



Chromebook 1:1 - Student Information and Procedures Agreement

Updated: February 18, 2021

Introduction

The Dodgeville School District is proud to be able to offer the students in the district 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 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

<https://go.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 agree within the Infinite Campus registration module to the Chromebook Agreement terms.

Chromebook Return

- Individual school Chromebooks and accessories will be reviewed and inventoried at the end of each school year / end of summer learning program, 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. 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 that are not covered under accidental damage insurance (parent-purchased in grades 3-12, district-covered in grades ELP-2), an additional repair fee may be charged not exceeding the replacement cost of the Chromebook (approximately \$400.00).
- 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 of students in grades 3-12 are encouraged to purchase accidental damage protection insurance coverage for the Chromebook through the district at a very affordable annual rate (grades ELP-2 are currently covered by an accidental damage warranty). For more information, see the last pages of this document. *If you are unable to pay this amount, please contact the office of your child's school to be considered for a scholarship to cover the cost of this protection.*

- If participating in in-person instruction, please report all Chromebook problems to the school's Library Media Center. If attending virtually, please contact the district's Technology Team.



- 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 the severity of the issue and assign it to the proper repair technician. Students will be assigned a loaner device. Once the repair is complete, the original device will be returned to the student.
- Chromebook and Charger Repair Costs: For families of students in grades 3-12 who opt out of insurance coverage, the student/parent/guardian **will be responsible for the charges associated with the repair.** There will be a minimum \$50 fee for non-insured Chromebooks that need to be repaired.. 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 contact their parent/guardian to bring it to school. If unable to contact parents, the student will have the opportunity to use a loaner 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 at home as it is in school, so please follow the precautions outlined below.
- Transport your Chromebook in a book bag or case..
- 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 Dodgenville 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.
- **Chromebooks should not 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, 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.

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 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.
- 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:
 - Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the 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.

Being Loaned A Chromebook

- Students who are loaned a Chromebook from the Library Media Center are subject to the following rules and conditions:
 - If a student has a Chromebook that is not working, they should bring it to the library
 - The Librarian/Aide checks out a loaner to the student.
 - An email will be sent to the IT helpdesk by the librarian/aide that has the student's chromebook, along with a description of the issue.
 - The helpdesk picks up the Chromebook from library and resolves issue
 - The helpdesk returns the Chromebook back to the library and the librarian/aide reaches out to the student to pick up the device
 - If after 3 days the student doesn't swap the Chromebook back for the original, the helpdesk is emailed asking them to disable the loaner Chromebook.
 - Helpdesk disables loaner Chromebook.
 - The student returns the loaner to the library where it is checked in by the librarian/aide and who gives the student back their original fixed Chromebook.
 - Library checks back in the loaner Chromebook and gives the student their original fixed Chromebook.



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>)
- 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

Parent/Guardian agrees to each statement below before your child receives a device:

- I understand that I will be responsible for any damages to the device outside of manufacturer defects-- via accidental damage insurance (purchased in grades 3-12, district-covered in grades ELP-2) or by paying directly for the cost of repairs.
- 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 outside of accidental damage protection or intentional damage to the device (e.g. vandalism, power cord damage or loss). Grades 3-12: If I have opted out of Chromebook Protection service, I understand I will be responsible for directly paying for the total costs necessary to repair the device (from approximately \$25 to \$400).
- If the replacement of a device is necessary, the district must be reimbursed for an exact manufacturer/model type of the device initially issued (approximately \$400).
- 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. 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 / summer learning program, 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.



Dodgeville School District Chromebook Protection Service: Grades 3-12

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 summer vacation. It is highly recommended that students opt into this service.

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 the 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?

- **\$35 per student** to enroll in the program, payable at your child's school building.
 - **\$20 per student** on reduced lunch
 - **\$0 per student** on free lunch
- **If you are unable to pay this amount, please contact the office of your child's school to be considered for a scholarship to cover the cost of this protection.**
 - **Or, if you are willing to sponsor coverage for other students, please contact the office of your child's school.**

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

- If you decline the Chromebook Protection Service program, you 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 \$400.