

Crestline Exempted Village Schools

1:1 Chromebook Policy

Chromebooks are assigned to each student in grades K-12 as part of Crestline's 1:1 technology initiative. Use of the Chromebook provided to the student by the school district is a privilege, not a right. The Board of Education's loan of equipment to the student is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation and/or loss of this privilege.

Proper Care - Guidelines to ensure a long life expectancy for the student's Chromebook.

1. Screen -
 - a. Protect the screen by opening/closing the lid gently.
 - b. Avoid placing weight or pressure on the lid. Do **NOT** carry underneath your books, rather on top.
 - c. Be careful when transporting it from class to class. Do **NOT** transport your Chromebook in your backpack or gym bag.
2. Cleaning the Chromebook screen -
 - a. Clean with a lightly moistened (water only or a spray purchased specifically for computer screens) soft cloth.
 - b. **NO** Windex, Lysol, or products containing alcohol, ammonia, or other strong solvent.
 - c. Do **NOT** use paper towels or Kleenex to wipe the screen.
 - d. Microfiber cloths are best.
3. Proper handling -
 - a. Carry the Chromebook with two hands, unless in bag then keep zipped
 - b. Carry the Chromebook only with the lid closed.
 - c. ***Make sure there are no school supplies (pens, paper, etc.) inside when shutting the lid.***
 - d. A student's Chromebook should be securely placed on a desk or a table when being used during class.
4. Safely Store the Chromebook -
 - a. Do not leave your Chromebook unattended.
 - b. Keep your Chromebook in the appropriate charging spot when not in use at school.
 - c. Never leave your Chromebook laying on a floor, seat, bed, or other space where it is likely to get stepped or sat on. This is a common way to break your screen.
 - d. **Keep food and drink away from your Chromebook.**
 - e. Do not let your Chromebook get wet and keep it out of extreme weather conditions (cold and heat).

Filtering -

1. Each student's Chromebook will be filtered through the Crestline internet filter while at school and out of school to stay in compliance with the Children's Internet Protection Act.

Personalization -

1. No other personalization will be allowed - **NO** stickers, markers, or writing of any kind on the bag, the Chromebook protective case, or the Chromebook itself.

2. Each Chromebook will have a district inventory tag placed under the Chromebook. This tag shall not be removed.
3. Each Chromebook will have a barcode tag placed under the Chromebook. This tag shall not be removed.
4. Each Chromebook charger cord will be assigned to a specific student by the serial number of the charger.

Returning Chromebooks -

1. If a student withdraws from Crestline Local Schools, the student must return their Chromebook to the school district. Failure to do so will result in the district filing a report of stolen property with the local law enforcement agency. Any unpaid repair or replacement costs at the time of withdrawal may be turned over to a collection agency.
2. At the end of the school year, each student must return their Chromebook to the school district for the summer months. Failure to do so will result in the district filing a report of stolen property with the local law enforcement agency. Any unpaid repair or replacement costs at the time of withdrawal may be turned over to a collection agency.

Insurance (per device) - FOR 3-12 GRADERS

Students and parents will be responsible for district-owned technology property that is issued to them, just as they are for other district-owned items such as textbooks, calculators, athletics equipment or library books. The district will repair or replace the device, but students and parents will be responsible for the cost of those repairs or replaced devices.

However, the liability for families/students can be reduced significantly by taking part in the Chromebook Care Program. For \$20 (non-refundable) per year, per device, (see below for program enrollment deadlines) the Chromebook Care Program will repair or replace the device at a significant savings to the student and his/her family.

Choosing to enroll in the Chromebook Care Program is optional. Stop by your school's main office to determine the program's enrollment deadline and see if you are eligible to still join the program. Enrollment in the program is an option when signing the Chromebook Policy form. Enrollment for students starting the school year in Crestline Local Schools must be completed within the first 15 days of the school year. Those students transferring in throughout the year will also have 15 days from their date of enrollment to register/pay for enrollment in the Chromebook Care Program.

- The protection premium is \$20 per device.
- The first repair if deemed accidental by the school principal or superintendent will be covered by the district. Each repair thereafter will follow the estimated repair cost table below.
- The protection premium is annual and non-refundable.

