



Digital Learning Device Guide

The information in this document applies to all devices issued to students by the Helena Public Schools.

In order to run appropriate learning software, all devices must meet or exceed hardware requirements:

- Chromebook: 4GB RAM; 32GB SSD; 11 or 14" screen, camera, Chrome OS 81.0.4044.127
- Laptop: Core i3, 128GB SSD, 8GB RAM, 13" screen size, camera, Windows/MacOS
- iPad: current iPad or iPad Pro, 32GB storage, 9.7" display, iPad OS 13

Additionally, devices must have the following free software installed at all times:

- Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, OneNote) <http://helenaschools.org/wp-content/uploads/2015/01/Student-Office-365-Installation-Guide.pdf>
- Microsoft Teams <https://teams.microsoft.com/uswe-01/downloads>
- Google Chrome (Web Browser) <https://www.google.com/chrome/>

All devices must be able to connect to wifi networks, including HSD networks (HSD-Guest).

Parents and students must sign and return the Chromebook Use Agreement (page 1) each fall.

Student devices and chargers will be collected following 8th grade and 12th grade. Any student who transfers out of HSD will be required to return their device and charger. If a device and/or charger are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be turned over to a collection agency.

The protective shell of the Chromebook only provides basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. We recommend a protective case be used when transporting the device. Cases are included for all devices provided by the Helena Public Schools.

All students are required to take their device home each night throughout the school year for charging. **DEVICES MUST BE BROUGHT TO SCHOOL EACH DAY IN A FULLY CHARGED CONDITION.** Chromebook batteries are designed to last throughout the day under average use. In the event that a device's battery is fully discharged at school, the student will be responsible for completing work with paper and pencil and transferring this work to a digital format as necessary outside of the school day.

District Chromebooks can be identified in the following ways:

- Service tag and serial number
- Individual's account username or device name

Under no circumstances are students to modify, remove, or destroy service tag labels. Parents/Students will be charged for full replacement cost of a device if the service tag is modified, removed, or destroyed.



Accidental Damage or Loss Protection Details

Helena Public Schools recommends the purchase of accidental damage protection prior to the deployment of the Chromebook to your student. Helena Public Schools will be the sole provider of this protection.

Under this accidental damage protection plan, the Chromebook is protected against accidental damage or loss due to an act of nature. The Helena Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by board policy.

This protection plan does not cover loss of the Chromebook and/or its accessories, cosmetic damage, or damage caused by intentional misuse and abuse. The Helena Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

The device should not be disassembled, nor should there be any attempt to repair it by anyone other than a school authorized vendor. The Helena Public Schools has the right to decide when a Chromebook should be repaired in house versus filing a claim with the manufacturer.

Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor. **Parents/Students will be charged for full replacement cost of a device that has been damaged beyond repair due to intentional misuse or abuse.**

Loaner Chromebooks may be issued to students when their Chromebooks are sent out for repair by the Technology Department. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

Estimated Cost Replacement Table:

Part	Replacement Cost*	Accidental Damage	Intentional Damage
Display	\$100	Covered	Full Price
Keyboard Replacement	\$110	Covered	Full Price
Bottom Assembly	\$150	Covered	Full Price
Battery	\$60	Covered	Full Price
Bezel	\$80	Covered	Full Price
Trackpad	\$60	Covered	Full Price
AC Adaptor	\$25	Covered	Full Price

* Repair costs are estimates and can change.

Payment for the accident protection plan is due at the time this form is returned to the school. **If this form is returned without payment, your accident protection plan will not be active until payment is received. Coverage is Effective from the date of payment to August 31, 2023.**



Device Use Agreement & School Policy Agreement

In this agreement, “Device” means iPad, Chromebook, or laptop and all of its components, software, apps, and charger.

TERMS: You will comply at all times with the Helena Public Schools Mobile Device and Technology Guidelines as well as the Helena Public Schools Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately, and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.

TITLE: Legal title to the device is in the school district, and it shall remain in the school district. The student’s right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the mobile device guidelines.

LOSS OR DAMAGE: If the property is accidentally damaged or incurs loss due to an act of nature, Helena Public Schools will assess the device damage and repair or replace the device under the accidental damage or loss policy. If the property is stolen, a police report must be filed by the student or the parents/guardians of the student involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

REPOSSESSION: Students not complying with all terms of this agreement, including the timely return of the property, will be declared to be in default, and authorities may be sent to your place of residence or other location of the device to take possession.

TERM OF AGREEMENT: Your right to use and possession of the property terminates upon student withdrawal from HSD.

APPROPRIATION: Your failure to timely return the property and the continued use of it for non-school purposes without the school’s consent will be considered unlawful appropriation of school property.

MICROSOFT OFFICE 365 AND OTHER EDUCATIONAL PROGRAMS: The district provides access to Microsoft Office 365 for cloud-based storage. District issued emails are created for educational work and a collaborative online workspace. Students will have access to apps and web based programs on their device for educational purposes that have been authorized by the teacher and/or school. Parents agree to provide consent for the use of these programs that are provided limited student information such as Microsoft Office 365, district cloud storage and collaborative educational workspace. Helena Public Schools complies with Montana student data privacy regulations.