



## LEARNING DEVICE PROGRAM HANDBOOK

### OVERVIEW

Henry County Schools (HCS) is committed to ensuring success for each student and creating student agency through personalized learning opportunities is an essential part of that vision. The EmpowerHCS program is designed to support and enable this vision by providing the resources and support necessary for student and teacher success. As a component of this support, students will receive learning devices and access to a digital learning environment. We believe these tools will serve as yet another powerful learning resource in support of authentic learning experiences, 21<sup>st</sup> Century skills development, learner profiles, and opportunities for students to demonstrate mastery of core competencies.

This program handbook provides the necessary guidelines for students to use digital learning devices as a powerful educational tool. Before issuing learning devices, parents/guardians and students are required to review and agree to these program guidelines:

- 🔊 HCS Student and Parent Handbook
- 🔊 HCS Acceptable Use Policy (AUP)
- 🔊 EmpowerHCS Student Device Loan Agreement
- 🔊 EmpowerHCS Learning Device Handbook
- 🔊 EmpowerHCS Digital Citizenship Pledge

### GOALS

The EmpowerHCS Learning Device Program seeks to support personalized learning by focusing on achieving the following goals for our learners and community:

- 🔊 Increase access to anywhere, anytime learning opportunities for all students
- 🔊 Cultivate student agency by sparking student curiosity, imagination and innovation
- 🔊 Improve student use and acquisition of 21<sup>st</sup> Century and Digital Citizenship Skills
- 🔊 Promote student mastery of core competencies
- 🔊 Transform instructional practices through the use of appropriate technology to enhance learning
- 🔊 Elevate academic rigor, student engagement, and authentic learning experiences across all subject areas
- 🔊 Leverage high quality digital resources, such as, textbooks, scholarly sources, content rich media, and applications that are aligned to HCS competencies
- 🔊 Provide a safe and positive digital learning environment for all students



### DEVICE LOAN PROGRAM

- 🔊 Device Type
  - The district selected the HP Google Chromebook 11G5EE (sometimes referred to as “the device” or “HP Chromebook”). It is a laptop device that runs the Google Chrome Operating System. It is a touch screen with built-in speakers, USB ports, HDMI and a SD/multi-card slot. This device primarily operates while connected to the Internet and most

applications and documents are stored in the Google cloud storage system. The cloud storage system refers to an Internet based storage system that houses applications, documents, software, and services that run on the Internet instead of the individual computer. The HP Google Chromebook 11G5EE allows users offline ability to access, edit, and save items on Google Drive. All devices come with preloaded educational applications, resources, and security features managed by the District through the Google Console. In addition, the District will provide a limited Accidental Damage Protection plan (ADP) to protect the device against most accidental drops, spills, bumps, and structural failures incurred under normal operating conditions or handling. The ADP excludes improper use/mal-intent/intentional damage. In general terms, damage to a device as a result of obvious intentional abuse by a user, a device that has been submerged in liquid (rendering it unrepairable), a crushed device (rendering it unrepairable), or a device otherwise damaged as a result of use outside the district's Acceptable Use Policy would be excluded from ADP coverage. The ADP does not cover replacement of a lost device and/or accessories. Parents/guardians may be charged for damages to their student's device, not covered by the ADP as set forth herein. *Parents/guardians may purchase supplemental coverage from HCS to protect against loss, theft, and non-covered damages.*

### 🔊 Device Assignment

- Students in grades 3<sup>rd</sup> through 12<sup>th</sup> will receive a HP Chromebook 11G5EE, an always-on protective carrying case, and a power adapter for school and home use.

