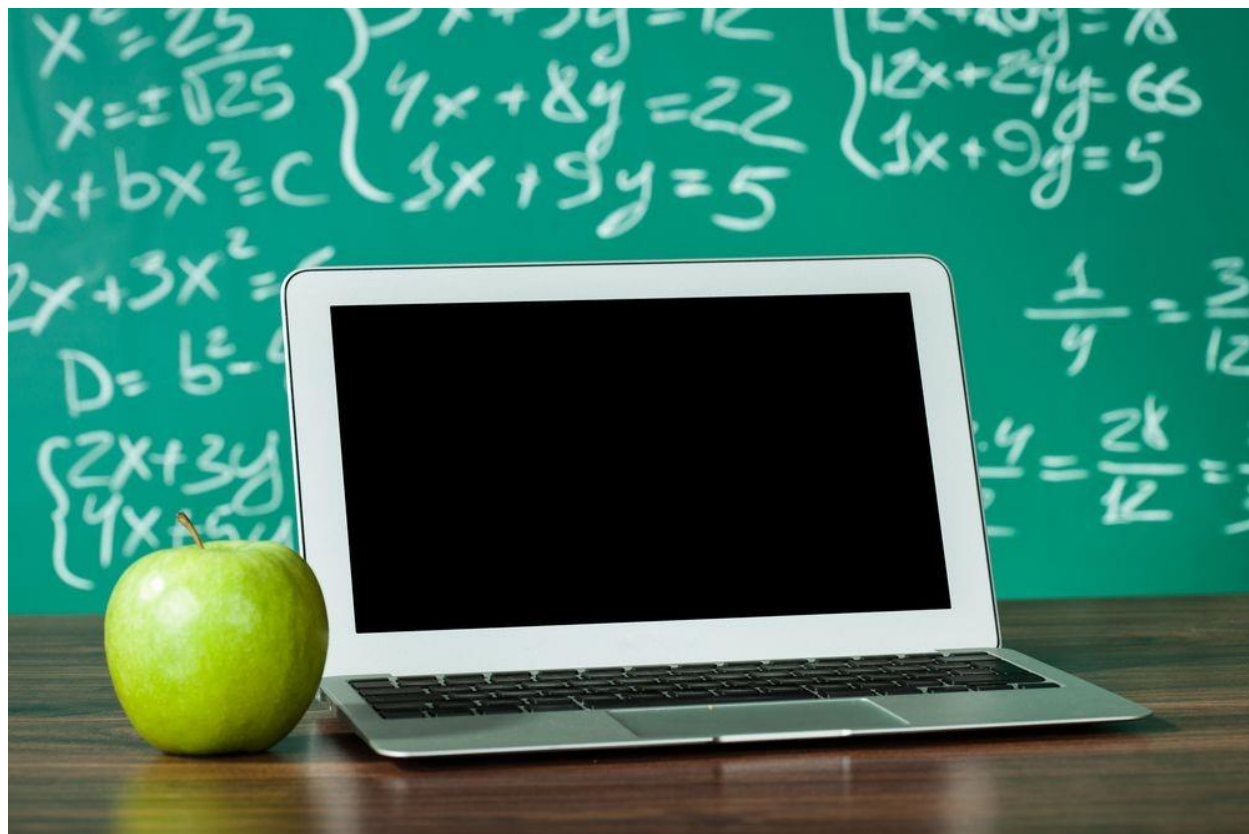


Chillicothe R-II School District Chromebook Policy and Usage Handbook



Our Mission:

The Chillicothe R-II School District's goal is to provide students in grades 6-12 personal, portable devices to ensure that all students have access to curriculum and tools to develop the skills necessary to be successful in a global society. The mission of the 1:1 program is to personalize learning and establish instructional learning environments that support individualized instruction in classrooms and continued learning at home.

Prior to the 1:1 initiative, the Chillicothe R-II Technology Department reviewed the infrastructure and increased bandwidth in each building. In addition, all teachers were issued a Chromebook and provided training on the use and integration of Chromebooks in their classrooms. Google for Education was implemented in 2011 for use by faculty and administration and 2015 for use by students.

