



Student Device Handbook 2026-27

Student Device Procedures and Information
Northern York County School District ("NYCSD")

Student Device Procedures and Information

Please read the [Northern York County School District Acceptable Use of Electronic Resources](#) and this handbook carefully. The policy, procedures, and information within this document apply to all devices used in the Northern York County School District (“NYCSD”) and all technology resources provided by NYCSD.

Mission

The mission of the Student Device Program at NYCSD is to create a collaborative learning environment through the utilization of district approved technology, for all students from grades K to 12.

Goal

Our goal with the Student Device Program is to help students develop the necessary skills to live and work successfully in a technologically advanced world while enhancing teachers’ ability to facilitate learning. These skills are expanding and redefining how students live, learn, work, and play. We want to leverage technology to provide engaging and powerful learning experiences for all students across all grade levels.

Device Purpose

NYCSD will provide students with a device at the start of each year or when enrolling with the district if school has already started. The device and any accessories assigned to each student are the property of the district. The type of device assigned to a student will be based on the student’s grade at the start of school or when enrolling in the district. The purpose of the device will be to provide each student access to required educational materials needed to promote and enhance learning. The supplied device is an educational tool not intended for non-instructional use.

General Information

- All provided devices will be in working order and come with a charger.
- Students in Grades K-2 will receive an iPad. The iPad will stay in the classroom unless directed otherwise by authorized district personnel.
- Students in Grades 3-5 will receive a Chromebook. The Chromebook will stay in the classroom unless directed otherwise by authorized district personnel.
- Students in Grades 6-8 will receive a Chromebook and will return the device at the end of Grade 8. Students will transport the device home and to school each day.
- Students in Grades 9-12 will receive a Windows laptop and return the device at the end of Grade 12. Students will transport the device home and to school each day.
- Students in Grades 6-11 may retain their district-issued device throughout the summer and if they do so, will be responsible for the device. Arrangements will be made with building administration for students who do not wish to retain their device through the summer.
- In the event a student withdraws from NYCSD, they are responsible for returning all district-issued resources.
- Students are responsible for bringing completely charged devices to school each day for

use in their scheduled instructional periods.

- All district devices will have a *Northern York County School District* asset tag on them. The asset tag is never to be removed from the device. If the asset tag is peeling off, please notify school staff so the issue can be addressed.
- All district devices will have Internet Content filtering that will monitor internet activity on and off district property. However, no web-filtering product is fool-proof, nor is it as impactful as a conversation between a student and their parent/guardian over Internet Safety and the expectations of behavior while online.
- All information stored on district equipment and in district accounts carries no expectation of privacy and is the property of the district.
- All screensavers and backgrounds must be school appropriate. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols or pictures will result in disciplinary action.
- Access to district technology resources is a privilege, not a right.

Accidental Protection

- Accidental protection insurance is offered for purchase at the beginning of every school year.
 - Accidental protection does not cover non-accidental damage. Non-accidental damage will be determined by the NYCSD Technology Team and/or Manufacturer.

Transferring/Withdrawing Students

- Students who transfer out of or withdraw from the district must turn in their district device and charger to the main office of their assigned school or their homeroom teacher on their last day of attendance. Failure to do so will result in the student being charged the full replacement cost of the device and/or charger. Unpaid fines and fees of students leaving the district may be turned over to a collection agency and/or reported to local law enforcement.
- District technology staff will evaluate all returned devices and accessories and will charge for damages to such devices and accessories, normal wear and tear excepted.
- Student device asset tags and serial numbers are recorded when issued. Therefore, students must return their assigned device and charger.
- Additionally, if the assigned device comes with a protective case, the student should return their device with the protective case. The protective case should be in good condition and usable for the next school year.

Device Care

- District devices should not be taken to any outside computer service for any type of repairs or maintenance. Students or parents should not attempt to complete any repairs to a device.
- If another student uses the assigned student's device and/or related device materials and anything is lost or damaged, the assigned student may be responsible for any damage or fees.
- Do not leave your device unattended or unprotected in a vehicle or a public place.
- Charge your device fully every night.

