



Harrisburg High School Chromebook Policy Handbook and User Agreement Forms

****Changes for 26-27 are highlighted in yellow**

Handbook Table of Contents

Receiving Your Chromebook and Terms of Use	1,2
Annual Technology Fee	3
Rights and Responsibilities	3,4
Educational Use	4,5,6
Chromebook Care	6,7,8
Digital Citizenship	8
Consequences for Violations of the Student Chromebook Handbook, Internet Use and/or Computer Use Policy	8,9
Parent/Guardian and Student Chromebook Agreement Form	10
Incident Report Form	11

Receiving Your Chromebook and Terms of Use

Ownership of the Chromebook

Harrisburg R-VIII School District retains sole right of possession of the Chromebook. The Chromebook will be checked out on loan to students for educational purposes for the duration of each academic year.

Additionally, Harrisburg R-VIII District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Upon graduation from Harrisburg R-VIII, ownership of the Chromebook may be transferred to students who have met the qualifications of the Terms of Use/Technology Fee Agreement during their time as a student at Harrisburg High School. Any student who qualifies for Transfer of Ownership may refuse the transfer. A refusal of transfer will be made in writing and the device & charger will be returned to the school and will remain the property of the school. Annual technology fees are not refundable.

Receiving Your Chromebook Each Academic Year

Loan issuing of Chromebooks - students in grades 9-12 enrolled in Harrisburg R-VIII School District will be issued a Chromebook at Open House or at the beginning of the school year after the following conditions of the loan are met:

1. Parent/guardian and student have signed the Student/Parent or Guardian Chromebook agreement forms. Students aged 18 or over may sign their own forms.

2. Payment of the Annual Technology Fee has been received.

NOTE: If parents/guardians choose not to pay for the annual technology fee students will not be issued a Chromebook for 1:1 at school and home use and will instead be allowed to check out a chromebook daily from the library. This device will be returned to the library at the end of each day and all expectations, responsibilities, and agreements contained in this policy will apply to the use of that device by the student while checked out to them for use at school.

Checkout Procedure

- 1. The Chromebook and charger will be assigned in the same manner as a textbook.**
- 2. The serial number of the Chromebook will be recorded.**
- 3. The Chromebook/charger will remain with the student for the remainder of the school year unless the student withdraws from Harrisburg R-VIII School District.**
- 4. Students are responsible for bringing Chromebooks to school, taking them home each day, and charging the battery each night.**

Transfer Students

Transferring In:

- Both students and their parents/guardians must sign the Harrisburg R-VIII School District Chromebook Agreement (unless the student is 18) and pay the annual Technology Fee prior to being issued an assigned Chromebook. If students transfer into the district, they will be responsible for any tech fees for years not in attendance in order to be eligible for ownership transfer upon graduation. Students must pay technology fees for four years in order to be eligible for Transfer of Ownership.**

Transferring Out:

- If a student transfers out of the Harrisburg R-VIII School District they will have 48 hours to return the Chromebook and accessories from the records request or drop date. Depending on the date of transfer, a portion of the tech fee for that year may be reimbursed.**
- If not returned within 48 hours, the property will be considered stolen, access will be disabled, and a police report may be filed.**
- The district reserves the right to press any and all criminal charges in association with failure to return equipment.**

End of Year

At the end of each school year, Chromebooks and chargers will be returned to the library for inventory, cleaning, and maintenance. Devices will be safely stored over the summer and reissued to students in the fall. Students will use the same Chromebook and charger throughout their high school career unless the assigned item requires replacement due to damage or malfunction. The Chromebook remains the property of Harrisburg R-VIII School District and cannot be loaned, bartered, traded, leased, rented, or given to any other person(s). Failure to return the Chromebook and charger at the end of the school year will result in the student being charged the full \$300.00 replacement cost. Additionally, a report of stolen property may be filed with local law enforcement.

Annual Technology Fee For 2026-27 School Year

District 1:1 Technology Agreement and Transfer of Ownership Plan

We are excited to make a true 1:1 educational experience available to our students. Students receiving new devices their freshmen year will pay a \$50 annual technology fee that will go towards repairs resulting from non-negligent/accidental damage and towards a transfer of ownership agreement with Harrisburg R-VIII School District. Ownership of assigned Chromebooks will transfer to students who have been enrolled at Harrisburg R-VIII Schools for 4 years and/or have paid their annual technology agreement each of those 4 years, and have met the requirements of all policies and agreements related to Chromebooks for 4 years. Transfer of ownership will occur upon graduation from Harrisburg R-VIII School District for qualifying students. Chromebooks receive software support and updates for 7 years from the time of purchase which means that students will have 3 years post high school graduation to use their Chromebooks with Chrome support. Students will pay the technology fee each year of high school.