The policies, procedures, and information within this document apply to all devices used at Chillicothe R-II School District by students through our 1:1 initiative.

Chillicothe R-II School District retains the sole right of possession of the Chromebook. Chillicothe R-II School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Chillicothe R-II administrative staff and faculty retain the right to log, supervise, access, view, monitor, record, collect and/or inspect Chromebooks at any time for any reason related to the operation of the school, including via electronic remote access and to alter, add or delete installed software or hardware. By using a Chromebook, users agree to such access, monitoring, and recording of their use.

1. Chromebook Check In and Check Out

Receiving Your Chromebook:

All parents/guardians are required to watch the orientation video/presentation during registration and sign the Chillicothe R-II School District Chromebook Agreement before a Chromebook will be issued to their student. Orientation will be offered during student registration prior to the fall semester in order to distribute devices to students the first week of school. Some schools may opt to use classroom sets instead of distributing individual Chromebooks to students. In these schools students may check out a Chromebook for home use as necessary.

Parents and students must sign and return the following documents before a device can be issued to a student:

- District Acceptable Use Policy
- Email User Agreement-return or complete online
- Chromebook Responsibility Agreement
- Insurance Agreement-return or complete online

Transfer/New Student Distribution:

All transfer/new students must participate in a school orientation on campus and parents must watch the orientation video and sign the Chillicothe R-II School District Chromebook Agreement before a Chromebook will be issued to the new/transfer student.

Parents and students must review and return the following documents before a device can be issued to a transfer/new student:

- District Acceptable Use Policy
- Email User Agreement-return or complete online
- Chromebook Responsibility Agreement
- Insurance Agreement-return or complete online

Asset Tags and Logos:

All Chromebooks and chargers will be labeled with a school asset tag and Chillicothe R-II School Logo. Asset tags and logos may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook and/or charger for tampering with a school asset tag or logo or for turning in a Chromebook and/or charger without the assigned school asset tag or logo.

Chromebook Identification Records:

The school maintains a log of all Chromebooks and assigned asset tag numbers, which includes the Chromebook serial number, Chromebook asset tag code, charger asset tag code, and the name and ID number of the student assigned to the device/charger. Each student will be assigned the same Chromebook and charger for the duration of his/her time at Chillicothe R-II School District. Therefore, it is essential that each student maintains and cares for his/her assigned device and charger appropriately.

Returning the Chromebook and Charger:

Before the last week of school at the end of the school year, all students will turn in their Chromebooks and all peripherals, including the charger. If a student fails to return the device at the end of the school year or upon termination of enrollment, the student or parent will be responsible for paying full replacement costs for the device and charger. Any loss or damage to a Chromebook or charger is the responsibility of the student and will be handled in a manner consistent with the school policy.

2. Chromebook Care

Students are responsible for caring for their school issued Chromebook. The school district will offer training on general device care tips at device rollout. These care tips will also be available on the school website tech support page for students and parents to reference.

Chromebooks that are broken or fail to work properly should be taken to the Library Media Specialist in their building for troubleshooting assistance, device repair, or replacement checkout. Loaner devices will be available for immediate swap out, so students are not without a device.

School issued devices should **NEVER** be taken to an outside vendor for repairs.

General Precautions:

- The Chromebook is school property, and all users will follow this policy and the Chillicothe R-II School District acceptable use policy for technology.
- Only use a clean, lint free soft cloth to clean the screen (do not use liquid or cleaners of any type).
- Cord and cables must be inserted carefully in the device to prevent damage.
- Chromebooks and cases must remain free of any writing, drawing, stickers or other unapproved markings. Only school issued stickers may be allowed.
- The Chromebook should always be locked or supervised directly by the student to whom it is assigned. For instance, the Chromebook should never be left in an unlocked locker or any unsecured area. Vehicles are not a good storage place either due to insufficient temperature control measures.
- No food or drink should be next to the Chromebook.
- Students are responsible for keeping their devices charged for school each day.