- Store your device on a desk, table, or in your backpack. Never leave it on the floor.
- Do not eat or drink near your device. Protect your device from extreme heat or cold, small children and pets.
- For Chromebooks and Windows laptops, make sure to close the lid before moving your device.
- Do not carry your device using the screen/lid as this can damage the device.
- Use a dry soft cloth to clean your screen.
 - Do not use Windex, alcohol, or other solvents for cleaning. Never spray any cleaning chemicals directly onto your screen.
- Be mindful of your device in a backpack. Be careful when setting down backpacks on a desk or floor, and when adding heavy books to a backpack with your device.
- If traveling with your device, be aware that any theft, loss, and/or damage because of travel is the student's responsibility.
- Do not place anything on the keyboard (Chromebook and Window laptops) before closing the lid (e.g. papers, pens, pencils, or disks).
- Devices should not be defaced in any way. Stickers, adhesive, or paint should not be applied to any device. This will result in a device replacement charge.

Device Technical Support

- Students are responsible for the general care of the device(s) they have been issued by the NYCSD. Any device that is broken or fails to work properly should be taken to the student's primary teacher at the elementary level (K-5) and to the Polar Information Technology Helpdesk (PIT) at the middle (6-8) and high (9-12) school levels (located in the building library).
 - All repairs on district owned devices must be performed at the district by the Technology Department.
 - The device manufacturer provides hardware warranties on student devices. A manufacturer warranty covers the device from defects in material and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the device or device replacement. The vendor's warranty does not warrant damage caused by misuse, abuse, or accidents.
 - When a device is submitted to the Technology Team, the student will be provided with a loaner device until the assigned student device issue is resolved.
 - The student is to treat the loaner device as they would their assigned district device.
- If the originally assigned device is unrepairable, the student will receive a comparable replacement.

Device repair cost is a flat \$150 fee, full device replacement is \$500. Optional device insurance will cover all accidental damage fees. For more information, see your Sapphire Parent Portal.



Northern York County School District Student Device Acceptance Form

The goal of the Student Device Program is to help students develop the necessary skills to live and work successfully in a technologically advanced world while enhancing teachers' ability to facilitate learning. These skills are expanding and redefining how students live, learn, work, and play. We want to leverage technology to provide engaging and powerful learning experiences for all students across all grade levels.

The Northern York County School District will supply a device to each student from grades K to 12. The device will be the property of the district with the sole purpose of being an educational tool that will provide each student access to educational materials needed for achievement during the school year. It is the responsibility of the student and parents/guardians to ensure the device is properly cared for and remains in good working condition.

It is important that each student follows the District's [Acceptable Use Policy](#), reviews the Student Device Handbook, and makes responsible choices when using the device. Students will be held responsible for **ALL** damage (*accidental/intentional*) to their device including, but not limited to broken screens, cracked plastic pieces, inoperability, frayed, cut, or worn chargers, removal of asset tags, etc. Should the cost to repair exceed the cost of purchasing a new device or if the device is lost, the student will be required to pay the full replacement fee. Lost items such as chargers, cases, hotspots, and cables will be charged the actual replacement cost.

The student along with the parent/guardian acknowledges and agrees:

- To abide by the Northern York County School District Acceptable Use Policy.
- Not to remove any identification tags from the device.
- To use the device primarily for educational purposes.
- That the device is issued to the student, who with his/her parents or guardians, are the only authorized users.
- Not to attempt to circumvent the district's internet content filter.
- That the district internet content filtering should not be used as a substitute for parental supervision.
- Not to install or remove any software without prior authorization from the district.
- To report any problems or damage immediately to their teacher or to the District Technology Team.
- That triage and repair of the device can only be done by authorized district personnel.
- If repairs or replacement are required due to a malfunction, the district will cover the cost.
- If the equipment is lost or stolen, the student or parent/guardian agrees to be financially responsible for the replacement value of the equipment as determined by the district.
- That the device is subject to inspection at any time without prior notice.
- That the device and its accessory equipment (case, battery, and power cord) are the property of the district.
- To return the equipment before the student's last day of school or if the student is transferring out of the district.
- That all information stored on the equipment carries no expectation of privacy and is the property of the district.
- That it is the student's responsibility to charge the device each night and to bring it to school each day.