



# Chromebook 1:1 - Student Information and Procedures Agreement 2019-2020: Dodgeville High School and Dodgeville Middle School

Updated: May 20, 2019

## Introduction

The Dodgeville School District is proud to be able to offer the students in grades 6-12 full access to technology both at school and at home for educational purposes through our 1:1 Chromebook initiative. However, with this right to use the Chromebook comes with certain responsibilities for our students. The Chromebook device is property of the Dodgeville School District. Its function will be to provide each student access to required educational materials needed for them to be successful during their time in the district and beyond. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites.

**In using the device, our students are also committed to following the guidelines of the District's Electronic Information & Communication Systems Use Policy**

<http://www.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVHW5476F6AB>

## 1. Receipt and Return of Your Chromebook

### Chromebook Receipt

- Prior to being able to take their Chromebooks home, parents/guardians must sign and return copies of the following documents: [Parent/Guardian Chromebook Agreement](#)

Until we receive this signed document, that student will need to keep their Chromebook stored in a designated area at school. The student will be responsible for checking the device out at the beginning of the day and returning it at the end of the day.

### Chromebook Return

- Individual school Chromebooks and accessories will be reviewed and inventoried at the end of each school year, to determine any damage or need for servicing.
- Students who graduate, withdraw or terminate enrollment at Dodgeville School District must return their Chromebook by the date of termination. Failure to do so may result in criminal prosecution or liability. A theft report will be completed with the Dodgeville Police Department if the Chromebook upon failure to return. Pending building administrator determination, students who are suspended or expelled may also be asked to return their Chromebook.
- When returned, the Chromebook and power cable must be returned in satisfactory condition. If the Chromebook needs repairs, an additional repair fee may be charged not exceeding the replacement cost of the Chromebook (approximately \$250.00).
- Additionally, if a student transfers out of the Dodgeville District during the school year, their Chromebook and charger need to be returned at that time.



## 2. Chromebook Fees and Repairs

Optional Insurance: Families are encouraged to purchase accidental damage protection insurance coverage for the Chromebook through the District at a very affordable annual rate. For more information, see the last pages of this document.

- Please report all Chromebook problems to the school's Library Media Center.
- If the device needs to be repaired or seen by a technician, a member of the Dodgeville School District Technology Team or a representative of the opt-in insurance company (if insurance was purchased by the family) will perform all repairs. **Do not take the device to a repair service outside of school.** All requested repairs will be submitted through the Technology Department, who will determine severity of the issue and assign it to the proper repair technician. The student will submit their request, leave the device with a Library Media Center representative and be assigned a loaner device. Once the repair is complete, the device will be returned to the student.
- Chromebook and Charger Repair Costs: For families who opt out of insurance coverage, the student/parent/guardian **will be responsible for the charges associated with the repair.** Building Administrators and District Technology Staff will determine if the damage was intentional/due to negligence and calculate the cost of repairs. **Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.**

## 3. Use, Care and Maintenance for Your Chromebook

### School Use

- Students must be responsible to bring their Chromebook to all classes, with the exception of physical education, unless specifically advised not to do so by their teacher.
- **Students are responsible for keeping the Chromebook battery charged for school each day and must charge their Chromebooks at home each evening. Power cords/chargers should be kept at home.**
- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school. If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the Library Media Center if one is available and return it at the end of the day. Repeat violations of this policy may result in disciplinary action.
- Sound should be muted on the Chromebook unless school staff indicates otherwise. Students are responsible for bringing a pair of **earbuds/headphones** (part of the required school supply list) to school. These will be used at the teacher's discretion.

### At-Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, so please follow the precautions outlined below.
- Transport your Chromebook in a case or protected backpack.
- School-district-supplied filtering will be provided for use with the Chromebook while at home. However, parents/guardians are still encouraged to monitor students' Internet use.
- Wi-Fi Access: Students will still be able to access Google Apps for Education applications in "offline" mode, but not most other Internet-based applications.



## General Precautions

- The Chromebook is school property.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks and power cable must remain free of any writing, drawing, stickers, or labels that are not the property of the Dodgeville School District. Properly-fitting Chromebook cases are allowed.
- Chromebooks should have an identifying Dodgeville School District School sticker on them at all times, and this sticker should not be removed or altered in any way. Also, removal of the device's serial number sticker may result in disciplinary action.
- When students are not using their Chromebook, they should store them in a secure location. When storing their Chromebook in a locker, students are responsible for making sure their locker is **locked**. In addition, nothing should be placed on top of the Chromebook when stored in the student's locker.
- **Chromebooks must never be left in an unattended area.** Unsupervised areas include but not limited to: the school grounds and campus, the cafeteria, computer labs, locker rooms, LMC, unlocked classrooms, bathrooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If an unsupervised Chromebook is found, notify a staff member immediately. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- Do not leave the Chromebook in a vehicle for an extended period of time or overnight.
- Chromebook vents should not be covered, or the device might overheat.

