



Chester Upland School District Student Chromebook/Device Policy

2026-2027 Academic Year

1. Goal

The goal of the 1-to-1 program in the Chester Upland School District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The District will integrate professional development for teachers and students to enhance classroom environments by implementing high-quality instruction, assessment and learning through the use of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

2. Device Purpose

The Chester Upland School District is supplying students with a Chromebook. This device is the property of the Chester Upland School District. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to PowerSchool, Google Workspace, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

3. Terms

Users will always comply with the CUSD Technology Handbook policies. Any failure to comply may result in termination of user rights and immediate repossession of the device. Any lost, stolen, and/or damaged devices must be reported to school authorities immediately and is subject to replacement/repair cost.

4. Title

The district always has legal title to the property. The user's right of possession and use is limited to and contingent upon full and complete compliance with this agreement, the CUSD Student Technology Handbook policies, and all CUSD policies and procedures.

5. Loss, Theft, or Full Damage

If a device is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. At that time, the parent/guardian will be instructed to complete a Lost/Damaged/Stolen Device Report and may be advised to file a police report. If a device is lost, stolen, or damaged as a result of irresponsible behavior, the parent/guardian will be responsible for the full replacement cost.

If a student intentionally abuses the Chromebook, the student and the student's family will be responsible for all damages to the District-issued Chromebook. If a device is lost or stolen, the student and the student's family may be responsible for replacing the Chromebook. If stolen, a copy of the police report will be required.

- a. In the event that the device is lost, stolen, or damaged, the device user will be assessed for a \$75.00 fee for the repair or replacement of the device for the first occurrence per device.

- b. In the event that there is a second occurrence of loss, damage, or theft, the device user will be assessed for a \$100.00 fee for the repair or replacement of the device.
 - c. In the event that there is a third occurrence of loss, damage, or theft, the student will not be issued another device to take home.
 - d. In the event that the power adapter and/or cable are lost, stolen, or damaged, the device user will be responsible for a \$35.00 replacement fee.
 - e. In the event of a lost or stolen device, the parent/guardian will file a police report and provide a copy to the school administration. After the police report has been filed, the CUSD technology department, in conjunction with the police department, may deploy location software that may aid authorities in recovering the device. It is imperative that a lost or stolen device must be reported immediately.
6. Students who leave Chester Upland School District during the school year must return the Chromebook, along with any other issued accessories, at the time they leave the school. Any fees collected as part of this initiative will not be refunded.
- a. **Students who do not return the device to the school prior to leaving the district must pay the full replacement fee prior to the school releasing any official records (report cards, transcripts, etc.)**
 - b. **Seniors who do not return the device to the school prior to graduation must pay the full replacement fee prior to the school releasing final school documents (transcripts, diplomas, etc.) or allowing the student to participate in commencement services.**

7. Repossession

If the user does not fully comply with all terms of this agreement, the CUSD Student Technology Handbook, and the CUSD Acceptable Use Policies, CUSD shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

8. Terms of Agreement

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by CUSD or upon withdrawal/transfer from Chester Upland School District.

9. Unlawful Appropriation

Failure to return the device in a timely matter and the continued use of the device for non-school purposes without the district's consent may be considered unlawful appropriation of the district's property.

10. Handling and Care of the Device

Users should take the following measures to ensure proper handling of their devices:

- a. Keep the device in the district-issued case.
- b. Keep devices and cases free of any writing, drawing, stickers, or labels that are not applied by CUSD.
- c. Use the device on a flat, stable surface.
- d. Do not place books on the device.
- e. Do not have food or drinks around the device.
- f. Wipe surfaces with a clean, dry soft cloth.
- g. Avoid touching the screen with pens or pencils.

- h. Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

11. Power Management

It is the user's responsibility to recharge the device's battery, so it is fully charged by the start of the next school day.

- a. Devices with no battery life must be charged in the classroom. The student forfeits use of the device for the entire time it takes to charge the device.
- b. All classwork missed because of uncharged batteries must be made up on the student's time.
- c. The device must always remain on (awake or sleep mode) at school, with no exceptions.

12. Transport

Users should follow the guidelines listed below concerning the transport of devices:

- a. The user should transport the device in its protective case.
- b. The user should not leave the device in a vehicle for extended periods of time or overnight.
- c. The user should not leave the device in an unattended vehicle.
- d. The user should never remove the sticker or hard case from the Chromebook

13. Monitoring and Supervision

- a. The user should not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- b. The user should not lend the device to a classmate, friend, or family member.
- c. Any attempt to "jailbreak" or remove the CUSD profile could result in disciplinary action.
- d. **Students are responsible for the safety and security of the device and any activity on the device.**

14. USING YOUR CHROME DEVICE AT SCHOOL

- a. Chromebooks are intended to be fully charged and ready for use each school day.
- b. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
- c. Students must be responsible for bringing their Chromebooks to all classes unless their teacher explicitly advises them not to do so.

15. RETURNING YOUR CHROME DEVICE

- a. Following the guidelines, all district-owned Chromebooks and Power Cords must be returned.
- b. Students leaving the District or during Chromebook refresh (Grades 9-12) must return district-owned Chromebooks to the Technology Department or designated area free of all stickers and other personalized markings.
- c. Any Chromebooks not returned at the end of the year or when the student is no longer enrolled will be considered stolen property.
- d. Chromebooks will be examined for damage and fees may be issued if the damage is found to be beyond normal wear and tear.

16. ACCEPTABLE USE GUIDELINES

a. GENERAL GUIDELINES

The Chester Upland School District Technology Department
610-490-3369 - phone
e-mail: cusdhelpdesk@chesteruplandsd.org

- i. The District Acceptable Use Policy applies to all student use of Chromebooks.
- ii. Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals and objectives of Chester Upland School District.
- iii. Students are responsible for their ethical and educational use of the technology resources of Chester Upland School District.
- iv. Access to Chester Upland School District technology resources is a privilege and not a right and can be revoked at any time.
- v. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- vi. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Use Policy, student handbook and other applicable school policies.

17. PRIVACY & SAFETY

- a. Do not use your school Google account for personal communication.
- b. Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of Chester Upland School District.
- c. The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- d. Electronic mail, network usage, website access and all stored files shall not be considered confidential and may be monitored at any time by designated district staff if required.
- e. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- f. Contents of email and network communications are governed by the Pennsylvania Open Records Act; proper authorities will be given access to their content.
- g. Non-compliance with the policies of this document will result in disciplinary action.

18. CHROME DEVICE IDENTIFICATION

- a. Student Chromebooks will be labeled in the manner specified by the Information Technology Team.
- b. Chromebooks can be identified in several ways:
 - i. Record of asset tag and serial number
 - ii. Individual user account name and password
 - iii. MAC address of the Chromebook
- c. The Chester Upland School District identification must remain on the device at all times and this tag should not be removed or altered in any way.

CHROMEBOOK FEES

Fee	Amount	Notes
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Lost, Damaged, Stolen Device Fee – First Incident	\$75.00	Must be received and accompanied by a lost/stolen/damaged device report prior to the issuance of a new device.
Lost, Damaged, Stolen Device Fee – Second Incident	\$100.00	Must be received and accompanied by a lost/stolen/damaged device report prior to the issuance of a new device.
Lost or Damaged Power Cord	\$35.00	
Full Replacement Fee	\$230.00	

Parent/Guardian Signature: _____

Date: _____