## HP CHROMEBOOKS DISTRIBUTION & COLLECTION

- 🔊 Students in grades 3<sup>rd</sup> – 12<sup>th</sup> will be issued a designated HP Chromebook and accessories (power supply and always-on case) for their sole use. Students should not “share” their HP Chromebook with other students and/or family members for personal use. Students are expected to transport their fully charged device to and from school each day.
- 🔊 Each device and its associated accessories will be laser-etched, tagged, barcoded and entered into a HCS maintained asset management system. Students may not tamper with and/or remove asset management identification labeling.
- 🔊 HCS configures each device such that it may be accessed only by entering a log-in and password issued by HCS. Non-HCS user log-ins will not work on these devices. Manipulation of a device's security and/or restricted log-in process is a violation of the HCS Acceptable Use Policy for Electronic Resources and may result in termination of a student's eligibility for the student learning device program.
- 🔊 All students will complete a school-customized, Digital Citizenship Course and sign the EmpowerHCS Digital Citizenship Pledge prior to their assigned device and associated accessories to ensure that they engage in positive, safe, legal, and ethical online behavior while participating in the student learning device program.
- 🔊 Students may not affix any type of adhesive labels and/or stickers on the device nor its associated accessories. In addition, students may not write, draw, and/or mark on the device nor its associated accessories.
- 🔊 Parents/guardians and students must agree to one of the Digital Learning Device User Agreement Options on My School Bucks Store before participating in the EmpowerHCS Student Device Loan program.
- 🔊 The device and its associated accessories, HCS-issued email account, and cloud storage are the property of the District and as a result may be subject to inspection by HCS at any time. *Students and their parents/guardians should have no expectation of privacy of content found on HCS-owned HP Chromebooks, nor the HCS supported email and cloud storage services.*
- 🔊 The device and its associated accessories must be returned no later than the last day of school or earlier if required by the terms of agreement set forth herein so that all components may be refreshed and serviced. Students may request that a short-term loaner device be issued for use during summer school. All requests for devices for summer school will be reviewed on a case-by-case basis, and approval for extension of the student learning device program during the summer must be obtained from the student's principal. Contact the student's school for more information.



- The device and its associated accessories must be returned to the District, when requested, in satisfactory condition. Devices and its associated accessories are in satisfactory condition if they show no signs of intentional or extensive damage or misuse of the exterior physical devices, the internal compartments and hardware, and all HCS installed programs, applications, security settings, and programs are unchanged and operational.
- The device and its associated accessories are subject to inspection prior to collection. If damage is detected, the student's account may be fined as outlined in this handbook.
- The HP Chromebook and its accessories must be returned immediately when students transfer (including in-district), withdraw, are expelled, or terminate enrollment for any reason. If students withdraw (including in-district), are expelled, or terminate enrollment for any reason, all stored data on their HCS Google, Office 365 accounts and their assigned devices will be deleted.

## TERMS AND CONDITIONS

### Condition of Use

As a condition of using the device and its associated accessories, the student agrees to use the device to create, access, and/or share digital content intended for educational purposes only. Students agree to reasonably and appropriately use the device such as not to cause intentional and/or extensive damage to the device, its software, applications, its operating system, the school's network, or its associated accessories.

### Title

Legal title to the device and its accessories belongs to the District. Students and their parents/guardians understand and agree that students are granted permission by HCS to possess and use the device and its accessories which are limited to and contingent upon full and complete compliance with the HCS Student and Parent Handbook, HCS Acceptable Use Policy (AUP), and EmpowerHCS Student Device Loan Agreement. Students and their parents/guardians understand that students have no expectation nor right to privacy for any student information or content contained in the device or stored in the cloud-based storage system by the student. HCS may at any time access and inspect all student activity, documents, emails, applications, and downloaded software whether online or stored on the device.

### Terms of Use

Students must comply at all times with the HCS Student and Parent Handbook, HCS Acceptable Use Policy (AUP), EmpowerHCS Student Device Loan Agreement, EmpowerHCS Learning Device Handbook, and EmpowerHCS Digital Citizenship Pledge. Any failure to comply with the policies and procedures of HCS and/or violation of the Learning Device Handbook may result in the termination of a student's possession of the

