

Bellefonte Area High School



One-to-One Program Handbook

Terms for Students and Parents/Guardians:

All students at BAHS will be assigned a Chromebook, these are used for PA state testing and therefore this is not optional. Families are expected to read and adhere to the following policies and be familiar with their content.

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1. The “Acceptable Use of Network and Internet Access Policy No. 815
2. BASD Policy No. 708, which states that “*The user of district owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of use and shall be responsible for its safe return....*”
3. The terms and conditions outlined in the BAHS 1:1 Handbook

Support for Students and Parents/Guardians:

If the student experiences technical difficulties with the equipment supplied by the District, there will be a support system in place to assist him/her. Students can take their device to the Student Office for repair. A loaner device will be issued for the repair time period.

Internet Access:

Whether on school property or at home, users must adhere to the [Online Acceptable Use](#) as outlined in District Policy No. 815 while using School District technology and equipment. Users may also be accountable for content accessed and downloaded at home and brought into the school network. Inappropriate, unauthorized, and illegal use of the Internet or district email service may result in the cancellation of privileges and appropriate disciplinary action.

Home Internet access is not necessary for use of a Bellefonte Area School District device. Students can access Google Drive with or without Internet. They can use their wireless connection with the Chromebook to connect to the Internet. The content will still be filtered regardless of location through the school's network.

In compliance with the Children's Internet Protection Act (CIPA), the Bellefonte Area School District filters Internet content accessed using the school district network. The filter extends to home use when accessing the Internet on a district owned device. Parental supervision is expected while the district equipment is being used at home in adherence of District [Online Acceptable Use](#) (Policy No. 815).

Students are encouraged to be resourceful, using study halls wisely and planning accordingly if Internet access is needed to complete an assignment and it is not available at home.

Connecting to the Internet at Home

When turned on, the district device is designed to automatically pick up any wireless Internet signal in the area. Be aware of the risk of utilizing an unsecured wireless connection. Your data is not confidential on an unsecured wireless connection.

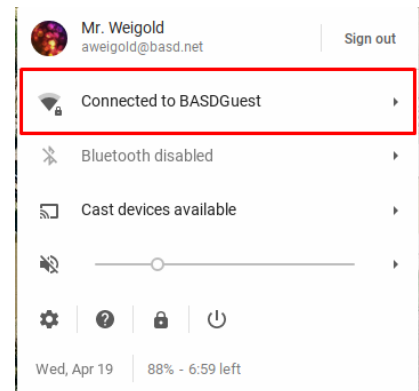
To connect your Chromebook:

1. Begin by locating the Wireless Connection icon in the Status Area toolbar in the lower right hand corner of the screen and click it to bring up the Status menu.



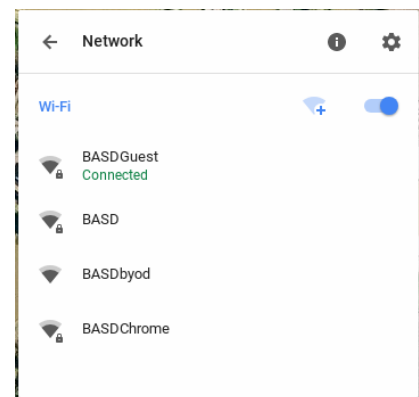
2. In the Status menu, you can see the network you are currently connected to (if any) in the network status section.

If not connected your Status icon will show 



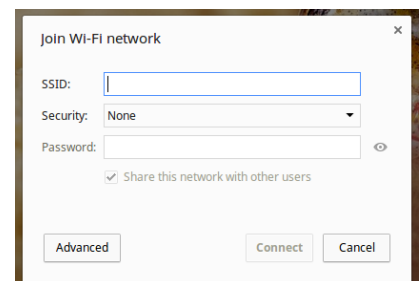
3. Click on the network status section to bring up a secondary menu to change to, or locate, a different network.

4. If you want to connect to a different network, you have two options:
 - a. Select it from the available networks that appear in the list under "Wi-Fi networks"



5. Networks that appear with the  symbol are secure networks that require password authentication.

6. In order to manually add a network, you must know the name of the network (SSID), what type of password protection it uses (if any), and the password (if necessary).
 - o If there is a password, the Security type is usually either WEP or WPA (PSK in the Security drop down).



IMPORTANT INFORMATION FOR PARENTS/GUARDIANS

Damages, Repair Costs and Replacement Costs:

Personal responsibility on the part of the student is a goal and a key for the success of this program. The devices are expensive pieces of equipment.

Damages, Repairs and Replacement:

- Manufacturing defects or other items covered under the limited warranty will not be charged to the parent/student
- If the student's equipment is lost or not returned to the District, either the student or parent/guardian will be charged the full replacement cost of the equipment.
- In the event of accidental, negligent, malicious, or willful damage to the equipment, either the student or parent/guardian will be responsible for the repair or replacement of the equipment at the following costs.

