Welcome to your Chromebook!

Hewlett-Woodmere Public Schools

Chromebook Device Guide

2026 - 2027 School Year

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About the Chromebook

Device specifications: Chromebooks are convertible for use as a tablet or laptop. It has a touchscreen, two built-in cameras, and military-grade durability. In addition to having access to Google Workspace apps, educational extensions and applications, students will also have access to Office 365 for collaborating and working on Office documents via the web browser. The Chromebooks have up to 10 hours of expected battery charge.

Students can access all District resources through Classlink.





Goals for Student Use

Benefits of Using the Chromebook to Enhance Learning:

- Increases productivity as students can work on assignments, projects, and study materials both in and out of the classroom.
- Allows for increased opportunities for students to interact with digital lessons throughout the school day and at home.
- Provides students with access to multimedia resources, library databases for research, online tutorials, course content, and more.

Digital Responsibility:

- Students will learn to utilize technology to support and enhance their learning.
- All students are expected to sign and follow the District's Network and Technology Acceptable Use Policy (#4526), Internet Safety Policy (#4526.1), and comply with the Code of Conduct (#5300).
- Classroom teachers will provide students with guidelines and expectations for device use in their classroom.

Receiving and Returning the Chromebook

Receiving the Chromebook:

- All incoming third-grade, ninth-grade, and new students will receive a new Chromebook in the fall.
- Each student also receives a snap-on case, carry bag, charger, and stylus (if applicable to model).

Returning the Chromebook: Students in grades 3-8 will keep their Chromebook through 8th grade. 9th grade students will keep their Chromebook through their last year at George W. Hewlett High School.

Before the students graduate or leave the District, they must return the device, along with the District-provided accessories to the IT Office.

Important things to keep in mind when returning the device:

1. Have you transferred your files? You are responsible for transferring your files in your Google Drive to a personal Google Account and your OneDrive files to a personal Microsoft account or backing up to your personal hard drive.
2. Do you have all of the equipment that was given to you? This includes the Chromebook, stylus pen, battery, snap-cover, bag and charger.
3. If you are missing any of the equipment, you must have a receipt of payment from the main office.

Damage or Loss of Equipment

WHAT'S TYPICALLY COVERED?

Power issues, non-functioning buttons or ports, batteries, and system failures incurred under normal operating conditions or handling, including electrical surges and failure of the integrated LCD screen.

Examples:

- Your system won't power on or the battery only last a short time
- An electrical surge causes significant damage to your device during a lightning storm

WHAT'S NOT COVERED?

Cosmetic damage, equipment loss or failures due to usage outside of normal operating conditions. Any data loss or interruption of use, intentional damage and misuse, liquid spills, removal or alteration of parts, accessories, theft, damage from fires.

Examples:

- The outer case cracks but your system still operates effectively
- The stylus, battery, case, or charger is misplaced
- Coffee is spilled on the Chromebook

Important Information:

- In the event that a student Chromebook is damaged, the I.T. Department is authorized to repair your machine. **The IT Office locations in the buildings are as follows:**

  Hewlett Elementary School: Room 119B
  Ogden Elementary School: Room 10A
  Woodmere Middle School: IT Office Room 125
  Hewlett High School: Second floor Room 212

- You ***are not permitted*** to repair your device or have your device serviced outside of the district.
- You will *be charged* for damage due to neglect or vandalism, as well as lost or stolen equipment.
- Normal wear and tear issues will be covered; e.g. bad batteries, bad chargers, software issues, etc.
- If your tablet is damaged beyond repair, the replacement unit may not be the same model.
- Students should report a missing device to the IT staff as soon as possible.

Replacement Price List:

**Payments should be made by check payable to Hewlett-Woodmere Public Schools in the Main Office of each school building.*

Pen/Stylus - $25 (specific models only)

Carry Bag - $15

Snap-on Case: $15

Charger - $20

Device - $300

Repair Cost:

For repairs that are *not covered* by the manufacturer's warranty, a payment of **$50** is required prior to the repair or replacement of the device, each time the device is submitted for repair.

Taking Care of the Chromebook

Care Tips and General Recommendations:

- Students are expected to return the device in the same condition it was received, with the exception of normal wear and tear, as determined by the District.
- Chromebooks can be cleaned with a soft, lint-free cloth. Avoid harsh cleansers such as window cleaner, solvents, alcohol, ammonia and other household cleansers.
- Avoid all liquids (rain, beverages, cleaners).
- Make sure to charge your device nightly, by connecting the cord to the power pack, so that the battery has enough power to last through the school day.
- Be extremely cautious when clicking on links and attachments in your email and on websites. Phishing attacks (seeking personal information) and ransomware scams (encrypting files) occur constantly. The IT department works to prevent these threats from coming through, but it is critical that you use caution. If you think that you have clicked on something harmful, notify the IT department immediately.
- The device must be brought to school fully-charged every day of the school week or as required by the student's teachers.

Email and Office 365

Student Gmail: Students will be provided with a District Google account with Gmail. Students are required to use the District-provided Gmail when communicating with teachers and when signing up for accounts on websites mandated by teachers. The Gmail username is the student's first name and last name @hwps.net. For example: John Smith = johnsmith@hwps.net.

Office 365: Students will have access to Office 365, which is the cloud-based version of the Office Suite. Additional account information will be provided. The Microsoft account username will be firstinitiallastname@hewlett-woodmere.net. For example: John Smith = jsmith@hewlett-woodmere.net.

