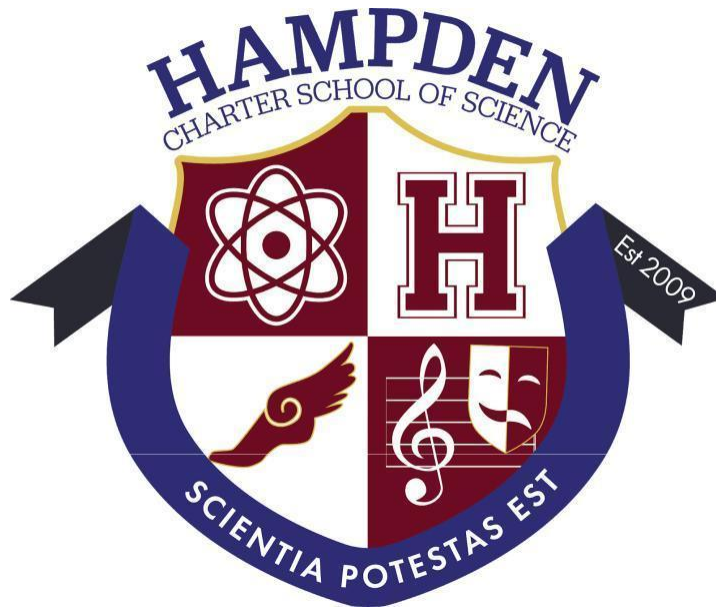


HAMPDEN CHARTER SCHOOL OF SCIENCE



HIGH SCHOOL CHROMEBOOK HANDBOOK

Updated: 7/2/26

In accordance with M.G.L. c. 76, s. 5, Hampden Charter School of Science shall not discriminate nor tolerate harassment based on race, color, national origin, creed, sex, ethnicity, gender identity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. HCSS has zero tolerance for harassment based on these areas.

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MISSION

The mission of the 1:1 Chromebook Program at Hampden Charter School of Science is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers in implementing transformative uses of technology, enhancing students' engagement with content, and promoting the development of self-directed, lifelong learners. Students will transition from consumers of information and knowledge to creative producers. Google's Apps for Education is an agreement between Google and the district that delegates parental permission to the school. This is valid under COPPA (see [The Children's Online Privacy Protection Act \(COPPA\)](#))

HCSS endeavors to prepare students for an ever-changing world marked by rapid technological advancements and is committed to preparing them for whatever path they choose after middle school.

The policies, procedures, and information in this document apply to all Chromebooks and to any other device used at Hampden Charter School of Science by students, staff, or guests that the administration considers to fall under this policy. Teachers may set additional requirements for Chromebook use in their classrooms.

CHROMEBOOKS

Parents can either borrow a Chromebook from HCSS or purchase a personal Chromebook identical to the HCSS Chromebook.

Option 1 - Borrow from HCSS:

Parents may borrow a Chromebook from HCSS. If a parent chooses this option, it is strongly recommended to purchase the Insurance. Otherwise, parents/guardians will be held responsible for the full cost of any repairs resulting from damage, and HCSS will accept no responsibility for any damage, loss, or theft.

Chromebooks will be distributed to high school students in the 3rd week of August. Chromebooks must be returned at the end of the academic year.

Option 2 - Buy Your Own Chromebook:

Parents and students are not required to borrow a Chromebook from HCSS. However, if the family's preference is to purchase a Chromebook, the same type of Chromebook as HCSS Chromebooks must be used, and the purchased Chromebook must be enrolled in the HCSS Chromebook System during the first week of the academic year to comply with school policy. The purchased Chromebook will be unenrolled from the HCSS Chromebook System during the

last week of the academic year. The enrollment process will be done by the HCSS IT Department.

HCSS strongly recommends that a protection plan or insurance be purchased and will accept no responsibility for any damage, loss, or theft. [HCSS will, however, provide technical support for Google Apps.] Below are the Chromebook specifications for parents buying a personal Chromebook for their child. Please note that the Chromebook must match the HCSS Chromebook. Otherwise, the student may experience difficulties using his/her Chromebook effectively.

Chromebook Specifications

- Operating System: Must be a Chromebook (ChromeOS). Note: Apple iPads, MacBooks, and Windows laptops/tablets are not permitted.
- Screen Size: 11.6 inches.
- Memory (RAM): 4 GB or higher. Storage Space: 32 GB or higher.
- Battery Life: 10 hours or longer. (Devices must be capable of lasting through a full school day on a single charge.)
- Built-in Features: Must have a working webcam, microphone, and Wi-Fi capabilities for interactive schoolwork.