Equipment Repair Costs

- Chromebook replacement fee: \$225.00
 - Screen - non-touch: \$50.00
 - Screen - touch: \$85
 - Screen - used (when available): \$40.00
 - Touchpad: \$30.00 (reduced from \$50.00 6/12/25)
 - Individual Key: \$5.00
 - Full Keyboard: \$30.00 (reduced from \$50.00 6/12/25)
 - Charger: \$20.00
 - Case: \$20.00
 - Other Damages: Will be on a case by case basis
- Negligent, malicious, or willful damage to equipment and/or theft of equipment may also subject the student to prosecution and punishment under law and/or discipline under the Code of Student Behavior.

Replacement Devices

- When students bring a device in for repair, a replacement device will be issued to the student, when available. The *BAHS 1:1 Responsible Use of Technology and Equipment Agreement* will transfer to any issued replacement device.

Care of Devices:

Students are responsible for the general care of the devices that have been issued by the District, but should never attempt to repair any damage. Devices that are in need of repair or fail to work properly must be taken to the Student Office. Repairs will be handled as promptly

as possible and a loaner device will be issued. Students are still responsible for all work missed. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance.

- Students are expected to take their device home and to ensure that it is charged every night.
- Students required to leave the device at school must bring the device to the school's library cart system for charging.
 - BAHS staff will document any missing overnight devices and send a report to administration.

The following recommendations are general guidelines for taking care of District devices; however, these recommendations do not limit the liability for the care of District devices.

General Precautions

- No food or drink should be used/placed/located next to devices.
- Cords, cables, and removable storage devices must be inserted carefully into the devices.
- The devices should not be used or stored near pets.
- The devices should not be utilized while plugged in when the cord may pose a tripping hazard.
- The devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of devices.
- The device should remain dry at all times.
- The device should be kept at a reasonable temperature. Do not leave the equipment outdoors or inside a car in extreme temperatures.
- When a device is in use or charging, ensure that proper airflow around the device is possible. Do not leave the device on soft/conforming surfaces.

Cases

- Each student will be issued a protective case (Lenovo models have this protection built in and therefore cases are not provided) for his/her device that is to stay on the chromebook at all times.
- Although the cases are reinforced to help protect the device, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Carrying Devices

- Always transport devices with care and in district-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift devices by the screen.

- Never carry devices with the screen open.

Screen Care

The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure. For these reasons:

- Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- If placing in a backpack, be sure it is placed safely and not crammed in against other items.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or storage devices).
- Use only a clean, damp, lint-free cloth to clean the device's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.

Charging Devices

- Students must bring a fully charged device to school every day and bring their devices to all classes unless specifically advised not to do so by their teacher.
- If a student does not bring his/her device to school or his/her device is not fully charged, the student will be subject to the classroom teacher's policy regarding coming to class unprepared. Repeated offenses will result in disciplinary action including, but not limited to, the loss of the equipment.

Logging-in to a Device

- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must change it immediately.
- A student must not share his/her login information or protected information with anyone. Computer Services will never ask students for their passwords; therefore, any requests for password identification must be considered fraudulent.
- Chromebooks are assigned to each high school student. Other family members, including other students in the district, are not to use the student's assigned device, however parents are encouraged to monitor the students use.

Managing and Saving Your Digital Work with a Device

- The majority of student work will be stored in the student's Google Drive and can be accessed from any computer with an Internet connection and from most mobile Internet devices.

- Files save in Google Drive will be synchronized with the chromebook and be available offline.
- Files stored on the device's hard drive must be saved in the student's Google Drive to ensure they are backed up. Any files saved only in the Downloads folder may be deleted automatically.
- The district will not be responsible for the loss of any student work.
- Google backs up files. Any files saved in the student's Google Drive will be saved in multiple locations to maintain access to these files.

Printing

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

Backgrounds, Themes and Sound

- Inappropriate media may not be used as device backgrounds or themes. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the classroom teacher.
- Students should have their own personal set of headphones for sanitary reasons.

Labels and Keyboards

- All devices will be labeled with a district identification sticker.
- Labels, both district and manufacturer, must not be modified or tampered with in any way.
- Students may not decorate their Chromebook in anyway.
- Students and parent/guardians may be charged up to the full replacement cost of a device for altering the device, or altering or removing the District or manufacturer label.

Using Your Device Outside of School

Students are encouraged to use their devices at home and other locations outside of school. A WiFi Internet connection will be required for the majority of device use, however, some applications cannot be used without internet connection. Be aware that data is not secure when using an open WiFi signal. Students are bound by the *The Responsible Use of Technology and Equipment Loan Agreement*, administrative procedures, [*On-Line Acceptable Use*](#) (Policy #815), and all other guidelines in this document wherever they use their devices.

Operating System and Security

Students may not use or install any operating system on their device other than the current version of the device's operating system that is supported and managed by the District.

Updates

- The Chromebook operating system, Chrome OS, updates itself automatically once the device is restarted. Students do not need to manually update these devices.

Virus Protection

- There is no need for additional virus protection.

Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- The student must show respect for themselves and others when interacting online. The student must use appropriate language and use caution with the information, images, and other media and sites that he/she uses online.
- All students must show respect for themselves and others by:
 - ensuring that the information, images, and materials used online will not put themselves and others at risk. Students should not publish any personal details, contact details, or a schedule of activities. Students must protect passwords, accounts, and resources.
 - must not use electronic mediums to antagonize, bully, harass, or stalk others.
 - not visit websites that are degrading to others, pornographic, racist, or inappropriate.
 - report inappropriate materials or conversations, knowledge of any attacks, inappropriate behavior or abuse to administration immediately via the [Incident Report Form](#).
 - avoid unacceptable materials and conversations.
 - abide by copyright law and fair use guidelines. Student should always remember to cite all use of websites, books, media, etc. whenever necessary.

FREQUENTLY ASKED QUESTIONS

1. [How much will I need to pay to replace damaged or lost devices?](#)
2. [How will technical issues and repairs be handled?](#)
3. [What if a student's device is stolen?](#)
4. [When will my son/daughter receive his/her device?](#)
5. [What will students do with their devices if they are not bringing it home?](#)
6. [What kind of Internet Connection do I need?](#)
7. [What if I don't have Internet at home?](#)
8. [My child already has a computer at home. Do I need another one?](#)
9. [Will other members of the household be permitted to use the device?](#)
10. [How will students print at home using a district device?](#)
11. [Will the school's content filter work when I'm on the Internet at home?](#)
12. [What are the consequences for misusing the computer?](#)
13. [What if the student forgets his/her device or doesn't have a fully charged battery?](#)
14. [Can students connect their own digital devices \(cameras, ipod, etc.\) to the device?](#)

1. Q: How much will I need to pay to replace damaged or lost devices?

A: The equipment will remain the property of The Bellefonte Area School District at all times and is on loan to the student. If the student's equipment is lost, the student and/or parent/guardian will be charged the full replacement cost of that equipment. In the event of accidental, negligent, malicious, or willful damage to the equipment, the student and/or parent/guardian will be responsible for repairs or replacing the equipment at full cost. The cost for common replacement parts are listed [here](#) in this handbook

2. Q: How will technical issues and repairs be handled?

A: If the student experiences technical difficulties with the equipment supplied by the District, there will be a number of support systems in place to assist him/her. During school days, students can visit the Student Office and will be issued a loaner device during repair. Students are still responsible for all work while their Chromebook is being repaired.

3. Q: What if a student's device is stolen?

A: If the student's equipment is lost, the student and/or the parent/guardian may be charged the full replacement cost of the equipment. Parents/Guardians are advised to consult their homeowner's insurance provider to see if their policy covers damages to, theft of, and/or loss of devices.

5. Q: When will my son/daughter receive his/her device?

A: Students will receive their device on the first day of the school year.

6. Q: What will students do with their devices if they are not bringing them home?

A: Only students whose parents have elected not to have the device go home every night will turn in the device to the appropriate location. Those students will be responsible for returning Chromebooks each afternoon to the building's designated location.

7. Q: What kind of Internet connection do I need?

A: In order to access the Internet with the District device, you will need a broadband Internet connection (such as DSL or Cable). These machines will not be able to access the Internet with a dial-up connection. A Chromebook can connect with only wireless.

8. Q: What if I don't have Internet at home?

A: Home Internet access is not necessary for a Bellefonte Area School District (District) device. [Google Drive](#) will be synchronized with the device and therefore available offline..

9. Q: My child already has a computer at home. Do I need another one?

A: At school yes, at home no. Students may choose to leave their device at the building's designated location by completing [this form](#).

10. Q: Will other members of the household be permitted to use the device?

A: No, the District-owned device is issued to the individual student only and is limited to the purpose of doing his/her school work.

11. Q: How will students print at home using a district device?

A. Most student work can be submitted to teachers electronically. Printing will still be available in the Library. Students may set up their home printers with the Google Cloud Print solution to print from their devices at home. Information about Google Cloud Print can be obtained here:

<http://www.google.com/cloudprint/learn>

12. Q: Will the school's content filter work when I'm on the Internet outside of school?

A: In compliance with the Children's Internet Protection Act (CIPA), the District filters Internet content accessed using the school network. The filter extends to accessing the Internet on the District device regardless of the location. Parental supervision is encouraged while the District equipment is being used at home in adherence of District Acceptable Use of the Internet (Policy No. 815). Inappropriate, unauthorized, and illegal use of the Internet or district services may result in the cancellation of privileges and/or appropriate disciplinary action.

13. Q: What are the consequences for misusing the computer?

A: Any violation of the terms and conditions of District policies shall make the violator subject both to restriction of the use of technological resources and/or to disciplinary action through the Code of Student Behavior, as applicable. In some instances, as deemed necessary by the appropriate disciplinary channels, violation of these terms and conditions may result in removal of a student's at-home use of District technology without removal of in-school technology use. In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants through the crime code.

14. Q: What if the student forgets his/her device or doesn't have a fully charged battery?

A: If a student does not bring his/her device to school or his/her device is not fully charged, the student will be subject to the classroom teacher's policy regarding coming to class unprepared. Repeated offenses may result in disciplinary action.

15. Q: Can students connect their own digital devices (cameras, iPod, etc.) to the device?

A: All District devices have USB ports; therefore, most external devices with a USB cord can be connected to the District device.