

Chromebooks Procedure Manual



2023-24

Statement of Purpose and Program Objectives

The 1:1 Initiative hopes to support vibrant teaching and learning in all Bixby school sites by adding opportunities for innovation. This initiative supports Bixby Public School's Strategic Plan by cultivating our intended learner attribute outcomes outlined on the following pages.



"Technology will never
replace great teachers, but
technology in the hands of
great teachers is
transformational."

GEORGE COUROS

bixbyps.info/familytech

2020-2025 Strategic Focus

Ensuring that each student is able to thrive and pursue individual excellence is an exciting challenge for our school staff and community. Our community is on the precipice of the future, as expanding opportunities, new technologies, and innovations in teaching and learning push us to think differently about how to best prepare our children for success beyond graduation.

Our District Strategic Planning Team embraced the challenge to build on Bixby's long tradition of excellence by identifying critical opportunities for focus over the next five years. This strategic plan provides direction for achieving consistent, sustained excellence throughout our schools, while also promoting innovation and organizational agility to ensure we continue to meet the rapidly-changing needs of our students and community into the future.

IT BEGINS WITH OUR VALUES

Bixby Schools will provide opportunities for students to explore and develop the skills, capacities, and dispositions that support life-long learning, high achievement, and global citizenship. Our high expectations for all students are embedded in the district-wide focus areas, goals, and strategies of this plan.

Our value statements drive our aspirational culture because they act as reminders of the how, why, and what -- and our shared vision.

- A strong public education system benefits the entire community, teaches positive citizenship, and is a shared responsibility of all.
- Everyone is entitled to a safe, caring, and respectful learning environment.
- Education addresses the development of the whole child - academic, social-emotional, personal health and well-being, and prepares each student for life's transitions.
- Today's instruction must embrace a child's natural curiosity and creativity while developing critical thinking and problem solving skills for successful global citizenship. High expectations promote higher achievement in academics, athletics, and the arts.
- Education should be tailored to meet the needs of every child.
- Every student should take ownership of his or her education.
- Education should guide the student's development of positive and ethical behavior which is reflected in their actions and attitudes.
- Our schools should be adaptive, innovative, and forward-thinking to ensure our graduates possess the skills necessary for success in a diverse and changing world.





OUR MOTTO:
encapsulates the beliefs or ideals which guide our district.

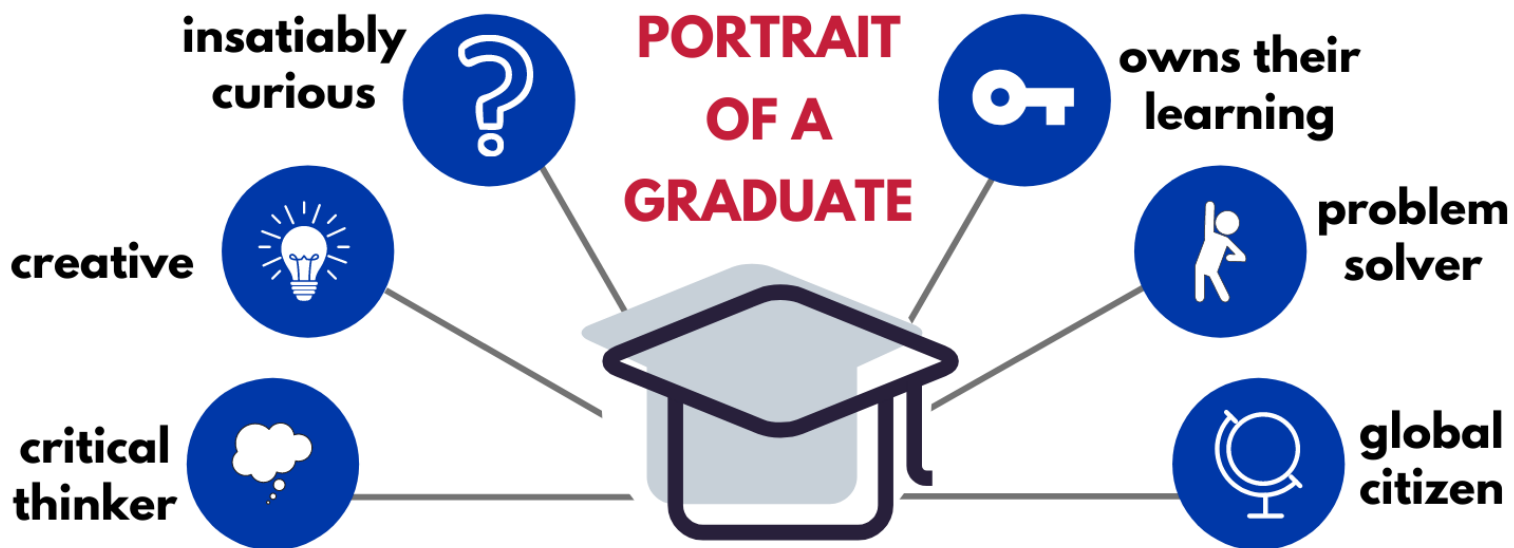
**The Spartan Way:
Learn Well.
Live with Honor.**