Estimated costs of Chromebook parts and replacements (subject to change per vendor costs):

	<u>With \$20 Protective Premium</u>	<u>Without \$20 Protective Premium</u>
Entire Chromebook	\$100	\$250
Screen	\$35	\$75
Keyboard/Touchpad	\$40	\$90
Transport Case	\$10	\$25
Charging Cord	\$10	\$20

Repairs Crestline **WILL** cover with and without enrollment in Chromebook Care Program (under this agreement):

- Accidental physical damage (ex. walking down hall and student accidentally drops it, another student knocks a student's Chromebook off the desk). The principal and/or superintendent makes the final decision if there is a discrepancy on if the incident causing the needed repair was accidental.
- Accidental power surge (ex. Chromebook is not plugged in correctly to the outlet and gets zapped, lightning, or power jumps up and down). The principal and/or superintendent makes the final decision if there is a discrepancy on if the incident causing the needed repair was accidental.
- Warranty work or repairs (no deductible is required for warranty repairs as they are paid in full by the manufacturer according to the manufacturer's warranty as stated below.)

Repairs Crestline will **NOT** cover (the parent/guardian will pay for the repair and/or replacement of the device, whichever is less):

- Theft, burglary, or robbery of the Chromebook.
- Accidental loss of the Chromebook.
- Intentional loss or damage to the Chromebook or damage due to negligence.
- Illegal use or fraud of the Chromebook.
- Dishonest acts including selling the Chromebook.
- Damage, corrosion, or rust due to liquids or foods.
- Damage due to changes in humidity or temperature.
- Cosmetic damage to the physical appearance that does not hinder the normal operation.
- Insect or animal damage.
- Any other use the school district deems inappropriate. The principal and/or superintendent makes the final decision if there is a discrepancy on if the incident causing the needed repair was because of inappropriate actions.

Repairs the vendor's one-year hardware warranty **WILL** cover:

- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers mechanical breakdown and/or faulty construction.
- The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.

Repairs the vendor's one-year hardware warranty **NOT** cover:

- Broken screens/missing keys.
- Damage caused by misuse, abuse, or accidents.
- Liquid/beverage spills.
- Excessive scratches/wear to Chromebook exterior.
- Deliberate damage, neglect, or abuse.
- Failure to secure Chromebook by leaving unattended.
- Leaving the Chromebook in an unlocked car or on the bus.
- Mysterious disappearance of the Chromebook, meaning the user has no knowledge as to the place, time, or manner of loss.

Chromebook Tech Support/Repair

- All Chromebooks in need of repair must be brought to the Technology Department. A designated area for this will be assigned and this information provided to the student.
- The Technology Staff will analyze and fix any problems that they can.
- The Technology Staff will refer the issues they cannot fix to an appropriate outside source.
- No student or parent should try to fix the Chromebook.
- No student or parent should take the Chromebook to be repaired to an outside source.
- The student must fill out a form from the Technology Department indicating the problem or damage to the Chromebook.
- A loaner Chromebook may be issued to the student while they leave their Chromebook for repair with the Technology Department.
- A student borrowing a loaner Chromebook will be responsible for any damages to or loss of the loaner. Damages to the loaner follow the same cost schedule as noted in the table below.
- Chromebooks on loan to students having their devices repaired may be taken home as long as the Chromebook turned in for repair was allowed to go home.
- A member of the Technology Department will notify the student or teacher when a student's Chromebook is repaired and is ready to be picked up.
- All repairs must be paid for before the final grade card is issued.
- The loaner must be returned within 5 school days of the completed repair.

Parent Responsibilities

1. If the device is issued to leave the school, I will accept responsibility for my child's use of the Chromebook, internet, and email at home.
2. I will discuss legal and academic expectations regarding the use of the Internet and email at home.
3. I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than prescribed methods. Clean with a lightly moistened (water only or a spray purchased specifically for computer screens) soft cloth. **NO** Windex, Lysol, or products containing alcohol, ammonia, or other strong solvent. Do **NOT** use paper towels or Kleenex to wipe the screen. Microfiber cloths are best.
4. I will report to the school any problem with the Chromebook.
5. I will not load or delete any software on or from the Chromebook.
6. I will make sure my child charges the Chromebook battery nightly.
7. I will make sure my child brings the Chromebook to school every day.
8. I understand that if my child comes to school without the Chromebook, I may be called to bring the Chromebook to school as classwork throughout the day depends on having the Chromebook at school.
9. I agree to make sure the Chromebook is returned to the school when requested or upon my child's withdrawal from Crestline.
10. I will supervise the storage of the Chromebook at home.
11. The parent understands that the student must abide by the 1:1 Chromebook Policy, the Student Handbook, and the district's Computer Acceptable Use Policy.

Use of the Chromebook provided to the student by the school district is a privilege, not a right. The Board of Education's loan of equipment is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation and/or loss of this privilege.

Please return the bottom portion to the office.

Chromebook Policy signature page

Parent Signature

Date

Student Signature

grade

Date