HILLSBORO COMMUNITY UNIT SCHOOL DISTRICT NO. 3

Chromebook Guide & Usage Agreement

2026-2027 School Year | Hillsboro High School | Hillsboro, IL

Before a Chromebook is issued: The student and parent/guardian must review this guide, sign the Chromebook Agreement and Website/Social Media Guidelines, attend orientation, and pay the annual technology fee.

Keep this guide for reference.

Return page 7 signed by parent and student to the HHS Gymnasium to receive your Chromebook.

1. Program Overview

HCUSD 3 provides each Hillsboro High School student a Chromebook, charger, and carrying case for educational use at school and at home. The program expands access to information, research, communication, collaboration, and digital learning. This guide applies to district Chromebooks and other district technology-capable devices.

Use is a privilege. The District may log and monitor network and device use, inspect district devices and accounts at any time, and limit content considered inappropriate for minors. Misuse or damage may lead to discipline, fees, and/or temporary or permanent loss of device or Internet privileges.

Freshman-Senior Purchase Program

- New Chromebooks are issued to freshmen. Families pay a $75 annual technology fee.
- Students return devices for maintenance each year and are normally reissued the same Chromebook the following year.
- After senior year, ownership is granted when the family has paid $300 for that Chromebook and completed all required program activities.
- Students entering mid-year or during the program period may participate. Failure to complete required activities forfeits the purchase opportunity, and the Chromebook must be returned upon request. Students who do not pay may not keep the device.

Receiving and Ownership

- Chromebooks, chargers, and cases are distributed during the first days of school and/or Welcome to the Hill.
- Students are responsible for all issued equipment. District/factory labels and serial numbers should not be removed, covered, altered, or destroyed.
- The Chromebook, district software, peripherals, and district-issued accounts remain HCUSD 3 property until ownership is formally transferred under the purchase program.

Student Accounts and Responsibilities

Each student receives a password-protected district account for school use. Students must keep passwords private and are responsible for activity performed through their accounts. Users must act responsibly, ethically, and legally under the Student Code of Conduct, Acceptable Use Policy (AUP), and applicable state and federal law. The District is not responsible for unauthorized charges or fees arising from Internet use.

2. Daily Care and Safe Handling

Students are responsible for the general care and security of their assigned device. Report any damage, malfunction, loss, or mistaken access to inappropriate material to Mrs. Rench, the Chrome Depot/technology support staff, a teacher, or the main office immediately.

Protect the Device

- Keep food, drinks, liquids, and sharp objects away from the Chromebook.

- Never attempt repairs, contact an outside repair company, change the operating system, jailbreak the device, or remove district-installed software or filtering.
- Insert cords carefully. Avoid pressure on the screen and never lift the Chromebook by the screen.
- Keep the device closed and inside its padded carrying case when not in use or when moving between classes.
- Never leave it in an unlocked locker, vehicle, hallway, on the floor, or in another unsecured or unsupervised location. Keep it dry and away from extreme heat, humidity, and cold.
- Do not lend the Chromebook to another student or place stickers, markers, writing, or decorations on it.
- Clean the screen only with a soft, lint-free cloth. Do not use window or household cleaners, aerosols, solvents, alcohol, ammonia, or abrasives.

Bring It Ready Each Day

- Bring the charged Chromebook to every class each day unless a teacher says otherwise. A full charge averages about 10 hours; leaving the charger safely at home may be best.
- Repeated failure to charge the Chromebook may result in discipline. Classroom charging may be available but is not guaranteed.
- If the Chromebook is left at home, ask Mrs. Rench whether a loaner is available. If not, use paper and pencil and make up online work on your own time; teacher-assigned consequences may apply.

Repairs and Loaners

- Do not repair the device yourself. Submit it to technology support as soon as possible.
- A limited number of loaners may be issued first come, first served after a Loaner Agreement is signed. Availability is not guaranteed, and a loaner may be denied when damage resulted from neglect or abuse.
- The comprehensive warranty covers most accidental damage. Abuse, neglect, intentional damage, or a pattern of negligence may result in discipline and repair/replacement charges up to the device's replacement cost. Administration makes the final fee determination.