OUR VISION:
captures the future we hope to create for our students.

**Bixby Schools:
A place where all
learners believe in their
power to LEARN, EXCEL,
& OWN their future.**

OUR MISSION:
explains our fundamental purpose as a school district.

**“Ignite the
Potential of
Every Student.”**



These six learner attributes serve as the foundation for teaching & learning.



TABLE OF CONTENTS

1:1 Policies and Procedures FAQ	<u>1</u>
1. Chromebook Distribution and Check-in	<u>2</u>
a. Distribution of Chromebooks	<u>2</u>
b. Assignment of Chromebooks	<u>2</u>
c. Insurance for Chromebooks	<u>2</u>
d. Check-in of Chromebooks	<u>4</u>
2. Chromebook Care	<u>4</u>
a. District Responsibilities	<u>4</u>
b. Parent/Guardian and Student Responsibilities	<u>4</u>
c. General Expectations	<u>5</u>
d. Summer Care for Chromebooks	<u>5</u>
3. Acceptable Use	<u>5</u>
a. User Privileges and Ethical and Educational Purposes	<u>5</u>
b. Acceptable Uses of Chromebooks and Networks	<u>6</u>
c. Unacceptable Uses of Chromebooks and Networks	<u>6</u>
4. Internet Safety	<u>7</u>
a. Tips for Parents and Guardians	<u>7</u>
b. Digital Citizenship for Students	<u>8</u>
5. Using the Chromebook at School	<u>8</u>
a. Battery	<u>8</u>
b. Chromebooks and Classwork	<u>9</u>
c. Managing and Saving Files	<u>9</u>
6. Using the Chromebook at Home	<u>9</u>
a. Wireless Networks and Printing	<u>9</u>
b. Acceptable Use While at Home	<u>9</u>
7. Damaged Chromebooks	<u>9</u>
a. Damaged or Stolen Chromebooks	<u>10</u>
b. Typical Repair/Replacement Costs	<u>10</u>
c. Insurance Claims	<u>10</u>
8. Forms	<u>12</u>
a. Insurance Selection Form	<u>13</u>
b. Acceptable Use Form	<u>14</u>

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1

Only school-owned devices will be connected to our school Wi-Fi network, so all 7th-12th grade students will be issued a Chromebook, protective case, and a charge cord. (Exception: Full-time SCA students may opt out.)

2

All devices will be protected by a content filter whether in use at school or off-campus. A parent app is available for parents to monitor students' device browsing.

