



HARDEMAN
COUNTY SCHOOLS
"Preparing for the Future, One Child at a Time"

Hardeman County School System

Chromebook Program Handbook and

Information Guide

Christy D. Smith, Ed.D.
Director of Schools

Hardeman County School System - Chromebook Program

Hardeman County Schools (HCS) will be issuing Chromebooks to students to use during the school year. This handbook will be in effect for any Chromebook leaving school campus. Please read this entire handbook and agreement carefully. HCS students and parents agree to the terms of this handbook upon receipt of a Chromebook.

The policies, procedures and information within this document apply to all student devices used in Hardeman County School System, including any other devices considered by the District office to come under this policy. Teachers may set additional requirements for use in their classroom.

RECEIVING THE CHROMEBOOK

Students who have met the requirements will begin receiving their Chromebooks on a date designated by the base school. Chromebooks will be distributed to HCS students after:

- Parent/Guardian & student review this handbook covering basic rules, responsibilities, and expectations and complete orientation provided by their base school.
- Parent/Guardian & student review & sign the Hardeman County Schools Student Portable Device Agreement, the Student Acceptable Use Policy, and Student/Parent District Technology Fee Agreement.
- Parent/Guardian pays the annual Technology maintenance fee (\$30) per device. If the Technology maintenance fee is waived, then the parent/guardian is responsible for all costs associated with repairs to the Chromebook.

*Note: If the student's Chromebook, charger, or case has not been returned from a previous school year, nor restitution made, the student will not be issued another Chromebook this year until the items are returned, or restitution is made. A Chromebook will be made available to the student in the classroom in the event that it is required to complete an assignment.

RETURNING THE CHROMEBOOK

Chromebooks, along with the chargers and cases, must be returned at a pre-determined time by the student's base school so they can be checked for serviceability and be stored for the summer.

If a student withdraws from Hardeman County School System (HCS) during the school year, receives a long-term suspension, or is expelled, the Chromebook and any other assigned equipment (including Hotspot/Mifi) must be returned at the time of departure or date of termination. If a student fails to return the Chromebook, charger, and case in satisfactory condition within five (5) school days after withdrawing from HCS, a theft report will be filed with the Hardeman County Sheriff Department, or local law enforcement, and the student's records will not be released. If all equipment is returned (includes charger, case, and Chromebook) or restitution has been made, the student's records will be released and, if applicable, local law enforcement will be informed.

A member of the school administration (or his or her designee) will inspect the laptop for damage before releasing the student from further responsibility.

CHROMEBOOK MAINTENANCE FEE

HCS will charge an annual \$30 Chromebook Maintenance Fee per device that will provide up to two incidents of ACCIDENTAL or unintentional damage. Theft, loss, liquid damage, malicious or intentional damage of the Chromebook is not covered, and replacement cost will be charged to the student/parent/guardian. Damage to or loss of charger and/or the Chromebook case is NOT covered. If the maintenance fee is not paid, then the parent/guardian will be liable for any damages that occur, including replacement cost. All damaged equipment will remain property of Hardeman County Schools.

Fee Schedule:

Replacement	Charge	Repair	Charge
Chromebook Charger	\$45	Missing keys/damaged keyboard	\$40
Chromebook Case	\$20	Broken screen	\$50
Chromebook	\$220	Damage to USB or power ports	\$220

TAKING CARE OF THE CHROMEBOOK

Students are responsible for the general care and maintenance of the Chromebook they have been issued by the school. Chromebook swapping between siblings or classmates is not permitted. Chromebooks that are broken or fail to work properly must be immediately reported to the librarian of the school that they attend. If required, loaner Chromebooks will be assigned by the same librarian.

General Precautions

- The Chromebook is school property and all users will follow these procedures as well as the HCS *Use of the Internet* policy 4.406 ([link](#)) and other policies and procedures deemed necessary by HCS.
- Chromebooks should be kept away from 1) food/drink; 2) younger siblings/children; 3) pets.
- Cords and cables should be inserted and disconnected carefully to prevent damage.
- Chromebooks should never be left unattended especially in an unlocked locker or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged & ready for school each day.
- Only HCS Technology Department labels and stickers may be applied to the Chromebook. Students should not remove any of the labels or stickers attached by HCS. **Stickers placed directly on the Chromebook will be considered damage and parents will be liable for any repairs.**
- Chromebooks must reside in the supplied case at all times.

