

# Hastings High School

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*A National Blue Ribbon School of Excellence*

Louis A. Adipietro, Principal

Melissa Hardesty, Assistant Principal

August 2017

Dear Parents & Guardians,

The Hastings-on-Hudson Union Free School District is continuing to provide a Chromebook to every student in Hastings High School for the 2017-2018 school year. This one-to-one device initiative will offer all Hastings High School students access to instructional materials both inside and outside of school. Access to a personal learning device will provide students with learning opportunities outside of the physical school building and beyond the traditional school day. As the use of instructional technology continues to grow both within and outside of our classrooms, it is essential that we provide all students with equitable access to a learning device.

Students will be responsible for their own Chromebook and will be able to take them home. The district will be requiring an insurance policy be taken out on each Chromebook at the cost of \$30 per device. The responsibilities of the student include keeping the Chromebook in good physical condition, bringing the device to school each day and charging the device at night.

The Chromebooks will remain property of the district and must be returned prior to graduation or withdrawing from the district. The Chromebook will only allow the "owner" to log on using their district provided account. Internet filtering software will be installed on each device enforcing the same filtering rules the student has in school. Each Chromebook will require Internet access to fully utilize its features, if you do not have access to the Internet at home please contact your building principal.

We believe this one-to-one initiative will offer great benefits to our students and staff. Our belief is that these devices will not only provide students real-time access to information that would otherwise not be available to them, but also to support our students in the development of essential skills. These skills will better prepare our students for their future by teaching them to create authentic work, collaborate with others, solve complex problems, inspire innovative ideas, and use the Internet in a safe and responsible manner.

Our plan is to distribute these Chromebooks during our **new student orientation**. Included in this mailing are two additional items:

- Chromebook Handbook and Acceptable Use Policy
- Insurance form

**\*\*IMPORTANT: Please complete and sign both forms and have your child bring them with a \$30.00 check issued to Hastings-on-Hudson UFSD to new student orientation on Friday, September 1<sup>st</sup>, 2017 @ 11:00 a.m.**

I am excited about this new initiative and look forward to an excellent school year,

Sincerely,

A handwritten signature in blue ink, appearing to read "L. Adipietro".

Louis A. Adipietro  
Principal

# **Hastings-on-Hudson Public Schools**

## **School Chromebook Handbook**

### **Procedures and Information for Students and Parents**

#### **Ownership of the Chromebook**

Hastings on Hudson Union Free School District retains sole right of possession of the Chromebook. HOHSD lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Hastings on Hudson Union Free School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

#### **Receiving Your Chromebook**

Parents and students must sign the Hastings on Hudson UFSD Device Acceptable Use Policy (AUP) prior to being issued a Chromebook.

#### **Returning Your Chromebook**

At graduation or at the time of transfer/withdrawal, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full \$300.00 replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

#### **Transferring/Withdrawing Students**

Students that transfer out of or withdraw from Hastings School District must turn in their Chromebooks and peripherals and accessories. Failure to turn in the Chromebook will result in the student being charged the full \$300.00 replacement cost and result in a hold placed on the release of student records to the receiving district. Unpaid fines and fees of students leaving Hastings on Hudson Union Free School District may be turned over to a collection agency.

Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

#### **Rights and Responsibilities for Electronic Data**

Students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Hastings technology staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

## **Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

### **Updates**

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

### **Virus Protection**

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- there is no need for additional virus protection.

### **Content Filter**

The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Parents/guardians are responsible for filtering and monitoring any Internet connection students receive that is not provided by the school.

### **Software - Google Apps for Education**

- Chromebooks seamlessly integrate with Gmail as well as the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), spreadsheets, presentations, drawings, and forms.
- all work is stored in the cloud.

### **Chromebook Identification Records**

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

### **Repairing/Replacing Your Chromebook Vendor Warranty**

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- Please note: The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

### **Estimated Replacement/Repair Costs (subject to change)**

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$300.00
- Repair cost - If damage to the Chromebook results from misuse, abuse or accident the student is responsible for all repair costs.
- The cost for Chromebook Insurance is \$30.00 the 2016-2017 school year.

### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

### **Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### **Educational Use**

School-issued Chromebooks should be used for educational purposes only. Students are to adhere to the Hastings on Hudson Acceptable Use Policy and all of its corresponding administrative procedures at all times.

### **Using Your Chromebook At School**

It is the student's responsibility to charge their Chromebook at home each night. They are expected to bring their fully-charged Chromebook to school every day to all classes, unless specifically advised not to do so by their teacher.

### **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

### **Logging into a Chromebook**

- Students will log into their Chromebooks using their school-issued email addresses.
- Students should never share their account passwords with others.
- No external email accounts may be used on the school-issued device.
- No sharing or guest access is permitted.

### **Managing and Saving Your Digital Work With a Chromebook**

- The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- The school will not be responsible for the loss of any student work.

### **Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. To ensure CIPA compliance, all devices will automatically be routed through the Hastings UFSD Internet filtering system, even when using an outside Wi-Fi. Students are bound by the Hastings UFSD Acceptable Use Policy and all other guidelines in this document wherever they use their Chromebooks.

### **Chromebook Care**

- Students are responsible for the general care of their school-issued Chromebook.
- Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible.
- School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.

### **General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully.
- Chromebooks should not be used or stored near pets.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks must remain in their school-issued case.

### **Carrying Chromebooks**

- Always transport Chromebooks with care and with the screen closed.
- Never lift Chromebooks by the screen.

### **Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber or anti-static cloth.

**Asset Tags**

- All Chromebooks will be labeled with school asset tags, serial number and student name.
- Tags may not be modified or tampered with in any way.

**Chromebooks left unattended**

Under no circumstances should Chromebooks be left in unsupervised areas such as the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action. Please note: Students should place their Chromebook in their hallway locker prior to attending PE. Under no circumstances should Chromebooks be stored in gym lockers.

**I have read and agree to the above Chromebook guidelines:**

**Student Name: (print)** \_\_\_\_\_

**Grade:** \_\_\_\_\_

\_\_\_\_\_  
**Sign/Date**

**Parent Name: (print)** \_\_\_\_\_

\_\_\_\_\_  
**Sign/Date**

HASTINGS-ON-HUDSON UFSD  
BUSINESS OFFICE  
27 Farragut Avenue  
Hastings-on-Hudson, NY 10706

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Dear Parents/Guardians,

The Hastings on Hudson Union Free School District (the District) will offer an insurance plan option for the Chromebooks. This plan will cover all accidental damages, losses and theft. A loaner will be provided while repairs are made. The cost of the plan is \$30.00 per student. There will be no deductible. To report accidental damage to a Chromebook, please bring the device to the main office of your school and complete a Chromebook Repair Form. In addition, you must notify the main office and complete a police report in the event of loss or theft.

Please note that should you choose not to participate in the Chromebook insurance plan you will remain responsible for any damages to or loss or theft of your child's Chromebook. The typical charges have ranged from \$50.00 to replace a cracked screen up to \$300.00 to replace an irreparable, lost or stolen Chromebook.

To enroll in the plan:

Complete the form below and return the completed form and payment to Hastings High School on Chromebook distribution day. Please make checks payable to the Hastings on Hudson UFSD.

Should you have any questions please contact your school's main office. Thank you.

Sincerely,

Maureen Caraballo

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- I choose to participate in the Chromebook insurance.
- I choose to self-insure the Chromebook and am fully aware that I am financially responsible for any repairs or loss.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_