Carrying Your Chromebook:

Some school buildings may issue protective cases for their Chromebooks. The protective cases provided with our Chromebooks will protect the devices from normal usage wear. The guidelines below should be followed:

- The Chromebook should always be within the protective case provided by the district.
- No other items should be stored or carried within the Chromebook case to avoid screen breakage.
- Never store or transport your Chromebook with the power cord plugged into it.

- Vents cannot be covered.
- Never move a Chromebook by grabbing or lifting it from the screen. Always support a Chromebook from its bottom with lid closed.

Screen Care:

Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen. This includes placing an object (pens, pencils, etc.) on the keyboard before closing the lid.
- Do not place any objects or materials in the carrying case that will press against the cover.
- Clean the screen with a lint free, soft, dry cloth. Avoid touching the screen itself.

Following these guidelines will keep school issued devices functional and in good repair. Repeated damage or abuse of devices will result in consequences aligned with school technology use policies. Please contact the IT staff if you have any additional questions on caring for your student's Chromebook.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their Chromebooks to all classes each day unless specifically advised not to do so by their teacher.

Chromebooks Left at Home:

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their device present. Students who forget to bring their Chromebook can obtain a Chromebook for checkout from the school library as available or phone home to have their device brought to them. These loaner devices can only be checked out for the day and must be returned to the school library at the end of the day. **They are not to be taken home. After the first offense, leaving a Chromebook at home two more times will result in a conference with an administrator.**

Charging Your Chromebook:

Students are expected to bring fully charged Chromebooks to school every day.
STUDENTS NEED TO CHARGE THEIR DEVICES AT HOME EACH EVENING!

Chillicothe High School has charging stations available to students in the cafeteria and in the Library Media Center for before school and after school use. Students may **not** go to teachers' rooms before school to charge a device.

Wallpapers, Screensavers, Themes and Background Photos:

Inappropriate, offensive, or distracting media may not be used for wallpapers, screensavers, themes, or background photos. The presence of anything prohibited by the student handbook such as guns, weapons, pornographic or suggestive material, inappropriate language, alcohol, drug, or gang related symbols and pictures will result in disciplinary actions.

Sound on Your Chromebook:

The sound on your Chromebook must always be muted unless permission is obtained from the teacher for instructional purposes. **You will be required to bring in your own wired earbuds/headphones for programs and materials that require sound.** Headphone/earbud use at other times is at the discretion of the teacher.

Printing From Your Chromebook:

Students are strongly encouraged to digitally publish and share their work with their teachers and peers when appropriate rather than printing. Because all student work should be stored in an Internet/cloud application, students should not print directly from their Chromebooks while at school. Any necessary printing should be done at home or with staff assistance.

To set up home printing from a Chromebook, students can follow the simple instructions on the Google Support page found at the following link:

<https://support.google.com/chromebook/answer/7225252?sjid=5965417809652337989-NA>

The main goal is to limit wasteful printing and take advantage of digital sharing capabilities. Please let your teachers know if you need guidance on sharing your work digitally versus printing.

School Internet Access:

The Chillicothe R-II School District will provide filtered wi-fi access on all district assigned student Chromebooks to safeguard students and the school network. No personal student hotspots, including using a mobile device as a hotspot, will be allowed for wi-fi connection while on school grounds.

Home Internet Access:

Students are encouraged to connect their district-assigned Chromebooks to their home wireless networks while at home. This will assist with device use for schoolwork. However, much of the required schoolwork can also be accessed offline if home internet access is limited or unavailable.

If students do not have home internet access, a limited number of wireless hotspots are available for temporary checkout through the library media specialist. Please contact the school librarian to inquire about hotspot availability and checkout procedures. **Having home internet access is recommended but not strictly required for Chromebook use.**

4. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use. However, some applications can be used without an Internet connection. Students are bound by the Chillicothe R-II School District Acceptable Use Policy, Administrative Procedure, Student Handbook, and all other guidelines in this document wherever they use their Chromebooks.

5. Managing Your Files and Saving Your Work

Students are strongly encouraged to utilize Google Drive and other cloud-based applications for storing their assignments. This approach ensures that their work is securely stored on the cloud, enabling access from various devices and locations. Whether on a computer, tablet, smartphone, or other compatible mobile devices with internet connectivity, students can conveniently retrieve their documents and projects.