Carrying Chromebooks

A case is provided for the Chromebook. Chromebooks should be transported while in the case. If the case is a Targus work-in case, then the Chromebook should never be removed from its position inside the case.

- **HANDLE CHROMEBOOK CASES CAREFULLY WHEN IT HOLDS A CHROMEBOOK. The Chromebook case provides very limited protection.**
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as this could cause damage and eventually break the screen.
- Do not carry around the Chromebook while it is open.

Screen Care

- Chromebook screens can be damaged VERY EASILY. Screens are particularly sensitive to damage from excessive pressure placed on the lid or on the screen itself.
- Do not lean on the screen at any time. Do not lean on your Chromebook case if the Chromebook is inside.
- Do not place anything on a closed Chromebook to avoid placing too much pressure on the Chromebook screen. This includes books in your locker and in your Chromebook case. Do not sit on your Chromebook case.
- Check your Chromebook before closing the lid to make sure no objects will come between the screen and the keyboard (pens, pencils, paper clips, staples, etc).
- Clean the screen with only a soft, dry cloth or anti-static cloth; **no cleansers of any type.**

USING THE CHROMEBOOK AT SCHOOL:

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, students may access school information such as announcements, calendars, grades, and schedules on the school website or through various applications/software. Students must be responsible to bring their fully-charged Chromebook to all appropriate classes, every day.

Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook at school. Repeat violations may result in disciplinary action.

Chromebooks Being Repaired

If a Chromebook repair/service will take longer than two (2) days, a loaner Chromebook may be issued, subject to availability. This will be determined by the base school librarian or designee. All repairs must be completed by HCS. Do not attempt to repair a Chromebook on your own.

Charging the Chromebook

Chromebooks must be brought to school each day in a fully-charged condition. Students need to charge their Chromebook each evening. Repeat offenses of a Chromebook being not charged may result in disciplinary action.

Background Photos & Profile Pictures

Personalization of the background/desktop and profile picture is acceptable with the following understanding:

- Any media deemed inappropriate by HCS staff may not be used as a background photo or profile picture.
- Unauthorized pictures/images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures are prohibited and may result in disciplinary action.

Sound, Music, & Games

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Accessing streaming music sites is NOT permitted. Students should NOT attempt to download music or videos to their Chromebook unless specifically instructed to do so by a teacher.
- Non-instructional gaming is not permitted for any reason.
- Students are responsible for having earphones at all times (provided by the parent).

USING THE CHROMEBOOK AWAY FROM SCHOOL

Only high school students are allowed to bring Chromebooks home at the end of the school day, unless the student's school has made other arrangements. Students in grades K-8 will be expected to bring their Chromebook to their homeroom teacher in order to store and charge for the night and weekends.

Off-Campus Internet Access

Students are allowed to connect to wireless networks on their Chromebooks when off-campus, and web access will remain filtered. A Hot Spot/Mifi device may be available for assignment through student's school library for off campus use only. The Hot Spot/Mifi device is expected to be used with school assignments only. Issues related to operation of the school provided Hot Spot/Mifi device should be reported to the school. Non-return of the Hot Spot/Mifi device at the end of the school year or by request of school administration will result in a charge of \$90 to the student's account. Non-return of the Hot Spot/Mifi charging cable at the end of the school year will result in a charge of \$20 to the student's account.

The policies outlined in this document and other district/school policies are applicable to HCS provided device at all times when off-campus and on-campus. Any violation of the policy may result in the student's off-campus use privilege being restricted or suspended.

Students experiencing internet issues at home not related to using a school provided Hot Spot/Mifi should contact their Internet Service Provider.

Chromebooks need WIFI to access the internet. There is no Ethernet port on Chromebooks. If you have internet access but no wireless, you can purchase a separate USB 3.0 Ethernet Adapter, if needed, to connect the Chromebook to a wired network.