## FINES

- ❖ HCS will periodically inspect all devices and accessories for damage. The district-funded Accidental Damage Protection (ADP) plan will cover most accidental drops, spills, bumps, and structural failures incurred under normal operating conditions or handling. However, in the case of damage caused either intentionally, due to negligence, or the device is extensively damaged, the District will charge the student's account a flat-rate repair fee or the replacement cost not to exceed the current replacement value cost of the device. In addition, the student may be subject to disciplinary action as set forth in the HCS Student and Parent Handbook.
- ❖ The District-funded Accidental Damage Protection Plan does not cover theft/loss of device nor its accessories. Parents/Guardians are fully responsible for replacement costs associated with the lost and/or stolen HP Chromebook and/or any of the accessories. The current replacement costs including shipping and handling are as follows: HP Chromebook, \$240; Authentic HP Power adapter, \$20; and Always-on Belkin Carrying Case, \$40. These costs do not include the cost of the District-funded ADP plan.
- ❖ A replacement device including any of its associated accessories may not be issued until all outstanding fines for a previously issued device are paid. All fines for lost, stolen, and/or charges for non-ADP covered repairs must be paid by the end of the school year. Georgia law provides that grade reports, diplomas, or certificates of progress may be withheld for failure to pay for lost or damaged textbooks, or other instructional materials for which the parents/guardians are responsible.
- ❖ If a student fails to return the HP Chromebook and/or its accessories and the student/parent/guardian fails to pay the full replacement cost of the unreturned items, a theft report may be filed with the local law enforcement authority.

issued device and associated accessories, and the device and associated accessories must be immediately returned to the designated school personnel.

### **Term of Agreement**

Students and their parents/guardians agree that the student must return the device and its associated accessories to the designated school personnel at the issuing school no later than the last day of the school year in which the device and accessories were assigned and given to the student. The student and their parents/guardians understand and agree the student must immediately return the device and its associated accessories if: the student transfers to a school that differs from the school that issued the assigned device and accessories; the student withdraws from HCS; the student is expelled from HCS; the parents/guardians or student terminates enrollment in HCS for any reason; or HCS unilaterally terminates the student's permission to possess the device and the associated accessories at the District's sole discretion and authority. The student and their parents/guardians agree that HCS may terminate a student's eligibility for the student learning device program due to the student's failure to comply with the terms of use or for any reason at the sole discretion of HCS. Failure to return the device and associated accessories to the designated school personnel at the issuing school in a timely manner and/or continued use of the device and associated accessories for non-educational purposes may be considered theft, and the parents/guardians will be responsible for indemnifying HCS for the cost to replace the device and the associated accessories.

### **Opt-Out of Home Use**

Parents/guardians may waive their students' opportunity to transport their assigned device to and from school. To ensure an equitable learning experience, all students are required to use their district-issued device to access, create, and share educational content at school. HCS

understands that some families may have objections to technology in the home. In these cases, students and their parents/guardians must arrange to complete technology-based, homework assignments without the student's issued device. *Arrangements to store the device at school must be made with the student's principal.*

Parents/guardians must opt-out of home use by logging onto My School Bucks Store.

### **REPORTING LOSS, THEFT, AND DAMAGE**

Students must immediately report any lost, stolen, or damaged device and/or its associated accessories to the designated school personnel. For stolen devices, parents/guardians must also immediately file a police report. Devices may sometimes be tracked through the Google Console; however, in the event that the device and associated accessories are not recoverable and/or sustains damage not covered by the ADP, students' parents/guardians are responsible for the replacement cost of the device and its accessories. A student may also be subject to discipline as set forth in the HCS Student and Parent Handbook, and lose the opportunity to participate in the learning device program if it is discovered that the student intentionally damaged the device and/or its accessories or allowed another person to take possession of the device without approval from HCS.