Google Drive, in particular, offers an array of benefits. Beyond its cloud accessibility, it provides offline functionality that permits students to continue working on their assignments even when offline. Enabling the offline access feature enables uninterrupted editing and creation of documents. Any modifications made offline are automatically synchronized with their Google Drive account as soon as an internet connection is reestablished.

Furthermore, students are encouraged to take advantage of the syncing capabilities provided by Google Drive. By connecting to WiFi, students can seamlessly synchronize their documents, assuring that all updates and changes are promptly reflected in the cloud. This practice ensures consistency across various devices and locations.

It's important to note that the Chillicothe R-II School District's Acceptable Use Policy, Administrative Procedure, Student Handbook, and all other guidelines apply to the use of cloud-based tools and offline features, maintaining a responsible and secure digital learning environment.

6. Content Filtering

The school employs an Internet content filtering system that aligns with the requirements set forth by the federally mandated Children's Internet Protection Act (CIPA). This measure ensures a safe and secure online environment for students. When on campus, all Internet activity on Chromebooks is subjected to protection and monitoring by the school.

If a website deemed educationally valuable is inaccessible due to filtering, students are encouraged to communicate with their teachers. By contacting their teachers, students can request the unblocking of such sites, thereby facilitating their access to relevant educational resources.

It's important to note that the responsibility of filtering and overseeing Internet usage extends beyond the school premises. Parents and guardians are tasked with the role of filtering and supervising Internet connections that students utilize outside of school-provided networks. This includes instances where students engage with their Google Accounts from home.

By collaboratively maintaining a vigilant approach to Internet content filtering and monitoring, both at school and in domestic settings, a holistic strategy is employed to ensure the online safety and appropriateness of resources for students.

7. Software on Chromebooks

The Chillicothe R-II School District places certain requirements and guidelines on the usage and management of Chromebooks provided to students.

Software and Applications:

- The software and applications installed by the school district on Chromebooks must always remain functional and easily accessible.
 - The licenses for this software may dictate that it should be removed from the device at the end of the academic year.
 - Periodically, the district might introduce new software or applications for specific classes.
- Students are not allowed to install any apps or extensions on their Chromebooks that are not approved by Chillicothe School District's technology staff.

- Chromebooks and accounts will be periodically checked to ensure compliance.
- Updates and synchronization to the latest versions of district-deployed software and apps might be required. Chrome OS, the Chromebook operating system, updates automatically.

Data and Privacy:

Users of Chillicothe School District technology must recognize that they do not retain rights, ownership claims, or the anticipation of privacy regarding data stored on Chromebooks, the school network, or any school-issued applications or devices. It is imperative to adhere to all relevant laws and regulations. The district reserves the authority to access, monitor, or inspect such data when deemed essential to uphold lawful usage, security measures, and adherence to established policies and protocols. There are no guarantees regarding data retention or destruction.

Virus protection is not deemed necessary due to the built-in "defense in depth" security model in Chromebooks, including data encryption and verified boot.

Additional Software:

Students are not allowed to install extra software, games, operating systems, or other programs on their Chromebooks. The Chillicothe R-II school district will manage the necessary applications for educational purposes.

Students are required to sign in on district-issued devices using only their provided Chillicothe R-II School District account.

If technical issues arise or unapproved software is installed, Chromebooks may be restored to their original state. The school is not responsible for the loss of software or documents during this process. If the student intentionally installs any unapproved software, it may result in disciplinary action being taken.

The use or possession of hacking software is strictly prohibited, and violations will lead to disciplinary consequences. Violations of applicable laws will result in criminal prosecution or district-level disciplinary action.

Inspection and Ownership:

Students might be chosen randomly for Chromebook inspections. Chromebooks are the property of the Chillicothe R-II School District, and any staff member can confiscate them at any time for any reason. Clearing a browser's history could be seen as an admission of guilt or fault. These rules apply to Chromebook use, including usage outside Chillicothe High School. By adhering to these guidelines, students ensure the proper use and maintenance of their Chromebooks while creating a secure and productive digital learning environment.