Google Workspace applications (Documents, Sheets, Slides, Drawings) can be used while being disconnected from the Internet. Once the Chromebook connects to WIFI, the students work will be automatically uploaded to the student's Google drive.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to Google Drive

Our Chromebooks save all downloads into the student's HCS Google Drive account.

Student accounts do not have the ability to share Google files with users outside the HCS domain - this includes with their own parents. If a parent wishes to see files in their child's Google Drive, they may sign in with the student's login credentials. Parent/Guardian may contact the homeroom teacher for that info.

Google Workspace applications (Documents, Sheets, Slides, Drawings) save student work automatically. If work is done in any other application, it is the student's responsibility to ensure work is saved.

Network Connectivity at School

HCS makes every effort to ensure that the network is up and running 100% of the time. However, in the rare case that the network is down, the District will not be responsible for lost or missing data. An assigned Hot Spot/Mifi must be kept off-campus and will not be used on school property.

SOFTWARE ON CHROMEBOOKS

Software cannot be installed on Chromebooks. Chrome extensions and approved Google Apps are installed, and managed by the HCS Technology Department.

Viruses/Malware

Chromebooks are controlled and monitored via our Google Management Console. This prevents most viruses from infecting the device. From time-to-time malware (pop-ups that won't stop) may find its way into a Google account. Students must submit repair requests to their base school librarian.

Inspection

Students may be selected at random to provide their Chromebooks for inspection. HCS reserves the right to confiscate the Chromebook for any reason at any time if inappropriate materials are found on the Chromebook (or in a student's Google account) or if suspicious activity is suspected.

Transfer of Files to Another Chromebook

If technical issues occur, the Chromebook may require servicing. No transfer of files is required since all student files are stored in Google Drive and since all Chrome settings (bookmarks, history, passwords) are saved to the student's Google account.

Chrome OS Updates

The operating system on the Chromebook should update automatically. The device may restart after updating. See <https://support.google.com/chromebook/answer/177889?hl=en> for steps to force an update if needed.

Find My Chromebook

HCS Chromebooks are useless to anyone not using an HCS Google account. Personal Google accounts cannot be used to sign in on an HCS Chromebook and the device cannot be wiped clean. It is a managed device that is set to automatically re-enroll in our domain.

However, if a Chromebook is missing or stolen, the HCS Technology Department can disable it as well as view specific information regarding the last time it was used (user signed in, IP number, and geolocation).

Instructions for what to do if your Chromebook has been lost/stolen are found on page 6 in this document.

ACCEPTABLE USE

The use of HCS district technology resources is a privilege, not a right. The student must abide by the Acceptable Use Policy. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. **Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies will be involved.**

District/School Responsibilities

- Provide internet access at school.
- Provide each student a managed, filtered, and monitored Google Workspace for Education account.
- Filter inappropriate materials while students are using HCS Chromebooks.
- Provide data storage in Google Drive. This will be treated similar to school lockers. HCS reserves the right to review, monitor, and restrict information stored on or transmitted via HCS district-owned equipment or accounts and to investigate inappropriate use of resources.
- Provide staff guidance and professional development to aid students in doing research in academically related activities and help ensure student compliance of the Acceptable Use Policy.
- Repair Chromebooks that malfunction, if possible.

Parent/Guardian Responsibilities

Talk to your children about values and standards that should be followed when using the internet, just as you do on the use of all media information sources such as television, telephones, movies, etc.

- During registration or other scheduled time, receive necessary information regarding the 1:1 program & sign appropriate forms (examples located in this document, beginning on page 8).
- Parents are strongly encouraged to consider doing the following:
 - Have children use Chromebooks in a common area of the home so they can be supervised.
 - Don't let the student take the Chromebook into their bedrooms at bed time. Keep the device charging in a common area of the home. This prevents them from being online unsupervised.