3. Appropriate Use at School and Home

Classroom Use

- Keep sound muted unless a teacher gives permission. Students are encouraged to provide their own headset/earbuds; a microphone is helpful.
- Music may be played only with teacher permission. Internet games are prohibited unless assigned by a teacher.
- Use only district-provided or district-approved software and apps. Most assignments are submitted through Schoology; printing is available when needed.
- Personal backgrounds/screensavers are allowed only if school-appropriate. Pornographic, weapon-related, threatening, profane, drug/alcohol, gang-related, or otherwise inappropriate images are prohibited.

Files, Google Drive, and Network Access

- Student work is stored in cloud services such as Google Drive when connected to the Internet. Students should confirm important work is backed up.
- HCUSD 3 cannot guarantee the network will operate 100% of the time and is not responsible for lost or missing data during an outage.

Filtering and Parent/Guardian Supervision

HCUSD 3 uses Internet filtering that complies with the Children's Internet Protection Act (CIPA), but no filter is foolproof. Parents/guardians should actively monitor use outside the classroom. Students are responsible for content viewed on their device. Removing or bypassing filtering—including use of proxy redirectors—is prohibited and may result in discipline under the AUP and Student Handbook.

Camera and Recording

- Ask permission from every person shown before taking or posting a picture, video, or recording.
- Never use a camera or recording device in a restroom or locker room, as prohibited by law, or to create inappropriate photos, videos, or recordings.

Copyright, Plagiarism, and Security

- Follow copyright, trademark, and license rules when downloading, saving, distributing, publishing, or sharing software and digital files. Give credit to every source used, whether quoted, summarized, or presented in any media. Plagiarism violates District rules.
- Possession or use of hacking software, attempts to gain unauthorized access, or creation/uploading of malicious software is prohibited and may result in school discipline and criminal prosecution.
- Report suspected security problems to the system administrator or building principal; do not demonstrate the problem to others.

4. Return, Loss, Theft, Damage, and Inspection

Returning Equipment

- Return the Chromebook, charger, and case in satisfactory condition during the final week of school for inspection and service, whenever requested, or immediately upon transfer/termination of enrollment.
- Return equipment to Mrs. Rench or the main office. Failure to return it may delay release of student records, result in fees equal to replacement cost, and result in a theft report to the Hillsboro Police Department.

Loss, Theft, Vandalism, and Claims

1. Report loss, theft, vandalism, or damage to HCUSD 3 immediately.
2. For an incident off campus, promptly contact local law enforcement and file the appropriate report. For an incident on campus, report it to the main office. Provide copies of reports to the school as soon as possible.

3. For an insurance-covered event, file a report with the Principal's Office before repair or replacement. A delayed report may result in a request for the device's replacement cost.

A family homeowners'/renters' policy or personal articles policy may cover a lost, damaged, or stolen device. Coverage varies; families should consult their insurance agent. The District makes no representation that coverage is available.

Financial Responsibility

- The student/parent/guardian is responsible for repairs outside warranty coverage and for the full repair or replacement cost when loss or damage results from negligence, abuse, or intentional acts.
- Failure to return equipment requires payment of replacement cost. A pattern of negligence may also be referred to administration for discipline.

Inspection and Technical Support

- District devices and accounts may be inspected at any time, with or without notice, for maintenance, serviceability, security, or suspected AUP violations.
- Technical support addresses repairs and provides available loaner or replacement devices first come, first served.

5. Internet Acceptable Use

Electronic network use must support the District's educational mission of resource sharing, innovation, communication, and educational excellence. These examples do not list every prohibited behavior. Violations may result in loss of privileges, discipline, fees, and/or legal action.

Unacceptable Uses

- Illegal activity; violating contracts, copyright, licenses, or state/federal law; unauthorized software downloads; or improper copying/distribution of copyrighted material.
- Private financial or commercial gain, commercial/private advertising, wasteful use of resources, or use while access privileges are suspended or revoked.
- Hacking, unauthorized access, vandalism, disrupting the network, creating/uploading viruses or malicious code, or attempting to alter district security, software, or settings.
- Using another person's account or password, sharing one's password, posting anonymous messages, impersonating another person, or invading privacy—including unauthorized disclosure or use of personal information or photographs.
- Posting another person's work without consent or accessing, submitting, publishing, or displaying material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal.

Network Etiquette and Privacy

- Be polite and use school-appropriate language. Do not send abusive, vulgar, or disruptive messages.
- Do not reveal personal information, addresses, telephone numbers, or other private information about students or staff.

- District email is not private. Authorized system personnel may access messages, and messages related to illegal activity may be reported to authorities.
- Treat communications and information accessible through the network as private property.