8. Acceptable Use Policies and Procedures

Using Chillicothe R-II School District's technology resources is a privilege that comes with responsibilities and guidelines. The following outlines these aspects:

Privilege and Use:

- Utilizing Chillicothe R-II School District's technology resources is a privilege, not an inherent right.
- External individuals are not allowed to access or use the technology resources provided by the district.
- This privilege ceases when a student is no longer enrolled in Chillicothe R-II School District.
- The policy aims to create awareness about ethical and legal use of technology. Violating the User Terms and Conditions outlined in the policy may lead to privilege termination, denial of access to technology resources, and disciplinary actions as per the Student Code of Conduct.
- Any violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities:

- Parents/guardians are responsible for discussing appropriate technology and internet usage standards with their students.
- If opting out of taking a Chromebook home, parents need to sign a form and understand that students remain responsible for meeting course requirements.

School Responsibilities:

- Provide internet access and individual Google Apps for Education accounts.
- Implement internet filtering on district networks.
- Report inappropriate digital content promptly.
- Offer network data storage options, with the right to review, monitor, and restrict information stored on district-owned equipment to prevent misuse.
- Provide guidance and ensure student compliance with the acceptable use policy.

Student Responsibilities:

- Use technology ethically and responsibly.
- Abide by the Chillicothe R-II School Acceptable Use Policy.
- Ensure proper use of school resources to avoid damage. This damage includes but is not limited to the loss of data resulting from misuse or service interruptions caused by the student's own negligence. Use of any information obtained by Chillicothe R-II School District's Internet System is at your own risk. The Chillicothe R-II School District specifically denies and responsibility for the accuracy or quality of information obtained through its service.
- Assist in safeguarding the computer system by reporting security issues.
- Monitor activity on Google Apps accounts and devices.

- Secure Chromebooks and Google Apps accounts by logging off and, if provided by the school district, using protective wear.
- Return Chromebooks at the end of the year; failure to do so will result in a charge to the student's school accounts for the full cost of the device and any missing peripherals, as well as the possibility of facing a potential criminal infraction.
- Return devices, cases, and chargers immediately upon student withdrawal, suspension, expulsion, or termination of enrollment.

Prohibited Activities:

- Illegal or unauthorized installation or transmission of material in violation of federal or state laws.
- Any action that violates existing Board policy or public law.
- Disallow use of outside data disks, external attachments, or methods to bypass filters.
- Spamming, accessing others' accounts, and inappropriate use of internet and email accounts.
- Use of the school's internet and email accounts for financial or commercial gain, engaging in any illegal activity, or participating in bullying.
- Gaining access to other students' accounts, files, and/or data is prohibited unless authorized by a teacher.
- Students are **NOT** allowed to give out personal information over the internet-with the
- exception of teacher directed instances.
- Participation in financial fraud, electronic forgery, and other illegal behavior.

- Vandalism of school equipment will not be allowed.
- Accessing or transmitting obscene, offensive, or threatening materials.

By adhering to these responsibilities and refraining from prohibited activities, students contribute to a secure and constructive digital environment while maintaining the privilege of using the district's technology resources.

9. Bring Your Own Technology

With approval from classroom teachers and administrators, students are allowed to use their personal devices in the classroom for activities like accessing, interacting with, and saving information from the Internet, communicating with fellow students, and creating assignments. The following guidelines are in place for students using their own devices:

- Access to the school's Internet through the Chillicothe R-II local area network is granted by signing in using the BYOT wireless network with a district-created login.
- Students must accept the Terms and Conditions of the Chillicothe R-II School District Technology Acceptable Use Policy (AUP).
- By agreeing to the Terms and Conditions, users commit to upholding the contents of the AUP and the Student Code of Conduct while using their devices on Chillicothe School District property.
- To comply with the Children's Internet Protection Act (CIPA), Chillicothe R-II School District will filter content for users connected to the network. While filtering technology is in place, complete prevention of inappropriate access is not guaranteed.

The district believes the benefits of the Internet and email outweigh the risks. However, it's the students' responsibility to follow rules for acceptable and responsible use.