Student Responsibilities

- Read, understand & follow the HCS *Use of the Internet* policy 4.406 ([link](#)) and the Student Acceptable Use Policy.
- Monitor all activity on their account(s) and report suspicious activity to a teacher immediately. Any student can perform their own Google Security Check-Up by visiting <https://myaccount.google.com/security-checkup>
- Secure the Chromebook after they are done working to protect their work & information. Securing includes storing out of sight and in a restricted access location such as a locked school locker.
- Maintain the Chromebook in good working order.

Student Activities STRICTLY Prohibited

- Any violation of the Student Acceptable Use Policy.
- Any action that violates existing HCS Board Policy or public law.
- **Gaining access to other students' accounts, files, and/or data (with or without permission).**
- **Use of anonymous and/or false communications to mislead, harm, bully, or harass another person is strictly prohibited.**
- **Bullying** as defined in Hardeman County School Board Policy Student Discrimination, Harassment, Bullying, Cyber-Bullying Intimidation 6.304 ([link](#))

Student Conduct and Discipline

HCS administration reserves the right to assign discipline based on the severity of the student's action. If a student violates any part of these policies and procedures, his/her behavior will be considered as violating standards/guidelines and appropriate disciplinary action will be taken.

Digital Restriction - One possible disciplinary action is Digital Restriction (DR). Students on DR have their Google accounts and Chromebooks limited to only approved district curriculum and websites. This may result in alternative assignments for those students in certain situations. Teachers are notified when a student is placed on DR.

REPAIRING OR REPLACING THE CHROMEBOOK

Family Responsibility

HCS provides Chromebooks to students to enhance their education. It is important that parents/guardians stress to their children how important it is to take care of these tools while in their possession. HCS has established a nominal fee structure which will help insure these devices against malfunction or accidental damage.

Fee Structure (Annual Technology Maintenance Fee (per device) - \$30)

The District Technology Fee is collected at the beginning of each school year, upon registration, or when a student is specifically assigned a Chromebook to be used off-campus. Other fees will be collected when an incident occurs.

The Technology fee covers up to **two incidents of ACCIDENTAL damage** to the Chromebook. For subsequent incidents of accidental damage, the student/parent is responsible for the full cost of the repair. If the maintenance fee has not been paid, the student/parent is responsible for the full cost of the repair.

- Damage caused by negligence or deemed as being with malicious intent (as determined by the school administration) is **not** covered by the Chromebook Maintenance Fee. The student/parent will be responsible for the cost of the repair/replacement.
- Damage to or loss of power adapters is **not** covered by the Chromebook Maintenance Fee. Replacement power adapters will be provided at a cost of \$45.
- Damage to or loss of the Chromebook case is **not** covered by the Chromebook Maintenance Fee. Replacement will be provided at a cost of \$20

All checks should be made payable to the student's school. Any fees assessed are expected to be paid within two weeks unless alternative arrangements have been made with the Hardeman County School's Accounting Department.

Damage

If a Chromebook becomes damaged, the student should report the damage to the student's school librarian as soon as possible. The charger must be included with the Chromebook. If a Chromebook repair/service will take longer than 24 hours, a loaner Chromebook may be issued through the base school librarian, subject to availability, and the original case will be used to protect the loaner Chromebook. All signed agreements and policies will remain in effect during the use of the loaner Chromebook.

Lost or Stolen

In the event the Chromebook is lost or stolen, the student/parent/guardian must immediately notify the school administration. The Lost/Stolen Equipment Form (see page 12) will need to be filled out by the school with the parent/guardian signature. The school will then notify the librarian and HCS Technology Department. Upon the discretion of school administration, a loaner Chromebook may be issued, subject to availability.

Hardeman County Schools

10815 Old Highway 64

Bolivar, TN 38008

Phone: 731-658-2510



**HARDEMAN
COUNTY SCHOOLS**
"Preparing for the Future, One Child at a Time"

Christy D. Smith
Director of
Schools

Darrell Wooden
Executive Dir.
of Operations

Michelle Johnson
Coordinator of IT

Preparing for the Future One Child at a Time

The Hardeman County School District (HCSD) is in the business of providing an education for the children of the county. Chromebook, computer, laptop, tablet, and iPad technology are some of the many instructional delivery methods employed by our teachers to instruct our students. This policy is in effect while on campus, and while using HCSD devices (which includes hotspots/Mifi equipment) off campus as well. In order to better insure that technology is maintained for maximum use by our students, it is necessary that all technology users follow certain procedures. These procedures are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with Hardeman County Board Policy and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action.