2026-27 Technology Fee

Grade	Technology Fee for 2026-27
9-12	\$50

Technology Included in Technology Fee

Chromebook and Educational Licensing	Replacement Value \$300.00
Chromebook Charger	Replacement Value \$25.00

Rights And Responsibilities

Responsibility for Electronic Data

Students may not install any Apps or Extensions on their Chromebooks while the device is owned by Harrisburg R-VIII School District. Requests to install Apps and Extensions to student devices must be submitted by teachers or students to Quality Network Solutions via the high school library. Students are responsible for backing up their data to protect from loss. Users of school owned technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications, and are given no guarantees that data will be retained or destroyed.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a school owned Chromebook or their school issued Google account, regardless of whether that

use is for school related or personal purposes, other than as specifically provided by the law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a school owned Chromebook, students agree to such access, monitoring, and recording of their use. Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the Harrisburg R-VIII School District.

Updates

The Chromebook operating system, Chrome OS, updates automatically. Students should not need to manually update their Chromebooks.

Virus Protection

Chromebooks have multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All school owned Chromebooks will have all internet activity protected and monitored by the school. All school issued and owned Chromebooks in use, inside or outside of school, will have internet activity filtered and logged. Harrisburg R-VIII School District cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. If an educationally valuable or required site is blocked, students should contact their teacher to request the site be unblocked. Teachers will then submit that request to Quality Network Solutions for approval.

Monitoring Software

Teachers, school administrators, and the technology and QNS department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Chromebook Identification Records

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Educational Use

School issued and owned Chromebooks should be used for educational purposes and students are to adhere to the Student Acceptable Use and Google for Education Agreement Policies at all times.

Logging into a Chromebook

- Students will log into their Chromebooks using only their school issued Google for Education Account.
- Students should never share their account passwords with others.
- Sharing login information with other students will result in disciplinary action.

Managing and Saving Your Digital Work

- All student work will be stored in internet/cloud based applications and can be accessed from any computer with an internet connection and most mobile internet devices.
- Students should remember to save frequently when working on digital media applications.
- Harrisburg R-VIII School District does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an “as is” basis without warranties of any kind.

Charging Chromebooks

- Students are expected to bring a fully charged Chromebook to school everyday.

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used when educationally appropriate.

Printing

- Students will be encouraged to digitally publish and share their work with teachers and peers when appropriate.
- Students will not be able to print wirelessly from their Chromebooks at school, but may visit the library to login to a desktop computer to print or save files on a memory stick to be printed in the high school library.

Chromebook Repairs

- Students who need to have their Chromebook repaired or replaced should bring it to the high school library where an incident report will be logged and necessary signatures will be obtained. Repairs are to only be done by Harrisburg R-VIII School District. School-owned Chromebooks MAY NOT be taken to outside repair shops. Repairs conducted by outside agencies will result in termination of the Technology Agreement with Harrisburg R-VIII School District and may result in students being charged the full replacement value of the Chromebook (\$300).
- If a Chromebook is sent off for district approved repairs, a loaner Chromebook will be issued to the student with the same expectations and responsibilities as their assigned device.

- If repair is needed due to malicious damage, the school may refuse to provide a loaner or to re-issue a repaired Chromebook until restitution is provided.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other appropriate settings for educational purposes. An internet connection will be required for on-line work, however, Google workspace applications (docs, sheets, slides, and drawings) have offline capabilities allowing students to work on those applications without an internet connection. Students are bound by the Harrisburg R-VIII School District Board Approved Acceptable Use Policy and Google For Education Agreements (found in the HHS Handbook), and all other guidelines in this document wherever they use their school owned devices.

Chromebooks Left At Home

Students who have entered into a Chromebook contract are required to bring their assigned Chromebooks to school every day fully charged. If a student leaves their Chromebook at home repeatedly (more than five times in a month), there is no guarantee they will be issued a loaner Chromebook. Students who have failed to bring their assigned Chromebook charged and ready for class for more than 5 days per month will be charged a \$5 fee for each subsequent library loaned device starting with their 6th borrow that month. Each new month a student's borrowing status will reset to zero. Tracking of loan borrows will be done daily by the HHS Library staff and a warning email will be sent to parents/guardians when a student has reached their fifth borrow in a month. This policy does not apply to students who need to borrow a loaned device due to repair or technical difficulties with their assigned device.