3

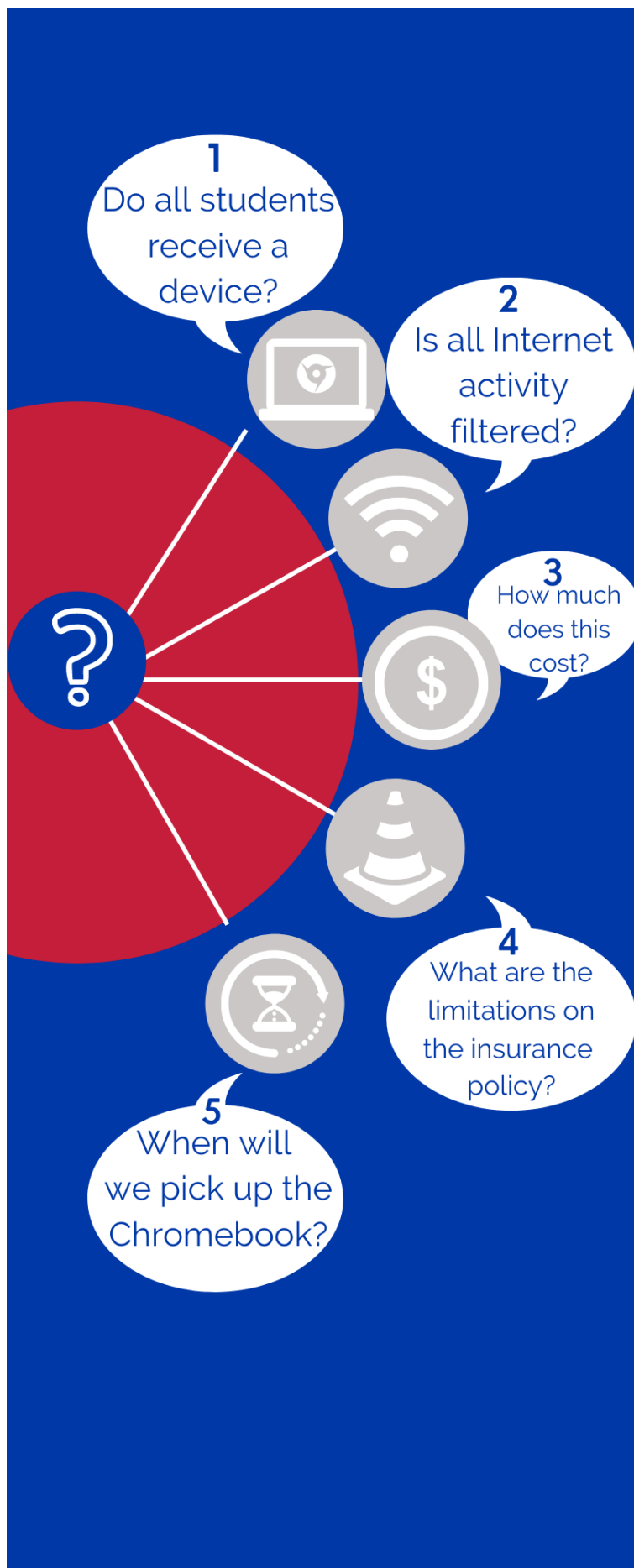
There is a \$5 annual software fee. Additionally, there is an **OPTIONAL** annual insurance policy available for purchase that will cover up to 3 claims each school year for accidental damage, theft, or fire (100%, 60%, 20%).

4

Insurance will NOT cover intentional damage or lost devices/accessories. Also, removing the protective carrying case nullifies the insurance policy, and the student will be responsible for the full repair cost of accidental damage.

5

Chromebooks will be distributed during schedule pickup in August. All paperwork must be completed prior to distribution. You will receive information and a link to the paperwork prior to schedule pickup.



Section 1- Chromebook Distribution and Check-in Procedures

The Chromebook is a personal computer designed to work through the Google Chrome browser on web-based applications. The District chose this device as the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost effectiveness. Bixby Public Schools (BPS) will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or Internet in keeping with district technology policy.

1.1 Distribution of Chromebooks

Distribution of individual 1:1 Chromebooks will take place upon initial enrollment in the BPS secondary system (grades 7-12) or upon enrollment in the Spartan Connection Academy (SCA). All other PK-6 grade students may only be issued a device upon administrator approval or for distance learning. A student will be given a device only after the student and his/her parent/guardian has signed the Insurance Selection Form and the Acceptable Use Agreement. When students and parents sign the Acceptable Use Agreement, they acknowledge that this form supersedes any other district technology use forms and is in effect for the duration of the Chromebook checkout. Similar to textbooks, Chromebooks will be an integral part of the academic curriculum. As with all school assets, students will be held responsible for proper use and care of the Chromebook while it is in their possession, including damages and theft. Each student will receive the device, power cable and case. Earbuds or headphones will not be provided. However, students may use their own earbuds or headphones as permitted by the individual classroom teacher or otherwise approved by the school.

1.2 Assignment of Chromebooks

Students will be assigned a specifically tagged Chromebook. Secondary students will retain their original Chromebook each year, including summer breaks, while enrolled in Bixby Public Schools. Students are to use only their school assigned Chromebook. A student is not allowed to loan his/her Chromebook to another student or individual. Bixby Public School Chromebooks are identified by electronic record of serial number and correlated BPS labeling. Students may not tamper with or alter in any way the Chromebook identification tags. Students may not alter their usernames or passwords.