### **DIGITAL CITIZENSHIP PLEDGE**

*Students are asked to follow the Common Sense Media, Digital Citizenship Pledge while using their assigned devices. This pledge encourages students to:*

- *Protect Private Information for myself and others*
- *Respect Myself and Others in online communities*
- *Stay Safe Online by listening to my gut feelings*
- *Stand Up to Cyberbullying when I see it happening*
- *Balance the Time I spend using media and doing other online activities*
- *Give Proper Credit when I use others work*

## AGREEMENT AND ANNUAL TECHNOLOGY PROTECTION COVERAGE

- Parents/Guardians must use the EmpowerHCS Online Agreement and Payment Processing System, My School Bucks School Store to sign and agree to the terms and conditions of use.
- Each student and his/her parents/guardians must participate in one of the following options for the entire school year:



### Option 1

Pay an annual, non-refundable Loss, Theft and non-covered Damage Protection Coverage fee of **\$35.00 per student and no more than \$75 for households with three or more students.**\* This fee covers the HP Chromebook 11G5EE, power adapter and protective case as detailed in the caption box below. ***\*Special Note: The annual fee is waived for students who receive free lunch and is \$17/student for those receiving reduced lunch.*** Parents/guardians remain responsible for full deductible costs associated with any claims filed.

### TECHNOLOGY PROTECTION PLAN DEDUCTIBLES (Option #1):

- 1) Parents/guardians will be responsible for **replacement costs associated with the theft of the HP Chromebook 11G5EE** by paying a **replacement deductible of \$100.00 for the first claim and \$150.00 for the second claim and final claim.** Any subsequent claims will be charged the full replacement value of the device. All claims for device replacement must be accompanied by an official law enforcement report within ten business days of the theft. **The current replacement cost of the HP Chromebook 11G5EE is \$240.00.** *Special Note: This protection plan does not cover lost HP Chromebooks.*
- 2) Parents/guardians will be responsible for **replacement costs associated with a lost, stolen, and/or damaged power adapters** by paying a **replacement deductible of \$10 for the first claim and \$15 for the second claim and final claim.** Any subsequent claims will be charged for the full replacement value of the power adapter. **The current replacement cost of the power adapter is \$20.00.**
- 3) Parents/guardians will be responsible for **replacement costs associated with lost, stolen, and/or damaged protective case by paying a case replacement deductible of \$15 for the first claim and \$25 for the second claim and final claim.** Any subsequent claims will be charged the full replacement value of the always-on protective case. **The current replacement cost of the case is \$40.00.**
- 4) Parents/guardians will be responsible for **repair costs associated with non-ADP covered damages caused by negligence to the HP Chromebook, 11G5EE** by paying a **flat-rate repair fee deductible of \$35.00 for the first claim and \$50.00 for the second claim and final claim.** Any subsequent device repair claims will be charged the full flat-rate repair cost of **\$125.00.** **NOTE:** All claims for non-ADP covered device repairs must be accompanied with a completed Repair Assessment Form signed by a building level administrator.

### Option 2

Decline the Loss, Theft, and Non-ADP Protection Coverage and sign a waiver accepting full responsibility for any lost or stolen HP Chromebook, 11G5EE and/or its accessories. **In case of repair costs associated with non-ADP covered damages, the District will charge a flat-rate repair fee of \$125.00 and the student may be subject to disciplinary action.**

**NOTE:** The approximate retail replacement cost including shipping and handling of the HP Chromebook, power adapter and carrying case are as follows: HP Chromebook, \$240; Authentic HP Power adapter, \$20; and Always-on Belkin Carrying Case, \$40. Total Replacement Cost is \$300.00.

# DEVICE GUIDELINES AND EXPECTATIONS

## OVERVIEW

This section outlines district-level expectations and guidelines to establish an awareness of the responsibilities students accept when they use a HCS devices and associated digital resources/tools.

All technology use must:

- Support learning and teaching
- Honor the Digital Citizenship Pledge
- Adhere to the Acceptable Use Policy
- Prepare students for college, career, and life readiness
- Follow the HCS Student Code of Conduct and all local, state, and federal laws



## SECURITY/PRIVACY

### Expectations

In today's digital society, it is imperative that students protect their digital footprint. A digital footprint is the record or trail left by the student's online activities, such as, their social media activity, personal blogs and/or websites, browsing history, cloud storage, email accounts, photo galleries, and uploaded videos. Essentially, their digital footprint is anything on the Internet with their name on it. HCS strongly encourages students to follow Internet safety guidelines and to protect their digital footprint at all times.