Chromebook Care

General Precautions

- Keep the Chromebook in a protective sleeve or backpack when it is not in use and ALWAYS when it is being carried to and from school.
- Insert cords, cables, and removable storage devices carefully into the Chromebook.
- Do not place anything on the keyboard before closing the lid (pen/pencil)
- Do not eat or drink while using the Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Harrisburg R-VIII School District.
- Do not remove any labels that are the property of Harrisburg R-VIII School District from the Chromebook.
- Do not carry the Chromebook when opened.
- Do not stack anything on top of the Chromebook.
- Clean the Chromebook screen and keyboard with an anti-static (microfiber) cloth. Do not use tissues or paper towels. Do not spray keyboards directly with cleaners. Isopropyl alcohol will be available in the high school library and in the high school office for students who need to safely clean their devices.

Screen Care

- The Chromebook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store or carry a Chromebook with the screen open.
- Make sure the keyboard is free from pens, pencils, earbuds, etc. before closing.
- Only clean the screen with a soft, dry microfiber cloth or anti static cloth.
- Bring your Chromebook to the HHS Library for assistance with cleaning.

Asset Tags

- All school owned Chromebooks will be labeled with a school asset tag. The asset tag will identify the student assigned to the Chromebook as well as the District device number.
- Asset tags may not be modified, removed, or tampered with in any way.
- Students should report issues with asset tags to the HHS Library.

Technical Support

- Students are responsible for the general care of the Chromebook they have been issued by the school.
- Chromebooks that are broken or fail to work properly must be reported to the HHS Library or HHS Office immediately.
- School owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.
- Technical support is available during school hours.

Monitoring and Supervision

- School owned Chromebooks will be subject to routine monitoring by teachers, administrators, and Quality Network Solutions Tech Departments.
- Students will provide access to school owned Chromebooks upon request by teachers, administrators, or Quality Network Solutions Tech Department.
- A search of a school owned Chromebook and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.
- Chromebooks should be used at home in locations that can be easily monitored and supervised by a parent/guardian.
- Unsupervised use is strongly discouraged.

Intentional Damage/Destruction of School Property

Harrisburg R-VIII Schools retains ownership of Chromebooks until the time of official transfer of ownership after a student's graduation. Any intentional damage or destruction of Chromebooks or chargers will be considered destruction of school property. Please see Regulation 2610 of the [High School Student Handbook](#) for more information.

Chromebooks Left Unattended

Under no circumstances should a school owned Chromebook be left in unsupervised areas. Any Chromebook left in an unsupervised area in or outside of school is in danger of being stolen. If a Chromebook is found in an unsupervised or common area at school, it should be taken immediately to the HS Office or to the HHS Library.

Theft

- Incidents of theft occurring off campus must be reported to the police the day of the theft and copies of the police report must be sent to the HHS Office the next day that school is in session. Parents/guardians and students who fail to do so are responsible for the replacement cost of the Chromebook.
- Any theft occurring on school grounds must be immediately reported to an administrator.
- If there is no clear evidence of theft or if the Chromebook has been lost due to a student's negligence, the parent/student will be responsible for the Chromebook replacement cost.
- The Harrisburg R-VIII School District will work with the police department via our School Resource Officer to report all model, asset, and serial numbers of Chromebooks to law enforcement agencies in the event of loss or theft.

Digital Citizenship

Appropriate Use and Digital Citizenship

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

1. Respect yourself by selecting online names that are appropriate, using caution with information, images, and other media that is posted online, and carefully consider what personal information about your life, experiences, or relationships that you post. Do not be obscene and act with integrity online.
2. Protect yourself by ensuring the information, images, and materials you post online will not put you at risk. Do not publish personal details, contact details, or a schedule of your activities. Report any attacks or inappropriate behavior directed at you while online to school administration. Protect passwords, accounts, and resources.
3. Respect others. Do not use electronic mediums to antagonize, bully, harass, or stalk others.
4. Protect others by reporting abuse immediately to school administration. Do not forward inappropriate materials or communications.
5. Respect intellectual property by requesting permission to use copyrighted or otherwise protected materials. Responsibly cite the use of all websites, books, and media to acknowledge fair use of ideas and property that is not solely your own.

Copyright and File Sharing

Students are required to follow all copyright laws in regard to media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained material is a violation of the Harrisburg School District Acceptable Use Policy.