Access to the network is a privilege, not a right. Administrators and faculty may review files and messages to ensure responsible use and maintain system integrity.

BYOT Student Code of Conduct:

- Students must use the Chillicothe R-II Schools filtered wireless network.
- Accessing, modifying, downloading, or installing others' computer programs, files, or information is not allowed.
- Students must adhere to copyright laws and avoid accessing, transmitting, copying, or creating unauthorized material.
- Unauthorized use of school resources, such as playing games or streaming media, is prohibited.
- Altering district equipment is not permitted.
- Technology must be used for educational purposes consistent with the district's objectives.
- Students must not release personal information on the Internet or via any electronic communication. Personal login information should not be shared with any other student, nor should any attempt be made to access another student or staff member's account.
- Ethical and responsible behavior is expected while using district technology resources. If a student finds an inappropriate site or image, he or she must immediately report threatening or offensive material.

BYOT Theft, Loss, or Damage:

The district and its employees are not responsible for theft, damage, or loss of non-district devices or their information. Device owners are responsible for their devices' safety.

BYOT Communication/Data Plan Fees:

The district is not responsible for fees associated with personal device use. Fees related to texting or internet use on personal devices are the owner's responsibility.

BYOT Common Guidelines and Expectations:

Teachers decide if mobile devices will be used in their classrooms based on instructional practices. Teachers communicate device usage expectations. Devices used in class must be silent and placed face down on desks. Recording audio, video, or images without consent is prohibited and may lead to legal action.

BYOT Devices:

Tablets, laptops that connect via Wi-Fi, e-readers, etc., are allowed. Cell phones are not permitted for BYOT.!

10. Copyright and File Sharing

Students are obligated to adhere to all copyright laws encompassing various media forms, such as text, images, programs, music, and video. Lack of awareness regarding these laws does not exempt individuals from their obligations. If uncertain, students are encouraged to seek guidance from a teacher or parent. Illegally downloading, sharing, or posting media acquired without proper authorization is in violation of the Chillicothe R-II School District's Acceptable Use Policy.

11. Digital Citizenship Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself.** I will show respect for myself through my actions. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life I post as it is public. I will not be obscene. I will act with integrity.
- **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, or harass people. I will show respect for other people in my

choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

12. Repairs:

The district takes responsibility for repairing or replacing equipment damaged due to normal use. However, for any other instances of breakage, students will need to utilize an insurance policy to cover associated costs. The district will strive to source replacement parts at the most reasonable prices available. Loss or theft of a device falls under the student's responsibility, leading to charges for the full cost of purchasing a new device.

If a student's Chromebook sustains damage, it should be reported promptly to the building's Library Media Specialist. The IT helpdesk will assess the damage and generate a repair ticket. Parents will receive written notification via mail or email when an insurance claim is filed.

In cases where repairs are necessary, the Library Media Center may provide loaner Chromebooks to students, subject to availability. While using loaner Chromebooks, students are accountable for any damage that may occur during their possession. Should the loaner Chromebook be lost or stolen, the student will bear the full cost of replacement. It's mandatory for all loaner Chromebooks to be returned to the Library Media Center as soon as the student's device is repaired and returned.

13. Chromebook Insurance Protection:

This insurance provides coverage against accidental breakage, damages, loss, and theft. If you choose not to enroll in insurance at the start of the year, you will be responsible for covering the entire cost of any necessary repairs. The annual*fee amounts to \$20.00 per device, affording coverage for one full claim in the event of accidental damage or breakage of any Chromebook components. In the same school year, a second claim will incur a \$50.00 deductible payment. The payment of each deductible must be made prior to initiating the repair process. Any subsequent claims beyond the second one within the school year will require the student to bear the full cost of replacement.

To process the initial claim, Insurance Protection must be paid in full. **The option to purchase insurance won't be available after damage or breakage has occurred.** In cases where students transfer out of the district, a prorated insurance reimbursement of \$10 will be issued. However, reimbursement will not exceed \$10 at any point.