1.3 Insurance for Chromebooks

The Bixby Public Schools Student Device Insurance Program has been established to give students and parents/guardians the ability to purchase insurance for the Chromebook technology package. The technology package includes a Chromebook and its battery pack, charge cord and school-issued protective carrying case. Students must use the school-issued protective carrying case at all times. The insurance, if purchased, will help cover the repair or replacement costs of these items.

Grades 7-12: The cost for protection is \$45 per school year per student, which includes a \$5 annual software and administrative fee.* Should insurance be waived, students/guardians are still responsible for the \$5 annual software and administrative fee. Insurance is nonrefundable, and the cost will be \$45 per school year regardless of students' start date during the school year. Beginning the fall of 2019, students will have the option for a one time purchase of insurance to cover the life of the checkout to the student. The one-time purchase rates are nonrefundable and detailed below.

Grades PK-6: Although not 1:1, our elementary and intermediate school sites have a fleet of school-owned Chromebooks available for student use. As with any school property, students are responsible for any loss or damage to the items. Because the cost of repair and/or replacement of Chromebooks can range up to \$300, PK-6th grade students have the option to purchase a voluntary insurance policy. For our elementary and intermediate students, this policy costs \$20 per school year, is non-refundable, and must be purchased via an online form each fall. The form is **required** if a device is sent home for any reason (inclement weather/DL days). The insurance policy covers up to 3 incidents per year (1st incident- 100%, 2nd incident- 60%, 3rd incident- 20%) whether the damage is done in school or at home.

Insurance does NOT cover lost devices and/or accessories, nor does it cover devices damaged intentionally. Students will only receive replacement accessories after they have paid the full replacement cost (see section 7.2 for common replacement costs).

Waiving insurance represents accepting responsibility for any accidental damage, theft, or fire loss to the device. Students who waive insurance are still responsible for an annual \$5 software fee.

1. Waive Insurance	
PK-6th grade	\$0 annually
7th-12th grade	\$5 annually

The initial year insurance fee of \$45 is due at the time of initial check out to the student. Insurance may be purchased after the initial checkout of the device only after the device is checked for damage.

The renewal rate for subsequent years of the insurance program is \$45 and is due each year after the initial check out year by Friday at 3:00 p.m. of the second full week of school. **If the renewal insurance fee is not paid by the annual new school year date (Friday at 3:00 p.m. of the second full week of the new school year) the student's device shall be deemed not insured.**

2. Annual Purchase of Insurance	
PK-6th grade	\$20 annually
7th-12th grade	\$45 annually

The one time purchase of insurance is only available upon the initial checkout of the device and the fee is dependent upon the year the student enrolls at Bixby Public Schools. The fee schedule is itemized below. These fees include the software and administrative fees. The one-time fee is non-refundable.

3. One-Time Purchase of Insurance	
PK-6th grade	N/A
7th grade	\$205
8th grade	\$175
9th grade	\$145
10th grade	\$110
11th grade	\$75

This is a voluntary program and families are encouraged but not required to participate. Keep in mind, according to the Acceptable Use and Policy Guide, parents/guardians are responsible for the full cost of repair and/or replacement of any damage or loss to the Chromebook, its battery pack, charger or case if insurance is not purchased. See section 7.3, Insurance Claims, for additional information.

*Students who are verified to receive a free or reduced lunch are eligible to receive a reduced rate for purchasing initial and/or renewal insurance.

1.4 Check-in of Chromebooks

As with any District-owned property, parents/guardians and students will be responsible for returning the Chromebook in good working condition upon graduation or withdrawal from the district. Students will be responsible for any damage to their Chromebooks. Students will be charged a fee for any needed repairs, not to exceed the full replacement cost of their Chromebook (see sections 7.2 and 7.3). If a student fails to return the Chromebook upon graduation, withdrawal date, or student's drop date, the student is responsible for paying the replacement cost of the entire technology package as defined in section 1.3 or a theft report may be filed with the police department.

Section 2- Chromebook Care

Students are responsible for the care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported (see section 7). If a loaner Chromebook is warranted and available, one will be issued to the student until the Chromebook can be repaired or replaced.