Training & Simple Troubleshooting

During the first week of school, HCSS staff will train students on how to use the Chromebooks. If a problem occurs at any time, please reboot your Chromebook or log out and log back in. If the problem is not resolved, then please contact the IT Office.

Care of Your Chromebook

Hampden Charter School of Science requires that the HCSS Protection Plan be signed prior to checking out a Chromebook. Student Chromebooks and accessories will be collected at the end of each school year for maintenance over summer vacation. (For only Option 1 - Borrow from HCSS users)

Any student who transfers out of HCSS will be required to return his/her Chromebook and accessories. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian account will be turned over to a collection agency.

All parents & students must sign and return the HCSS Chromebook Handbook Agreement document before getting Chromebooks.

Students are responsible for the general care of the Chromebook assigned by the school. Chromebooks that are broken or not working properly must be reported to the insurance company immediately. If a loaner Chromebook is available, one will be issued to the student upon providing an insurance case number.

HCSS also strongly recommends option 2 (Buy Your Own Chromebook) for users to purchase a protection plan or insurance from a third-party company.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks with the screen open unless a teacher directs them to do so.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Chromebooks must be carried in a Chromebook carrying case at all times. (Parents or legal guardians are responsible for the purchase.)
- Do not place anything such as a pencil, ruler, book, etc. in the carrying case.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods. Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook to room temperature prior to turning it on.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any liquid, including water, on the Chromebook.

Using Your Chromebook

At School

The Chromebook is intended for use at school each and every day. Students must bring their Chromebooks to all classes unless their teacher specifically advises them not to. Sound must be muted at all times unless the teacher grants permission for instructional purposes.

At Home

Students need to charge their Chromebooks every night. Students are required to take their Chromebooks home every day throughout the school year for charging. Chromebooks must be brought to school each day fully charged. [It is not recommended that students carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.]

If students leave their Chromebooks at home, they must immediately call their parents at the main office to bring their Chromebooks to school. Repeated violations of this policy will result in referral to administration and possible disciplinary action.

PLEASE NOTE: Chromebooks will not work between 11 pm and 5 am. Please plan accordingly.

Internet Usage

All Chromebooks are filtered by the HCSS Filter at home and school. Students must use the Chromebooks for educational purposes. Please see the Technology Acceptable Use Policy ([Attachment I](#)) for the details.

At School: Students' Chromebooks are connected to the HCSS wireless system. All problems should be submitted to the HCSS IT Department.

At Home: If students don't have an internet connection, eligible households can apply for the "Affordable Internet at Home for Eligible Households" program. Please visit <https://www.internetessentials.com/> for details.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive or to an external memory device, such as a mini-SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on documents will not need to save their work, as Drive automatically saves each keystroke as they work. It will be the student's responsibility to maintain the integrity of the files and to keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Hampden Charter School of Science. Spot checks for compliance will be done by IT staff at any time.

All Chromebooks are subject to inspection and must follow the Hampden Charter School of Science acceptable use policy. Wiping or resetting a Chromebook is prohibited.

Software on Chromebooks:

Chromebook software is delivered via the HCSS Chrome Web Store. The software consists of web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest version of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time, the school may add software applications for use in a particular course. Students must then go to the HCSS Chrome Web Store (the first link in the student Chromebook's bookmark bar) and install the software by clicking it. Applications that are no longer needed will automatically be removed by the school as well.

Virus protection is unnecessary on the Chromebook due to its unique design. Students are unable to install any additional software on their Chromebooks.

Inspection:

Students may be randomly selected to have their Chromebooks inspected. The purpose of the inspection will be to check for proper care and maintenance (as well as inappropriate material being carried into the school).

Protecting & Storing Your Chromebook

Chromebook Identification

Chromebooks will be labeled as specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and HCSS asset tag
- Individual's HCSS Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

During the school day, when a student is not using his/her Chromebook, it should be securely stored in the student's locker. Nothing should be placed on top of the Chromebook when stored in the locker.

When the school day is over, all students must take their Chromebooks home. The Chromebook is never to be stored in lockers or anywhere else at school outside of school hours. Chromebooks should also never be stored in a vehicle. The Chromebook must be charged each night fully at the student's home.

