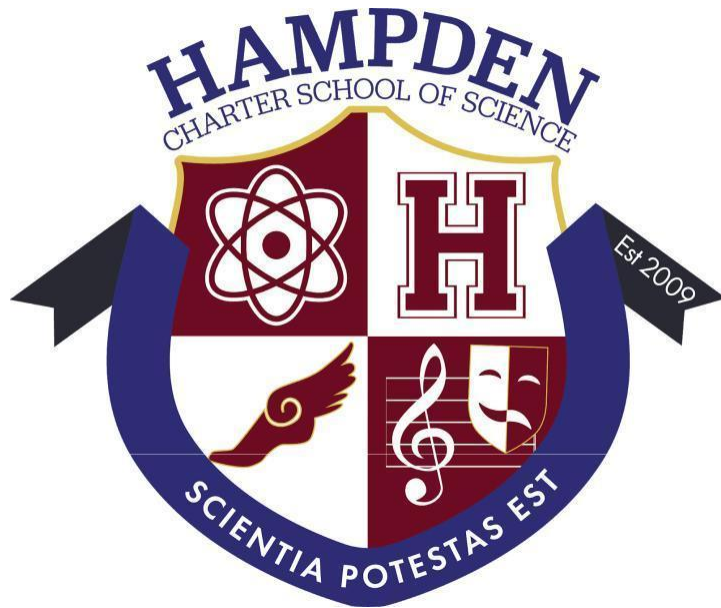


HAMPDEN CHARTER SCHOOL OF SCIENCE



MIDDLE SCHOOL CHROMEBOOK HANDBOOK & CLASSROOM CART POLICY

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 instructional technology initiative at Hampden Charter School of Science (HCSS) is to cultivate a collaborative, data-driven learning environment. For Middle School students, this model transitions away from a take-home device policy to a structured, **in-school classroom cart framework**. This policy ensures all students have equal, immediate access to digital learning tools during the school day while maximizing device lifespan, consistency, and digital safety.

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 Middle School 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 - THE CLASSROOM CART SYSTEM

To streamline classroom transitions and maintain absolute asset accountability, HCSS Middle School operates under a strict classroom cart infrastructure:

- **Dedicated Classroom Carts:** Every academic classroom is equipped with a secure, numbered Chromebook charging cart containing a dedicated fleet of school-owned devices.
- **Universal Student Number Assignment:** At the beginning of the school year, each student is assigned a specific roster number between 1 and 25.
- **The Same-Number Rule:** Students must retrieve and use the exact same Chromebook number in every single classroom they attend throughout the day. For example, if a student is assigned Number 7, they must use Chromebook #7 in Math, Chromebook #7 in Science, and Chromebook #7 in English.
- **Mandatory Return:** Chromebooks must be plugged into their corresponding numbered slot in the charging cart before leaving the classroom at the end of every block. Chromebooks can never leave the classroom. Students are strictly prohibited from taking a classroom Chromebook into hallways, lockers, bathrooms, the cafeteria, or home. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Student Responsibilities and Care Protocols

While students do not own or take the devices home, they are held fully accountable for the care and treatment of the specific numbered Chromebook they handle during each class.

General Handling Guidelines

- Follow all explicit teacher instructions regarding when to open, use, and shut down the device.
- Never leave a Chromebook on the floor, on the edge of a desk, or unattended.
- Do not eat or drink near the Chromebooks. Keep all food and liquids completely away from classroom work areas.
- Never place heavy objects (such as textbooks or binders) on top of a closed Chromebook.
- Do not modify the physical appearance of the device (no drawing, stickers, or scratching the casing).

Screen Care Protocols

Chromebook screens are highly susceptible to damage from uneven pressure. Students must strictly adhere to the following:

- Do not poke, scratch, or slam the screen.
- Never close the Chromebook lid with anything inside it (such as pens, pencils, or papers).
- Always open and close the device gently by gripping the center of the top bezel, not the corners.

Incident Reporting and Financial Liability

Because multiple students use the same numbered device across different periods, immediate accountability is required to track hardware maintenance.

Immediate Reporting Mandate

Students must inspect their assigned Chromebook immediately upon taking it from the cart. **Any pre-existing physical or functional damage must be reported to the teacher within the first minute of retrieving or opening the device.** Failure to report damage immediately upon use will result in the current student being held responsible.

Financial Responsibility for Damages

While no upfront protection plan fee is charged, parents and students are legally and financially responsible for negligent or willful destruction of school property.

- If a student drops, breaks, or otherwise damages a device due to horseplay, neglect, or failure to follow classroom rules, the student's family will be billed for the exact cost of the repair or full device replacement.
- Standard hardware replacement assessments follow localized vendor costs (e.g., screen replacements, keyboard modules, or total asset loss).

Replacement Costs of the Chromebook and Accessories

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

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.

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 Chromebook Care and Responsibility Agreement

I acknowledge that I have read the Middle School Chromebook Handbook. I agree to:

- I will take good care of the HCSS Chromebooks.
- I will never leave the Classroom Chromebook unattended in an unsecured or unsupervised location.
- 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 use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- 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.
- Use my assigned number in every classroom.
- Never take a Chromebook out of the room.
- Plug the device back into the cart at the end of class.
- Report any damage immediately.

Student Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____

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: _____