All email and documents are scanned for instances of self-harm/grief, profanity, and bullying. District accounts and devices should be used for school purposes ONLY. There is no expectation of privacy on a District device or account.

Chromebook Camera

The camera on the Chromebook is to be used for instructional purposes only, as per the teacher's specifications. In the event that a teacher elects to allow students to use the camera for an assignment, students are expected to ask permission before recording an individual or group. Cameras may never be used in areas such as restrooms or locker rooms, as per State regulation.

District Responsibilities

The District Reserves the Right To:

- Monitor, access, and review all messages and information, such as files created, received, and/or sent over, or stored on, District networks at all times and without notice in order to determine compliance with the Network and Technology Acceptable Use Policy (Policy 4526).
- Filter internet content both within the District and outside of the District while using the District-provided device and/or accounts, as per CIPA (Children's Internet Protection Act) regulations, and determine the device's location, if needed.
- Make determinations on whether specific uses of the devices are consistent with the District's policies.
- Suspend or remove the student's access to the District's network and/or use of the device if at any time it is determined that the student is engaged in unauthorized activity or is violating District policies.
- Violation of the District's Network and Internet Acceptable Use Policy while using the device may result in disciplinary action pursuant to the District's Code of Conduct.

Legalities

- Use or possession of hacking or ransomware software is strictly prohibited and violators will be subject to disciplinary and/or legal action in accordance with the District Code of Conduct.
- Users should have no expectation of personal privacy in connection with their usage of the District network, devices, and other technology resources.
- Some material on the internet may contain items that are inaccurate or potentially offensive to some people. Although efforts are being taken to minimize student exposure to inappropriate material through the use of Internet filters, it is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using electronic resources like the internet. Please see the District Internet Safety Policy for more detailed information.

For Reference Only - Do Not Print:

THIS AGREEMENT MUST BE COMPLETED ON PARENT SQUARE

Hewlett-Woodmere Union Free Public Schools

AUTHORIZATION FORM FOR STUDENT USE OF SCHOOL EQUIPMENT

DEVICE AGREEMENT TERMS AND CONDITIONS

1. The device is the property of Hewlett-Woodmere Public Schools. It is for **my use only** as a student in Hewlett-Woodmere Public Schools.
2. The device is to be used for **educational** purposes **only**.
3. In the event of any loss, damage, or theft, the **Student/Parent will be fully responsible** for the cost of repair or replacement, except as otherwise set forth below. All damaged equipment remains the property of the District.
4. The **Student is responsible** for the regular care and maintenance of the device as learned in the Device Guide. The Student will not attempt to repair any problems with the device on their own. If in need of repair, **the device should be returned to the Information Technology Office in each school building**.
5. I understand the District will assume the responsibilities for repairs and maintenance caused by **normal use**. However, if the damage is due to negligence, vandalism or is not covered by the warranty, I agree to pay for repairs up to $50 for each instance. Further, I understand that I am responsible for the cost of replacing the device and/or accessories if they cannot be repaired.
6. It is the Student/Parent's responsibility to **return the device and all District-provided accessories** on the specified date and time determined by the District in the same condition issued, with the exception of normal wear and tear, as determined by the District. As such it is my property obligation.
7. The **full replacement cost** of the equipment will be charged to the Student/Parent if the device and all related equipment are not returned by the due date.
8. It is the Student's responsibility to ensure that the device is not left unguarded, or in situations where damage, vandalism, or theft could occur.
9. When transporting the device, it should always be securely fastened in the provided **carrying case**.
10. Students may **not** install any additional software on the device and may **not** remove any identification or serial numbers.
11. Students must adhere to the District's Computer Network Agreement and Acceptable Use Policy (Policy 4526) as well as the Internet Safety Policy (Policy 4526.1) when using the device.

Please acknowledge your agreement to the foregoing terms and conditions by signing and returning the Device Agreement on the following page.

For Reference Only - Do Not Print:

THIS AGREEMENT MUST BE COMPLETED ON PARENT SQUARE

Hewlett Woodmere Union Free School District

Device Agreement

2026 - 2027

I have read, understand and agree to abide by all of the conditions set forth in the Device Agreement Terms and Conditions, and agree to adhere to the District's Computer Network and Acceptable Use Policy when using the device at school and at home.

Student's Name: _____ Parent's Name: _____

Student's Signature: _____ Parent's Signature: _____

Student ID: _____ Expected Graduation Year: _____

Equipment Information:

To be completed upon issuance of the device:

Date of Issuance: _____

Device Type: _____ Inventory/Serial Number: _____

Condition: _____

Student's Signature: _____ Staff Signature: _____

For Reference Only - Do Not Print

THIS AGREEMENT MUST BE COMPLETED ON PARENT SQUARE

4526-E

Network and Internet Acceptable Use Policy

Student Account Agreement

Student Section

Student Name _____ **Grade** _____ **Date** _____
(print)

School _____

I have read the District Acceptable Use Policy with my parent/guardian. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account may be restricted, suspended, or terminated, and I may face other disciplinary measures.

Student Signature_____ **Date** _____

Parent or Guardian Section

I have read the District Acceptable Use Policy and have reviewed the policy with my child.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any other family restrictions against accessing material beyond those set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Signature_____ **Date** _____

Parent Name _____
(Please print)

Home Address _____ **Phone** _____

****

This space reserved for System Administrator
Assigned User Name: _____

Assigned Temporary Password:_____