Acceptable Use Policy

Computer Use is a Privilege, Not a Right

Unacceptable use may result in suspension or cancellation of privileges, as well as additional disciplinary and/or legal actions. All costs incurred by the school because of the loss, or deliberate damage to technology equipment will be the responsibility of the offending student and/or the parent/guardian. Any fines or fees associated to

the violation of State and Federal laws, will be the responsibility of the offending student and/or the parent/guardian. Students will be given appropriate instruction on different aspects surrounding Internet Safety during the course of the school year. Parents and students will have access to educational materials on ways to access the Internet in a safe manner.

Acceptable Use

Student access to technology devices, the network, and the Internet are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. Students will not use the technology device to play games unless specifically authorized by the supervising teacher. Students are allowed to use the Internet as long as a learning objective is in place by the supervising teacher. The same rules and expectations will govern student use of the technology device as apply to other student code of conduct and communications. Students must comply with all these rules and other specific instructions of the supervising teacher while accessing the School's technology devices, networks, and the Internet.

- ◆ Web publishing, blogging, podcasting, and online collaboration tools, such as Google Classroom and Edmodo in the classroom will be treated like a school publication. This includes the use of Wikis. All language and content restrictions must be

followed.

- ◆ Occasionally, the supervising teacher may direct students to online resources and websites. Every effort will be made to ensure that the resource will be FERPA compliant.
- ◆ Video conferencing/Media recording equipment/software may be in use on occasion in the classroom setting. Students will be expected to follow all student code of conduct and communications.
- ◆ If a parent/guardian does not want the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of their child for use in materials that include, but may not be limited to, printed materials (such as brochures and newsletters), videos, and digital images (such as those used on any of the Hardeman County School's web site and/or official school social media accounts), then it is the parent/guardian's responsibility to inform the school in writing.

Prohibited Use

- ◆ Personal software and/or personal music is not allowed to be installed/copied on any school technology device. This includes purchased software, shareware/freeware, games or music downloaded from the Internet. Such software/music will be confiscated from the student to become property of the school, and the student will be subject to additional disciplinary actions which includes revoking computing privileges. **INSTALLING AND/OR COPYING SOFTWARE OR MUSIC WITHOUT A VALID**

LICENSE IS A FEDERAL OFFENSE.

Offenders may be subject to civil damages, criminal penalties, and even imprisonment.

- ◆ Students who knowingly infect a school computer with a "virus", "trojan", or "worm" will have all computing privileges revoked and may be subject to other disciplinary actions which may include suspension from school and/or criminal prosecution. All flash/usb/thumb/jump drives brought from home must be scanned by antiviral software before being used at