Storing Chromebooks at Extra-Curricular Events

During the school day, students are responsible for securely storing their Chromebooks, including during Physical Education classes, extra-curricular events, extended day hours, and at any time.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstances should a Chromebook be stored or left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, (library) hallways, bathrooms, in a car, or any other entity that is not securely locked or where there is no supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's or designee's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook: Chromebooks Undergoing Repair

Loaner Chromebooks may be issued (if available) to students when they bring a claim number for a Chromebook from a third company. The limit for Loaner Chromebook usage is 2 weeks; it may be extended for another 2 weeks. Repaired Chromebooks might end up with the original factory settings as first received. Therefore, it is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

HCSS strongly recommends that users of option 2 (Buy Your Own Chromebook) purchase insurance from a third-party provider. The repair time of the third company must be less than one month.

Single Loaner Policy:

- Only one (1) loaner Chromebook will be issued per student during a repair period.
- **No Loaner Replacements:** If a student damages their issued loaner Chromebook, a second loaner will not be provided, leaving the student without a device.

- **Repair Limits:** HCSS standard repair services cover only one (1) incident per school year. Any secondary incidents are subject to strict administrative review and require final approval from HCSS leadership to be serviced.

HCSS Protection Plan

Hampden Charter School of Science strongly recommends a protection plan with a one-time fee of \$35 per year when students get their Chromebooks. Otherwise, parents/guardians will be held responsible for the full cost of any repairs in the event of damage. This fee is not refundable. Under this protection plan, the Chromebooks are protected against accidental damage. Hampden Charter School of Science will require a police report for theft cases. Fraudulent reporting of theft will be turned over to the police for prosecution. A student who makes a false report will also be subject to disciplinary action as outlined in the school discipline code.

This protection plan does not cover loss of the Chromebook and/or its accessories, or damage caused by intentional misuse or abuse. Hampden Charter School of Science will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students may be charged the full replacement cost for a device damaged by intentional misuse or abuse.

Any Chromebook damage caused by intentional misuse and abuse must be repaired only by Dell/Acer-certified repair locations, Best Buy, or P.C. Richards & Son. The Chromebook Repair Report must be submitted to the HCSS IT Department, along with the Chromebook, after repair. Parents/guardians will be held responsible for the full cost of any repairs (shipping, repair fee, and Chromebook tracking).

Protection Plan covers:

- Accidental damage
- Mechanical failure & manufacturer defect
- Theft & vandalism

The Protection Plan does not cover:

- Scratches on Chromebook
- Liquid Spills (No food or drink is allowed near your Chromebook)
- Loss of Chromebook

Replacement Costs of the Chromebook and Accessories

Chromebook	\$380.00
AC Charger	\$30.00
Case	\$30.00
Screen Repair	\$170.00
Missing keys or a damaged keyboard:	\$30.00

ATTACHMENT I: TECHNOLOGY ACCEPTABLE USE

General Guidelines

- Students will have access to media and communication that support education and research, as well as educational goals and objectives at Hampden Charter School of Science. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Hampden Charter School of Science.
- Access to the Hampden Charter School of Science's technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to comply with the Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the HCSS Acceptable Use Policy.
- Recognizing that it is impossible to define every instance of acceptable or unacceptable use, it will be at the discretion of the network administrator and/or school administration to exercise judgment on what is acceptable in any undefined instances that may arise.
- 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 computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.

Privacy and Safety

- Students, do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.

- Remember that network storage is not guaranteed to be private or confidential. School Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Unacceptable Uses

The following uses of the HCSS computer system and Internet are considered unacceptable for students and staff, but are not limited to the following:

- Users will not use the HCSS system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - information or materials that could cause damage or danger of disruption to the educational process;
 - materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 - Users will not use the HCSS system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not use the HCSS system to engage in any illegal act or violate any local, state, or federal statute or law.
- Users will not use the HCSS system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the HCSS system software, hardware, or wiring, or take any

- action to violate the HCSS security system, and will not use the HCSS system in such a way as to disrupt the use of the system by other users.
- Users will not use the HCSS system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
- Users will not use the HCSS system to post private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the HCSS system or any other system through the HCSS system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the HCSS system may not be encrypted without the permission of appropriate school authorities.
- Users will not use the HCSS system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- Users will not use the HCSS system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to HCSS's mission. Users will not use the HCSS system to offer or provide goods or services, or to advertise products. Users will not use the HCSS system to purchase goods or services for personal use.