Security, Vandalism, and Indemnification

Network security is a high priority. Keep account credentials confidential and do not use another person's account without written permission. A user identified as a security risk may be denied access. Vandalism—including malicious attempts to harm or destroy data, networks, devices, or services—results in cancellation of privileges and other discipline.
The user agrees to indemnify the school and District for losses, costs, or damages, including reasonable attorney fees, arising from a violation of these procedures.

6. Copyright and Online Publishing

Copyright law generally prohibits republishing text or graphics found online without the copyright owner's explicit permission. The absence of a copyright notice is not permission to copy, and a website manager is not necessarily the copyright owner.

- When externally produced text or graphics are republished on a website or file server, credit the original producer and document how and when permission was granted; include the original web address when possible.
- Before student-created web pages are published, students must provide the library media specialist with email or hard-copy permission for protected content and printed evidence supporting any public-domain claim.
- Classroom 'fair use' may permit limited use of text and graphics in student reports, but it does not remove the duty to credit sources.
- Student work may be published only with written permission from both the student and parent/guardian.

Website and Social Media Guidelines

Think before you act. Online actions are public, real, searchable, shareable, and often permanent.

- Protect your digital footprint. Do not post anything you would not want friends, family, teachers, future schools, colleagues, or employers to see.
- Follow the Student Code of Conduct online. Disagree respectfully; criticism must be constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Protect personal information, including full names, phone numbers, addresses, exact birth dates, photographs, locations, and passwords. Share a password only with a parent/guardian or authorized school staff when necessary.
- Review an entire website before linking to it and make sure its content is appropriate for school.
- Do your own work. Obtain permission and credit sources for words, ideas, photographs, graphics, audio, and video. Hyperlinking to sources is good practice but does not replace permission when permission is required.
- Represent yourself honestly. Do not use another person's identity.
- Use correct grammar, capitalization, and punctuation. Edit another person's work only to improve it and with appropriate permission.
- If you encounter inappropriate, threatening, or uncomfortable material, stop and tell a teacher or staff member immediately.

7. Chromebook/Loaner Usage Agreement

By signing below, the student and parent/guardian confirm that they have reviewed and accept this Chromebook Guide, the District Acceptable Use requirements, and the Website/Social Media Guidelines. They understand that the Chromebook, district software, accounts, and issued peripherals remain HCUSD 3 property unless ownership is formally transferred under the purchase program.

The student and parent/guardian agree to:

- Use the Chromebook and network only in a responsible, ethical, legal, and educational manner and follow District rules, copyright requirements, the Student Handbook, and staff directions.
- Not sell, lease, lend, transfer, or grant another person rights to the device or its peripherals.
- Keep labels intact; provide reasonable care and security; report problems, loss, theft, or damage promptly; and never attempt unauthorized repairs or modifications.
- Return all equipment in good working condition upon request, at the end of the school year, or immediately upon leaving the District.
- Pay applicable repair or replacement costs for equipment damaged, lost, or not returned due to negligence, abuse, or intentional acts, as determined by District administration.
- File required school and/or police reports for theft, vandalism, or other criminal acts and provide copies to the school promptly.

If the student withdraws or is no longer enrolled, the Chromebook and peripherals will be returned in good working order or the family will pay necessary repair/replacement costs. To the extent permitted by law, the student and parent/guardian will not hold HCUSD 3 liable for claims arising from unauthorized Chromebook use.

A student borrowing a loaner Chromebook is responsible for damage to or loss of the issued device. By signing, the student agrees:

- I will take excellent care of the loaner and know where it is at all times.
- I will not leave it unattended in an unsecured or unsupervised location.
- I will keep food and beverages away and transport it securely in its case.
- I will not disassemble, decorate, write on, or modify any part of the device.
- I will use it for educational purposes and follow this guide and the District AUP.
- I understand the loaner is District property and may be inspected at any time without notice.
- I am responsible for damage or loss caused by neglect or abuse. The loaner is not covered by an additional theft policy.
- At checkout, I will confirm the return date and return the loaner as agreed.
- If the device is misplaced, I will notify Mrs. Rench or the Chrome Depot immediately so District location tools may be used to help find it.

Signatures required Both the student and parent/guardian must sign before the Chromebook is issued.

Student name (print) _____

Student signature _____

Date _____

Parent/guardian name (print) _____

Parent/guardian signature _____

Date _____