**Screen Care: *The Chromebook screens can be easily damaged!*** Follow these precautions:

- Only use a clean, dry, soft cloth to clean the screen. Do not use cleansers of any type.
- Screens are sensitive to damage from pressure, extreme heat and cold temperatures.
- Do not lean on the Chromebook when it is open or closed.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc.).
- Do not poke the screen with anything that will mark or scratch the screen surface, including fingers.
- Do not place anything near the Chromebook that could put pressure on the screen.

## Transporting the Chromebook

- Transport Chromebooks with care. These guidelines should be followed:
  - Avoid bumping the Chromebook against any surface.
  - Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
  - Keep the Chromebook closed when in transit from one location to another.
  - Never transport your Chromebook with the power cord plugged in.
  - Never store your Chromebook in a carry case or backpack while plugged in.
  - Limit the number of items carried within a backpack or carrying case in addition to the Chromebook. Pressure to the Chromebook screen may result in damage.

## Other Acceptable Use Guidelines

- When using the Chromebook, students must follow the guidelines as outlined in this agreement as well as the District's **Electronic Information & Communication Systems Use Policy** (<https://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVHW5476F6AB>)
- The student is the only authorized user of the assigned Chromebook.
- Students are only allowed to log into their Chromebook using their own Dodgeville school district Google Apps for Education (draschools.org) account.



- Do not download or install apps other than those approved by the district.
- Students should never share account information with anyone.
- Deliberate attempts to circumvent the district's Internet content filters on- or off-campus is not allowed.
- Cyberbullying will not be tolerated.
- Inappropriate media may not be used on the device as a screensaver or background.
- Intentionally putting inappropriate language, pictures, or symbols on the device is not acceptable.

Students who do not follow the guidelines as outlined may be subject to disciplinary action, as determined by building administrators. This can include, but is not limited, to revocation of network access privileges, confiscation of student Chromebook and other school discipline procedures.



## Parent/Guardian Chromebook Agreement

- I understand that I will be responsible to pay for any damages to the device outside of manufacturer defects--either by paying directly for the cost of repairs, or via optional Chromebook insurance purchased through the Dodgeville School District.
- If the property is stolen, a police report must be filed by the student or student's parents/guardian 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.
- I understand that students and parents/guardians will be responsible for covering repairs to the Chromebook in the event of accidental or intentional damage to the device. If I have chosen to purchase Chromebook Protection Service, many accidental repairs may be covered this service; however, parents/guardians will be responsible for covering any costs outside of the program (e.g. intentional damage, lost keyboard keys, power cord damage or loss). If I have opted out of this service, I understand I will be responsible for directly paying for the total costs necessary to repair the device (from approximately \$25 to \$250).
- If I choose not to repair the device, my child will not be supplied with a replacement Chromebook, thereby impinging upon my child's educational success. When the replacement of a device is necessary, the district must be reimbursed for an exact manufacturer/model type of the device initially issued (approximately \$250).
- The student will not be given another device or accessory to take home until the replacement cost of the lost/damaged device or accessory is paid to the school. Replacement device becomes property of the District, not the student.
- I will ensure that my child complies with the **Chromebook 1:1 Student Procedures and Information Agreement** and its guidelines as well as the District's **Electronic Information & Communication Systems Use Policy**. I understand that any failure to comply may terminate in my child's rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared. Legal title to the Chromebook is Dodgeville School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement.
- My child's right of use and possession regarding the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from Dodgeville School District. My 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.

**Page 1 of 2, see backside for completion.**



## Dodgeville School District Chromebook Protection Service 2019-20 School Year

**MUST BE RETURNED BY SEPTEMBER 13, 2019 TO BE ELIGIBLE FOR 2019-2020**

### What is the Chromebook Protection Service program?

The Chrome Care Warranty/Accidental Damage Protection Service is being offered by the Dodgeville School District. This coverage will protect you in the event that a school issued device is damaged due to drops, surges and breakage. If enrolled, this coverage starts when the payment is made and ends on the last day of school.

### What IS Covered? Unintentional damages such as:

- Drops, falls, and other collisions
- Electrical surge
- Damaged or broken LCD due to a drop/fall/pressure
- Accidental breakage (multiple pieces)
- Liquid spilled on or in unit

\*\*Repair or replacement of device is up to the discretion of the District Technology Department.\*\*

### What is NOT Covered?

- Damage caused by intentional acts, fire, theft or loss.
- Intentional damage / vandalism (user responsible)
- **Power cord damage or loss** (user responsible)
- Loss of keys from keyboard (user responsible)
- Normal wear -- (does not affect system performance) (user responsible)

### How much does this protection service cost?

- **\$25 per student** to enroll in the program, payable at your child's school building.

### Our choice for Chromebook coverage for the 2019-20 academic year is:

\_\_\_\_\_ We Accept - **PAYMENT MUST BE MADE AT THE TIME OF THIS ACCEPTANCE.** If no payment has been made, it will be understood that you have **opted out** of damage protection.

\_\_\_\_\_ We Decline\*

**Student's Name (Print):** \_\_\_\_\_

**Parent Name (Print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

\*By declining the Chromebook Protection Service program, I agree to be **responsible for paying for the repairs** due to any damage to my child's Chromebook, intentional or accidental, not to exceed the cost of the device (\$250).