If a user inadvertently accesses unacceptable material or websites, they must immediately report the incident to an appropriate school district official. Employees should report access to their direct supervisor or building administrator. Prompt disclosure may serve as a defense against allegations of intentional violation of this policy.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.

- Plagiarism is a violation of the Hampden Charter School of Science discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the school. This email access will be through a Google Gmail system managed by Hampden Charter School of Science. The interface is heavily monitored by network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language. Do not send mass e-mails, chain letters, or spam.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Private chatting during class without permission is not allowed.
- Email is subject to inspection at any time by the school administration.
- Students will only be able to communicate with other HCSS students and faculty through the school-assigned email address.

Consequences

- The student or staff member in whose name the system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the HCSS Chromebook Policy or HCSS Acceptable Use Policy will result in disciplinary action, as outlined in the discipline code and/or other school policies, for the user, unless proof is provided that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. HCSS cooperates fully with local, state, or federal officials in any investigation into violations of computer crime laws.

HCSS STUDENT CHROMEBOOK CHECKLIST

- ☐ HCSS Protection Plan Fee (\$35)
- ☐ Audio/Power Jack
- ☐ Screen
- ☐ USB Port
- ☐ Keyboard
- ☐ Mousepad
- ☐ Charger
- ☐ Other _____

Notes or Comments:

HCSS Chromebook Care and Responsibility Agreement

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan my Chromebook to anyone.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it securely to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of HCSS.
- I will follow the policies outlined in the Chromebook Policy Handbook during the school day and outside of it.
- I will file a police report in the event of theft or fire-related damage.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook and its power cord/charger if either is lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, in good working condition at the end of each school year.

Student Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____

ASSET #: _____ (Staff use only)

HCSS Chromebook Condition Acknowledge Form

I acknowledge that I received the assigned Chromebook in good working order and would prefer to use it for the 2026-2027 School Year at HCSS. I understand that if my Chromebook fails at any time, I have 24 hours to notify the HCSS IT Department (itdepartment@hampdencharter.org).

I also acknowledge that if I fail to notify the HCSS IT department of a broken/damaged Chromebook, I may be held responsible for missed assignments and grades.

I understand and agree that only one (1) loaner Chromebook will be issued to a student while their primary device is being repaired. If the loaner device is damaged or lost, HCSS will not provide a second loaner, leaving the student without a device. I also acknowledge that device repair services are limited to a single incident per year. Coverage or provision of a repair for a second incident is not guaranteed and is subject entirely to the discretion of HCSS administration.

Student Name: _____ Student Signature: _____

Parent Signature: _____ Date: _____

Please list any visible pre-existed issues on the Chromebook:

ASSET #: _____ (Staff use only)

Acknowledgment of Parental Consent for Additional Google Services and Educational Technology Use

At Hampden Charter School of Science, we integrate a range of educational technology tools to support student learning, collaboration, and communication. These tools are essential for completing coursework, accessing instructional materials, and engaging in interactive learning experiences.

HCSS utilizes, but is not limited to:

- PowerSchool – Our student information system for grades, attendance, and communication.
- Canvas – A learning management system (LMS) where students access assignments, course materials, and teacher feedback.
- Google Workspace for Education – Core tools like Gmail, Google Drive, Docs, Sheets, and Slides for productivity and collaboration.
- Additional Google Services – Services such as YouTube, Google Earth, and other educational tools that extend learning beyond the core Workspace apps.

In addition to the platforms listed above, the school may also utilize other digital tools and technologies as part of its instructional program. These tools are carefully selected to enhance student learning and meet educational goals.

Parental Consent for Additional Google Services

Google requires parental consent for students under 18 to access Additional Google Services. These services are used as part of the curriculum, and students may be unable to complete certain coursework without access.

By signing this packet, I acknowledge and agree that:

- My child will use the educational technology tools provided by the school, including but not limited to Google Workspace for Education and Additional Google Services.
- I understand that these tools are essential for instruction, and my child's coursework may depend on their availability.
- I consent to my child's use of these services as part of their educational experience at Hampden Charter School of Science.

Student's Name: _____

Date of Birth: _____

Parent/Guardian's Signature: _____ Date: _____