**Consequences for Violations of the Harrisburg High School Chromebook Policy Handbook,
Acceptable Use Policy, and Google For Education Policy**

Examples of conduct warranting disciplinary action include, but are not limited to:

- Downloading unapproved apps without permission
- Leaving Chromebook unattended inside or outside of school
- Deleting school installed settings from a school owned device
- Lack of adequate care for Chromebook device, charger, and/or case
- Resetting Chromebook device to factory settings
- Placing the Chromebook in developer mode
- Adding a credit card to a Google Account to purchase music/unapproved apps on school owned devices
- Logging in under a personal Google account to download purchased apps for yourself or other students.
- Leaving Chromebooks at home, unprepared for class
- Bringing your Chromebook to school with an uncharged or insufficiently charged battery
- Loaning assigned devices to other students/individuals inside or outside of school
- Multiple damage instances caused by lack of care for the Chromebook, and/or charger
- Knowingly using websites that allow the student to bypass the content filter

As mentioned throughout this document, misuse of school owned Chromebooks could result in disciplinary consequences. Violations of these policies and handbook agreements may result in any/all of the following:

- Restitution (money paid in compensation of theft, loss, intentional damage, or negligent damage to school owned devices, chargers, or cases)
- Removal of unauthorized files and folders
- Restriction of school owned and issued Chromebook privileges
- Breach of Chromebook transfer of ownership agreement (starting with the class of 2026)
- Suspension
- Court referral/criminal charges
- Expulsion

If a violation of the Chromebook Policy Handbook, Acceptable Use Policy, or Google For Education Agreement violates other rules of the Harrisburg High School Handbook, consequences appropriate for violations of those rules may also be imposed at the discretion of administration.



Parent/Guardian and Student Chromebook Agreement Form **2026-27 School Year**

Liability Notice: All equipment listed on this form is the property of Harrisburg R-VIII School District until/unless transfer of ownership requirements are met by graduating seniors. The student and parent/guardian (borrower) checking out this equipment assumes full responsibility for the financial cost of repair and/or replacement of the equipment listed below should it be negligently damaged, lost, or stolen while in the borrower's possession. The replacement cost will be determined by the Annual Technology Fee guidelines and actual replacement cost.

As borrower of this equipment:

- ☐ I have read and agree to the **Acceptable Internet Use (Board Policy 6320)** and **Google Accounts for Education** policies found in the Harrisburg High School Handbook.
- ☐ I have read and agree to the expectations of the **Chromebook Policy Handbook**.
- ☐ I will take good care of my Chromebook, charger, and protective case and understand that I will be issued the same device each year.
- ☐ I will know where my Chromebook is at all times and never leave it unattended in or outside of school.
- ☐ I will never loan my Chromebook to other individuals.
- ☐ I will charge my Chromebook battery to full capacity each night and bring it to school daily.
- ☐ I understand that after 5 free loans each month I will pay \$5 to borrow a chromebook if I do not bring mine to school charged and ready for classes.
- ☐ I will keep food and beverages away from my device at all times.
- ☐ I will ensure that my device is not exposed to extreme temperatures or outside elements.
- ☐ I will bring my Chromebook to the HHS Library for any and all device concerns or repair needs.
- ☐ I will protect my Chromebook by handling and transporting it with caution.
- ☐ I will not deface or remove the labels (asset tags) on my assigned Chromebook or charger.
- ☐ I will not place decorations (stickers, writing, etc.) on my Chromebook or charger.
- ☐ I will file a police report in case of theft or vandalism that occurs outside of a school setting.
- ☐ I agree to return my assigned Chromebook and accessories in good working condition on the return date at the end of each school year.
- ☐ I will be responsible for all damages or loss as a result of deliberate neglect or abuse and understand this may lead to further disciplinary action including a full suspension of technology privileges and breach of a transfer of ownership agreement where applicable.
- ☐ I understand that the Chromebook that I am issued annually is subject for inspection at any time and remains the property of Harrisburg R-VIII School District until/unless transfer of ownership agreement requirements are met.

Student Name (PRINT NEATLY)

Grade

Student Signature

Date

Parent/Guardian Signature

Date



Technology Incident Report

***An emailed copy of this form will be shared with parents/guardians with each report of damage/misplacement/theft by students.**

Student Name	Device Asset/Serial Number

Date of Incident:

Class Period: if occurred during school hours

Student description of the incident that caused the damage:

Eyewitnessed by: if applicable to situation

Parent/Guardian Notified

Repair Notes (to be completed by HHS Library Staff or QNS Technicians)

Cost of Repair _____ (copy of invoice attached)

Photo of damage