### Guidelines

- Do not share logins or passwords. (Exception: Students should share passwords with parents or guardians.)
- Do not bypass the school web filters and security settings.
- Do not share or post any personally identifiable information about themselves or others that could help someone locate or contact them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name.
- Do not use or develop programs and/or content to harass others, hack, or change others' files.



## DIGITAL CONTENT

### Expectations

Students may create, access, and/or share digital content intended for educational purposes as a part of a lesson or learning opportunity only.

Students are strongly encouraged to store all digital content within the District's approved Google Drive and/or Office 365 as directed by their teachers. The HCS Technology Department manages and supports both Google Drive and Office 365 in compliance with all state and federal laws.

## Guidelines

- 🔊 Digital content must be school and age appropriate.
- 🔊 Students may not utilize the device to access, create, and/or share inappropriate content/materials. Inappropriate content may include, but is not limited to, explicit or implicit references such as the following:
  - Alcohol, tobacco, or drugs
  - Gangs
  - Obscene language or nudity
  - Bullying or harassment
  - Discriminatory or prejudicial behavior
  - Violent or any other criminal behavior
- 🔊 Students must immediately inform a teacher, other adult staff member, and/or parents/guardians if they receive an electronic comment, communication, or image that the student believes to be inappropriate.



### AUDIOVISUAL RECORDINGS

#### Expectations

Students may create, produce, and/or share multimedia content intended for educational purposes as a part of a lesson or learning opportunity.

## Guidelines

- 🔊 All audiovisual recordings and pictures created, produced, and shared on HCS devices and/or network are subject to district policies as well as local, state, and federal laws.
- 🔊 Do not photograph, record video, or create an audio or video recording of another person without that person's knowledge or permission.
- 🔊 Do not email, post to the Internet, or electronically send images, video, or audio of other individuals without their written permission.
- 🔊 Audiovisual recordings and photography are strictly prohibited in locker rooms, restrooms, and areas considered private.
- 🔊 Do not use the camera or microphones to embarrass, bully, or harass anyone in any way.



### LISTENING TO MUSIC & WATCHING VIDEOS

#### Expectations

Students may listen to music and/or watch videos intended for educational purposes as a part of a lesson or learning opportunity.

## Guidelines

- 🔊 Do not stream music, videos, and/or movies while at school without permission from school personnel.
- 🔊 Music, videos, and/or movies must adhere to the HCS Student Code of Conduct and HCS Acceptable Use Policy and must not contain prohibited digital content as set forth herein. (See Digital Content Guidelines, p. 7)
- 🔊 Mute sound at all times unless otherwise directed by the teacher.
- 🔊 Use earbuds or earphones at an appropriate adjusted volume to listen to assignments during this school day.



## GAMING AND APPS

### Expectations

Students may play District approved games and applications intended for educational purposes as a part of a lesson or learning

### Guidelines

- Ⓞ Only software applications that are District approved may be downloaded on the device. The District will use the Google Console to manage applications and games.
- Ⓞ Games and apps must adhere to the HCS Student Code of Conduct and HCS Acceptable Use Policy.
- Ⓞ The content of the game is school and age appropriate.
- Ⓞ Teachers or administrators must give students permission to play games and apps during school.
- Ⓞ The game is in support of education.



## DEVICE CARE AND KEEPING

### Expectations

Students are responsible for the general care of the device and its associated accessories. Students are responsible for all activities conducted while using their assigned device or whenever their assigned school login is used to access and use any other device regardless of the location in which the use and online activity took place.

Chromebooks that are damaged or fail to work properly must be immediately reported to the school's designated staff member for evaluation and repair.