Prohibited Use Continued

- school.
- ◆ Any malicious use, disruption, or harm to the school's technology devices, networks, and/or Internet services, which includes, but are not limited to hacking activities, will be considered a violation of this AUP. All computing privileges will be revoked. Other disciplinary actions may follow. Use of the school's technology devices, networks, and/or Internet services for illegal activity will be considered malicious use. Any user who attempts to cause a breach of system security will have all privileges revoked and may be subject to other disciplinary actions. If a security problem has been identified, it is the user's responsibility to contact the supervising teacher, who will then contact the school's administration and the Technology Department.
 - ◆ The school's technology devices, network, and/or Internet services will not be used to harass, defame, intimidate, threaten, or otherwise discriminate against other individuals. This includes accessing, submitting, posting, forwarding, scanning, or displaying any offensive and/or inappropriate material by any method, including email. This will be considered a violation of the AUP, and may be prosecuted under Federal and State laws.
 - ◆ Violation of copyright laws is expressly prohibited. This includes misrepresentation of created material by student. When Internet sources are used in student's work, the author, website and publisher must be identified.
 - ◆ The use of anonymous proxies, VPN's, or other method used to circumvent content filtering is prohibited.
 - ◆ Although filtering software is in place, computer security cannot be made perfect, and families must know that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. This includes material accessed through email. The supervising teacher will monitor sites as much as possible, but it is the student's responsibility to leave the offensive site immediately and contact the supervising teacher.
 - ◆ A student shall not reveal his/her full name, address or telephone number on the Internet. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
 - ◆ There should be no expectation of privacy in the use of the district network or Internet. Student Information will **NOT** be released by the school system without parental consent. Otherwise, all stored email and stored files will be considered a public record. The school reserves the right to monitor all computer and Internet activity.
 - ◆ Accessing Instagram, Facebook, and/or any other social networking site that is currently blocked by the filtering software is prohibited. Any student found to be on such a site will be in violation of this Acceptable Use Policy. This violation includes the use of proxy sites to access prohibited sites.
 - ◆ Use of the school's technology equipment, network, and/or the Internet for non-related school activities is prohibited. The school's computer technology is not to be used for private financial gain, commercial, advertising, or solicitation purposes.
 - ◆ Sharing passwords, or using passwords without permission, and/or accessing other user's accounts is prohibited. Using teacher login credentials, whether to log onto the wireless network, or any computing device is expressly prohibited.
 - ◆ Students must strive to take the best possible care of the technology equipment. Food or drinks are not allowed near the technology device. Do not remove components from the computer (the mouse, headphones, etc.). Do not stick objects into any slots on the front or back of the technology device. Do not loan equipment, or charging cords/charger to others. **Do not change any of the display, and or mouse settings.**
 - ◆ Student personal devices are prohibited from connecting to the school's networks.

Please check one of the following statements, sign and return this section only.

Failure to return this form will be considered a negative response and your child will not be able to utilize computer technology.

As the parent/guardian of:

Child's Name _____

☐ I have read the AUP terms and conditions for Computer Technology use at Hardeman County Schools. I understand that my child's computer use at school is designed for educational purposes only. I understand that it is impossible to restrict access to all controversial materials available on the Internet. I understand that computer usage is considered a privilege. I have discussed the rules and regulations of computer use with my child. I have explained to my child the possible consequences if all regulations are not followed. I give my permission for my child to use classroom computer technology, including access to the Internet.

☐ I have read the AUP (Acceptable Use Policy) terms and conditions for Computer technology use at Hardeman County Schools. I do NOT wish to give my child permission to use computer technology or access the Internet in school. I understand that in denying permission, my child will NOT be able to use the educational software incorporated at the classroom level. I also understand that my denial will not effect the use of teacher-led, pre-viewed curriculum using the Internet in the classroom.

Parent/Guardian _____

Date _____

I have read and understand the terms and conditions of the school AUP. I will abide by all the rules and regulations of the AUP. I understand that disciplinary action will be taken if I am found abusing any of these privileges.

Student _____

Date _____

If you are under the age of 18, a parent or guardian must also read and sign this agreement.

Hardeman County Schools Student Portable Device Agreement

*Affix Asset Tag and Serial Number
Label HERE*

PLEASE PRINT

Date: Location: (Base School)

Last Name: First Name:

Accessories:

While the device is in your possession, you agree to the following:

1. Legal title to the property belongs to Hardeman County Schools. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this agreement and Hardeman County Schools Student Acceptable Use Policy 4.406. (A signed Student AUP must be on file before device is released.)
2. You are responsible for the proper use and operation of this device. You must comply with all of the Hardeman County Schools Board Policy, which includes Care of School Property Policy 6.311.
3. Any software and applications that you install will be for HCS purposes and within copyright guidelines.
4. You will not delete or remove software that is already installed.
5. You will not copy software from this device to another device that is not school property.
6. You will not change any of the original settings on this device (excluding settings needed for data connection)
7. If loss or property damage occurs to this device while in your custody or due to misuse, you agree to take care of the financial obligation related to this event. Loss or theft of the property must be reported to the District by the next school day after the occurrence. A police report must also be filed and a copy submitted to the base school office.
8. You will present this device with its bag, cords, and cables for check-in at the end of the school year at your base school. The return date will be determined by your base school.
9. Home use is limited to the HCS Student listed on this form or other Virtual Platform students in the same household. No allowing borrowing of accessories.
10. Device is provided for educational purposes. The parent/guardian will accept full responsibility for the actions of the student using this device.
11. Device is HCS property and is subject to inspection at any time.

