



# Coatesville Area School District

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3030 C.G. Zinn Rd. Thorndale, PA 19372 | [casdschools.org](http://casdschools.org) | 610-466-2400

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January 11, 2023

Dear CASD Community,

As you may be aware, our Technology Department has faced some challenges with the ways in which we track Chromebooks and secure new ones for students. We have received a large shipment of devices and they are in the process of being prepared for distribution to students. We are very pleased that we will be able to provide Chromebooks to the entire student body.

There are several important changes to the procedures regarding Chromebooks:

### Retention of Chromebooks

- Students in grades 3 through 12 will now keep the Chromebook assigned to them for the life of the device (approximately 3 years), while they are enrolled in the school district.
- Each device will be tracked using its serial number and/or asset tag. Students will be responsible for the specific device assigned to them.
- Each student (family) will be financially responsible for the Chromebook if the device is destroyed. This does not apply to normal wear and tear; however, this will apply to acts of vandalism or loss. The technology department, administration, and insurance provider will determine what qualifies as vandalism or normal wear and tear.

### Distribution of Chromebooks

- Students will be issued new Chromebooks in 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> grades. Again, these devices will remain with the student until either a new one is issued, that student graduates, or leaves the district.
- The distribution of Chromebooks for all grades will be held in-school and led by the Technology department in conjunction with administration.
- The distribution process will begin in school on January 12<sup>th</sup> with 9<sup>th</sup> grade students, who will receive a new Chromebook. Ninth grade students who have already been issued a Chromebook will return those devices and receive a new one.
- Next, students in grades 10-12 who have not yet received a Chromebook will be given a pre-owned device.
- Distribution will then continue with the 6<sup>th</sup> grade returning their old devices in school and receiving new ones, then 3<sup>rd</sup> grade students doing the same
- This process should be completed by February 2<sup>nd</sup>.

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Interim Superintendent: Richard F. Dunlap Jr., Ed. D.

## Technology Insurance Fee (TIF) and Chromebook Handbook

All students will be required to pay a Technology Insurance Fee (TIF) of \$40 (common practice in many school districts) and sign the Chromebook Handbook at the beginning of each school year. This signature will confirm that the students is accepting responsibility for the Chromebook. **Since the Chromebook Handbook has been updated, all parents and students will be required re-sign the handbook document.** The Handbook will be sent to all families prior to device distribution. The document can be electronically signed, or a physical signed copy can be collected by the school secretary or at the time when the student receives his/her Chromebook.

The TIF will cover repairs on the device should they be needed. The TIF can be paid online, by check, or cash via the school secretary. If any student requires an exception to pay the TIF, they may contact their school principal. Written consent will then be sent to the Technology department.

## Chargers

- All students will be issued a charger with their device. Faulty chargers will be replaced by the technology department. Students will be financially responsible for loss or vandalism of the charger.

## Mobile Hotspots

- The district will provide mobile hotspots for students who do not have access to internet at home. Requests for one can be made by emailing the Technology help desk at [Thelpdesk@CASDschoools.org](mailto:Thelpdesk@CASDschoools.org).

## Repair Process

- The repair process is currently a 40-day process. The Technology department is actively working with the repair facility to shorten this time. As stock is available, students will be issued a loaner while their assigned device is in the repair process. Students will be financially responsible for the loaner Chromebook while it is in their possession.

## Financial Obligations

Students will be held financially accountable for CASD assets – which include Chromebooks, chargers, and mobile hotspots. Also included in this obligation is the TIF.

Financial obligations will follow in accordance with [CASD School Board policy 224 AR-0](#) which defines the process of restitution for lost or damaged school property.

If you have any questions or concerns, please contact your building principal.

Thank you for your patience while we have worked through this process. We look forward to getting a Chromebook in the hands of every student.

Sincerely,



Richard F. Dunlap, Jr., Ed. D.  
Interim Superintendent  
Coatesville Area School District