### Guidelines

#### Care of Device at School:

- Ⓞ Bring the device fully charged to school each day.
- Ⓞ Keep the device in its always-on protective case at all times.
- Ⓞ Swipe the keyboard to remove debris before closing the lid. Note: Objects left on the keyboard may scratch and potentially break the screen.
- Ⓞ Lock the screen on the device before walking away or changing classes.
- Ⓞ Never pile things on top of the device or place the device in the bottom of a locker.

#### Traveling To and From School:

- Ⓞ Do not leave the device in a vehicle, especially on the seats.
- Ⓞ Stolen devices may potentially be located through the Google Console and retrieved in cooperation with the school resource officers and/or the local police department.
- Ⓞ Students should never attempt to engage with someone who is threatening to steal their device. Students should immediately report the theft to a school official and their parents/guardians.

#### Care of Device at Home:

- Ⓞ Charge the device fully each night. Note: The power adapter should remain at the student's home.
- Ⓞ Protect the device from extreme heat or cold, food and drinks, small children, and pets.





## TECHNICAL SUPPORT

HCS is committed to minimizing learning disruptions caused by technology-related issues due to device failure. To assist with this, HCS is providing loaner devices. In most cases, the loaner devices will be an exact replacement and students will have immediate access to any content saved on their District issued email, Google Drive, or Office 365 accounts.

For student device repair or technical assistance, refer to the following:

- A device requiring maintenance will be brought to the Media Center and/or other area designated by the principal.
- Once students report a technology issue, a designated school personnel will complete the Technology Repair Ticket detailing the problem(s) with the device. The Instructional Technology Paraprofessional (ITP) or other designated personnel will review the request and enter the appropriate repair ticket into the automated repair ticketing system. The ITP will assign a loaner device to the student. The loaner device's asset tag information will be entered in the inventory management system.
- All efforts will be made to return the assigned device to the student by the end of the school day.
- **Repairs covered by the District-funded ADP:** All damaged devices will be sent for immediate repair to the ADP provider. If the damage is covered by the HCS-ADP, it will be repaired and returned to the school. The ITP will send a pass to the students' homeroom teachers so that the student may pick up the device. Students will return their loaner device to the school's designated personnel and be reissued his/her assigned device.
- **Repairs not covered by the District-funded ADP:** If the ADP provider declines coverage of the repair, the unrepaired device will be returned to the school. Any damages not covered by the HCS-provided ADP or caused intentionally or due to negligence will be reported to the building level administrator using the **Repair Assessment Form**. Technology Services will initiate the completion of this form and a building level administrator must sign it before additional processing of the repair ticket. Notification of the damages to the device not covered by the HCS-provided ADP will be provided to the student's parents/guardians in writing. Costs associated with the repair will be dependent upon whether or not the student purchased technology insurance through My School Bucks Store. A repair invoice will be generated and sent to the parents/guardians. The student may be subject to disciplinary action for damaged devices.
- All repair and loaner device transactions will be documented in the online repair and inventory system.

## Attachment 1



### ONLINE AGREEMENT AND PAYMENT PROCESSING INFORMATION

All devices are covered by a **limited** Accidental Protection Plan (ADP) to protect against most accidental drops, spills, bumps, and structural failures incurred under normal operating conditions or handling. However, this district-funded plan excludes improper use/mal-intent/intentional damage. In general terms, this includes damage to a device as a result of obvious intentional abuse by a user, a device that has been submerged in liquid (rendering it unrepairable), a crushed device (rendering it unrepairable), or a device otherwise damaged as a result of use outside the district's Acceptable Use Policy. In addition, this plan does not cover replacement of accessories.