Current Chromebook Replacement Costs ****Replacement Costs are Subject to Change***

<i>Item</i>	<i>Replacement Cost</i>
Chromebook (Includes device and management software)	\$320
Charger/Power adapter	\$50
Screen	\$50
Keyboard/touchpad	\$35
Main System Board	\$150
Asset Tag	\$5
Full Replacement Cost	\$325

** The annual period for insurance coverage spans from the beginning of the school year distribution until the conclusion of the regular school year. If you require financial assistance to offset the \$20.00 insurance fee, you have the option to apply for a scholarship with the school office.*



Chromebook Responsibility Agreement

I. Family Responsibilities

Families bear the responsibility of abiding by the applicable policies and procedures outlined in this Chromebook policy and usage handbook. Here's a concise summary, although not exhaustive:

- Talk to your students about values and standards when using the Internet and other media sources such as television, cell phones, movies, and radio.
- Acknowledge that you have read and understand the procedures outlined in the Chillicothe School District Chromebook Handbook. (Handbook is available on the Chillicothe R-II School District website)
- Purchase Chromebook Insurance Protection

II. Student Responsibilities

Students bear the responsibility of abiding by the applicable policies and procedures outlined in this Chromebook policy and usage handbook. Here's a concise summary, although not exhaustive:

- Signing and abiding by Chillicothe R-II School District Acceptable Use Agreement and Email Agreement
- Charging their Chromebook nightly and bringing it to school daily
- Attending each class with their Chromebook, and accessories as needed.
- Logging in under their assigned username and password and not sharing their passwords with others

- Using proper care and maintenance of the Chromebook
- Report any Chromebook damage or technical issues to the school library media specialist in a timely manner
- Using the Chromebook in a responsible and ethical manner
- Obeying general school rules concerning behavior and communication that apply to computer usage
- Monitoring all activity on their accounts and Chromebooks
- Students should always log off all applications on their Chromebook after they are finished working to protect their work, information, and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning the school issued Chromebook and supplied accessories at the end of the school year
- Students who withdraw, are suspended or expelled, or terminate enrollment in the Chillicothe School District for any reason, must return their individual school issued Chromebook and any accessories on the date of termination.

III. Community Responsibilities

- The community of Chillicothe supports the growth of technology in our schools by allowing students open access to wi-fi at the Livingston County Library and other business for the sake of educational purposes. The list of local businesses provided have open wi-fi for use for students:

Livingston County Library

McDonalds

Zito Media-hotspots for subscribers only

YMCA

1:1 Chromebook Insurance Protection Enrollment Form

Chromebook Insurance Protection Enrollment Form provides coverage against accidental breakage, damages, loss, and theft. If you choose not to enroll in insurance at the start of the year, you will be responsible for covering the entire cost of any necessary repairs. The annual*fee amounts to \$20.00 per device, affording coverage for one full claim in the event of accidental damage or breakage of any Chromebook components. In the same school year, a second claim will incur a \$50.00 deductible payment. The payment of each deductible must be made prior to initiating the repair process. Any subsequent claims beyond the second one within the school year will require the student to bear the full cost of replacement.

To process the initial claim, Insurance Protection must be paid in full. The option to purchase insurance won't be available after damage or breakage has occurred. In cases where students transfer out of the district, a prorated insurance reimbursement of \$10 will be issued. However, reimbursement will not exceed \$10 at any point.

A separate policy will be required for each student in your household.

Current Chromebook Replacement Costs

<i>Item</i>	<i>Replacement Cost</i>
Chromebook (Includes device and management software)	\$320
Charger/Power adapter	\$50
Screen	\$50
Keyboard/touchpad	\$35
Main System Board	\$150
Asset tag	\$5
Full Replacement Cost	\$325

I confirm that I have read, comprehended, and consent to all the stipulations detailed in this form and

☐ **OPT TO ENROLL** (\$20 up front cost)

☐ **OPT TO NOT ENROLL** (No up front cost, responsible for full cost of any damages)

(Kindly submit this form along with any payment required to the School Office.)

Parent Signature _____

***If you need financial assistance to help cover the cost of the \$20.00 insurance fee, you may apply for a scholarship in the school office.*