to prosecution and punishment under law and discipline under the GASD Code of Conduct.
- The equipment is the property of the GASD and is on loan to the student for educational purposes for the current academic school year. The student may not deface or destroy the laptop property in any way.
- Computers will be subject to random checks and servicing by GASD Information Technology Staff.
- Parents/students agree to pay the full cost replacement value of the equipment for loss, negligence, or damaged beyond repair.

NOTICE OF NONDISCRIMINATION

The Gettysburg Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or disability in its admission procedures, educational programs, activities, or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Superintendent of the Gettysburg Area School District, 900 Biglerville Road, Gettysburg, PA 17325. Telephone: (717) 334-6254 ext. 1298

GASD Laptop/Chromebook Program
Parent/Student Notification and Use Agreement
Program Responsibilities and Expectations

SIGN AND RETURN

I understand and agree that students may be held liable for violations, damaged or missing equipment, and misuse of the technology. I further understand and agree that any violation of these regulations may result in the loss of technology privileges, school disciplinary action, and/or legal action. I accept full responsibility for guidance of technology use and for conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media. I further understand and agree that any violation of these regulations may result in the loss of tech privileges and school disciplinary and/or legal action.

I have read a copy of the Laptop Program Handbook for 2026-2027. I acknowledge that I understand and agree to abide by the contents of this handbook.

Ownership- The laptop is owned by the GASD.

Students/Parents:

- Will be issued a laptop as an educational tool and it should only be used in that capacity.
- Are responsible for the care of the laptop issued to them.
- Will lose laptop privileges and an alternative plan for access will be substituted if the student is responsible for any vandalism, hacking, or intentional damage (misuse and/or neglect) to the laptop.
- Will NOT subject themselves to inappropriate content or behavior on the laptop, examples include but are not limited to: pornographic materials, inappropriate language, alcohol, drug, and gang related content.
- Acknowledge there is no expectation of privacy with files stored on the computers or with Web sites visited with the laptops. The GASD has the right to monitor laptops and/or block access to applications and Web sites via a content filter.
- Will NOT loan/borrow laptops to/from other students and will NOT share usernames and passwords.

- Will NOT leave their laptop unattended. Abandoned laptops will result in student disciplinary action.
- Agree that if laptops and/or accessories are returned in any of the following conditions - vandalized, hacked, or intentionally damaged (misused and/or neglected) - the repair/replacement cost becomes the student and parent responsibility. Failure to pay the required repair costs will result in referral to the appropriate authorities.

Your signature indicates that you have received a school-issued computer laptop and agree to abide by all responsibilities and expectations listed on both pages of this form.

I have read and agree to abide by the guidelines as described above.

Print Student Name:_____

Student Signature:_____ Date: _____

Parent/Guardian Signature:_____ Date: _____

Laptop/Chromebook Program
Annual Use and Maintenance Fee

SIGN AND RETURN

Distribution Information

As part of the Laptop Program at Gettysburg Area School District, we will begin issuing individual laptops to students. Students will have the opportunity to receive a laptop for their use.

Damage/Loss Information

All laptops are covered under warranty for malfunction and breakdown due to manufacturing or non-performance issues **for one repair only**. Any additional repairs will be charged to the parents at the cost of the repair. The warranty does not cover negligent, malicious, or willful damage nor does it cover outright loss of the laptop or battery.

Your signature indicates that you acknowledge and understand that all students will be charged an annual Technology Use Fee as part of the Laptop Program, and that this fee will be $30/$25/$20 depending upon current status as determined by the Federal School Lunch Program. Because the annual Technology Use Fee will not cover negligent, malicious or willful damage to the laptop and/or accessories, parents/ students will be responsible for the actual costs associated in those instances.

I have read and agree to abide by the guidelines as described above.

Parent/Guardian Signature:_____ **Date:**_____

Student Signature:_____ **Date:**_____

Annual Technology Use Fee Options (check one):

_____ A check/money order for the $30.00 Annual Technology Use fee is attached which provides for one free repair.
Check #_____Check/money order should be payable to: "Gettysburg Area School District".

_____ Our child qualifies for the federal reduced lunch program. A check/money order for the $25.00 Annual Technology Use fee is attached. Check #_____
(Please note: An approved Free and Reduced Meals Household Application packet must be on file in GASD- see enclosed)

_____ Our child qualifies for the federal free lunch program. A check/money order for the $20.00 Annual Technology Use fee is attached. Check #_____
(Please note: An approved Free and Reduced Meals Household Application packet must be on file in GASD- see enclosed)

Student Name:_____

Teacher Name:_____