**Parents/guardians may purchase supplemental coverage from HCS.**



- 🔊 Parents/Guardians must use the online option and payment processing system, **My School Bucks School Store to sign and agree to the terms and conditions of use.**
- 🔊 Each student and his/her parents/guardians must participate in one of the following options for the entire school year:

#### Option 1

Pay an annual, non-refundable Loss, Theft and non-covered Damage Protection Coverage fee of **\$35.00 per student and no more than \$75 for households with three or more students\***. This fee covers the HP Chromebook 11G5EE, power adapter and protective case as detailed in the caption box below. **\*Special Note: The annual fee is waived for students who receive free lunch and is \$17/student for those receiving reduced lunch. Parents/guardians remain responsible for full deductible costs associated with any claims filed.**

#### TECHNOLOGY PROTECTION PLAN DEDUCTIBLES (Option #1):

- 1) Parents/guardians will be responsible for **replacement costs associated with the theft of the HP Chromebook 11G5EE** by paying a **replacement deductible of \$100.00 for the first claim and \$150.00 for the second claim and final claim**. Any subsequent claims will be charged the full replacement value of the device. All claims for device replacement must be accompanied by an official law enforcement report within ten business days of the theft. **The current replacement cost of the HP Chromebook 11G5EE is \$240.00.** *Special Note: This protection plan does not cover lost HP Chromebooks.*
- 2) Parents/guardians will be responsible for **replacement costs associated with a lost, stolen, and/or damaged power adapters** by paying a **replacement deductible of \$10 for the first claim and \$15 for the second claim and final claim**. Any subsequent claims will be charged for the full replacement value of the power adapter. **The current replacement cost of the power adapter is \$20.00.**
- 3) Parents/guardians will be responsible for **replacement costs associated with lost, stolen, and/or damaged protective case** by paying a **case replacement deductible of \$15 for the first claim and \$25 for the second claim and final claim**. Any subsequent claims will be charged the full replacement value of the always-on protective case. **The current replacement cost of the case is \$40.00.**
- 4) Parents/guardians will be responsible for **repair costs associated with non-ADP covered damages caused by negligence to the HP Chromebook, 11G5EE** by paying a **flat-rate repair fee deductible of \$35.00 for the first claim and \$50.00 for the second claim and final claim**. Any subsequent device repair claims will be charged the full flat-rate repair cost of **\$125.00.** **NOTE: All claims for non-ADP covered device repairs must be accompanied with a completed Repair Assessment Form signed by a building level administrator.**

## Option 2

**Opt out** of the Loss, Theft, and Non-ADP Protection Coverage and sign a waiver accepting full responsibility for any lost or stolen HP Chromebook, 11G5EE and/or its accessories. **In case of repair costs associated with non-ADP covered damages, the district will charge a flat-rate repair fee of \$125.00 and the student may be subject to disciplinary action.**

NOTE: The approximate retail replacement cost including shipping and handling of the HP Chromebook, power adapter and carrying case are as follows: HP Chromebook, \$240; Authentic HP Power adapter, \$20; and Always-on Belkin Carrying Case, \$40. Total Replacement Cost is \$300.00.

## REPLACEMENT AND REPAIR COSTS

Item	Price
HP Chromebook (Full Cost)	\$240.00
HP Chromebook (1st Claim)-Theft Only	\$100.00
HP Chromebook (2nd Claim)-Theft Only	\$150.00
HP Power Adapter (Full Cost)	\$20.00
HP Power Adapter (1st Claim)	\$10.00
HP Power Adapter (2nd Claim)	\$15.00
Belkin Always-on Case (Full Cost)	\$40.00
Belkin Always-on Case (1st Claim)	\$15.00
Belkin Always-on Case (2nd Claim)	\$25.00
Lexicon Repair Service (Full Cost)	\$125.00
Lexicon Repair Service (1st Claim)	\$35.00
Lexicon Repair Service (2nd Claim)	\$50.00
HP Bundle Replacement (Full Cost)	\$300.00

## Opt-Out of Home Use

By opting out of home use, you are waiving the opportunity to transport the District's device home. To ensure an equitable learning experience, all students are required to use the district-issued HP Chromebook to access, create, and share educational content at school. HCS understands that some families may have objections to technology in the home. In these cases, students and their parents/guardians must arrange to complete technology-based, homework assignments without the student's issued HP Chromebook. **Arrangements to store the device at school must be made with the student's principal.**

## Device Assignment

To access your student's learning device, please log onto [www.myschoolbucks.com](http://www.myschoolbucks.com). Devices will be assigned during the first term of school.