Note: If the cost of repair or replacement for the above item is determined to be my responsibility, Hardeman County School System will be reimbursed within thirty (30) days of the reported loss. If not reimbursed, within 30 days, payment details will be arranged with the Accounting Department.

Check-Out Signatures: (Please Sign, DO NOT PRINT) Signature indicates that you agree to all the device guidelines contained within this document and the current Student Acceptable Use Policy.

Student (Date) Parent/Guardian (Date)

Check-In Signatures: (Relieves Student and Parent/Guardian of obligations listed above.)

Student (Date) Parent/Guardian (Date)

Original Form: Technology Department CC: Base School Librarian

**Note: If device issued as part of student's IEP, HCS SPED Department must receive a copy of the Student Portable Device Agreement.*

Hardeman County Schools
Student/Parent District Technology Fee Agreement

Name of Student: _____ Tech Fee Paid: _____

Payment Method: Cash ● * Check Number: _____ *Please make out check to the base school.

Hardeman County Schools (HCS) students are required to have a Chromebook for their educational use during the school day, to expand learning beyond the classroom, enhance teaching opportunities, and improve student achievement. A technology fee of \$30 per device will need to be paid before releasing access to the Chromebook. This non-refundable fee covers an accidental damage protection plan for district Chromebooks that would eliminate financial obligations for up to two accidental and unintentional damage incidents to the Chromebook. **This protection plan does not cover damage to the AC adapter or case.** Students are expected to follow usage guidelines and to use caution in handling the equipment.

Chromebooks may not be tampered with or repaired by anyone outside of the HCS Technology Department.

Any damage that may have been caused deliberately or through misuse or neglect will be classified as vandalism. Students will be billed the cost of repair and face disciplinary action.

Thefts must be reported to the student's school immediately and the Lost/Stolen Equipment Form must be filled out by the school with the parent/guardian signature. The district will not cover loss or theft. Students/parents are responsible for replacement costs.

The Chromebook, charger, and case must be returned at the end of the school year or prior to the date of withdrawal. Failure to return each of these items will result in an obligation equal to the value of the equipment.

Students must submit this completed form and technology fee payment to the student's base school in order to receive a district Chromebook.

Checks should be made payable to the student's base school. Cash will also be accepted during pickup.

*****Cut Here*****
Completed During Pickup

Student Name:

Student Signature: Date: Parent/Guardian Name:

Parent/Guardian Signature: Date: Is the case included?: *Circle one*) YES NO

Tech Fee Paid: Yes ☐ *No ☐

Payment Method: Cash ● Check Number: _____

***Note: If a tech fee is not paid, the parent/guardian understands that he/she will be responsible for all repair costs.**



LOST/STOLEN EQUIPMENT FORM

School Location:	
Student Name:	
Parent Name:	
Parent Contact Phone:	

Incident Information:

Type of Equipment:	Equipment status (must check one):
Incident Date:	In accordance with the Hardeman County School System Student Portable Device Agreement, the parent/guardian is responsible for the entire cost of replacement in the event that the HCS-issued equipment is lost or stolen.
If stolen, Police Report Reference No. (attach copy):	
Description of Incident (write briefly what happened to the equipment):	
Comments (if any):	Technology Fee Paid (If paid, will be deducted from replacement cost): Yes No

Equipment Information: Total Cost (Less Tech Fee):

Equipment Make/Model Number:	Asset Tag/Serial Number:
Equipment Cost:	Originating Purchase Order (if known):
Additional Accessories Description (case, tablet pens, etc.):	Accessory Replacement Cost/Originating Purchase Order (if known):

Signatures:

Parent/Guardian	Date
School Administration	Date
Technology Coordinator	Date
Program Funding Source Administrator	Date