2.1 District Responsibilities

Bixby Public Schools will comply with the Children's Internet Protection Act (CIPA) to protect against the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or off-campus. The District will make all repairs to the device. The district will have devices available that can be checked out to students whose devices are being repaired or replaced. If the parent/guardian does not acknowledge the insurance claim within 10 school days of the student receiving the loaner, the student will waive his/her right to a loaner device. . If the damaged device is uninsured, the student will have 10 school days to pay for the damages before losing the privilege of using a school-owned device.

2.2 Parent/Guardian and Student Responsibilities

The student and his/her parent/guardian are financially responsible for repairs and replacement costs resulting from accidental damage, inappropriate use, or neglect of the device. Insurance for the device will be offered to those parents/guardians who choose to purchase coverage. Because the Chromebook is an Internet-based device, the student will need Internet access either at home or at public places that offer WI-FI access in order to use the web-based applications. Bixby Public Schools is not responsible for providing Internet access at home. At both school and off-campus, students are expected to observe all BPS technology policies as well as federal, state and local laws. Students and parents/guardians are responsible for using BPS technology for only ethical and educational purposes.

2.3 General Expectations

- Do not place food or drink near the device.
- Insert cords, cables, and removable storage devices carefully.
- Do not remove any district labeling.
- Do not deface the device or case with writing, drawings, stickers, labels, etc. that are not approved by the district. School-appropriate stickers may be applied to the case. Do not place heavy objects on the device.
- Only use the district-issued carrying case. Always carry the device with care; the screen should not be open when being carried.
- Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen (ex: backpack or shoved in locker).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. The district will provide microfiber cloths for on-campus use.

- Do not use cleaning solvents, other liquids, tissues or paper towels, etc. on the screen.
- Do not leave the device unattended or in a non-secure location, such as in a vehicle.
- Always keep the Chromebook in the district-issued protective case. Although the case is reinforced to help protect the Chromebook, it is not guaranteed to prevent damage. It remains the student's responsibility to care for and protect the device.
- Do not expose the Chromebook to extreme temperature or sunlight. Extreme heat will damage the device. Extreme cold will cause severe screen damage.
- Do not change or attempt to change your username or password.
- Do not change or attempt to change the Chromebook's electronic identification number.

2.4 Summer Care for Chromebooks

Secondary students are expected to maintain their Chromebooks over the summer. Proper care should include weekly maintenance of powering on the device and bringing it to a full charge. Students are welcome, and in fact encouraged, to use the device during the summer to help maintain optimal functioning of the Chromebook.

Section 3- Acceptable Use

3.1 User Privileges and Ethical and Educational Purposes

With the opportunity afforded by using Bixby Public Schools technology comes the obligation to use that technology responsibly. The advantages afforded by the rich digital resources available today through the Internet outweigh any disadvantages. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. **Students' Chromebook, Google, and Canvas accounts are not private. Bixby Public Schools will have access to all information and data contained in the Chromebooks as well as access to Internet usage records and accounts accessed on the Chromebooks.** Students and/or others using school equipment shall have no expectation of privacy regarding school supplied equipment, software programs, and data/information/video/graphics/pictures used, supplied, or viewed. Violation of the Acceptable Use and Policy Guide or failure to use BPS devices, networks or other resources responsibly may result in disciplinary action, including, but not limited to, loss of Chromebook privileges and suspension. Disciplinary action will be at the discretion of the school administrator and in accordance with district policy.

Chromebooks must be used for the purpose for which they are intended. They should be used for only ethical and educational purposes. The user is responsible for all of his/her actions and activities involving the device and network. Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise. The student/user of the device should keep in mind that if an action is a violation of school rules (as in the Student Handbook and/or Student Code of Conduct), the action is likewise inappropriate for the equipment.

3.2 Acceptable Uses of Chromebooks and Networks

- Use the Chromebook as an extension of the classroom while the student is at home.
- Use appropriate language and graphics, whether posting, publishing, or viewing from home or school, when using blogs, podcasts, email or other communication tools.
- Use only assigned accounts and Chromebook.
- Do not change your account login username or password.
- Log off the Chromebook and any BPS managed system when not in use.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Making copies of music, games, movies and other copyrighted materials without permission is prohibited.
- Give credit when using the work of others and/or when using Generative AI.
- Prevent damage to the Chromebook by following "General Care" guidelines provided in this guide.
- Report the loss or damage of the device to the Spartan Charge Help Desk.
- Charge the device at home and have it ready to use every day, every class period.

3.3 Unacceptable Uses of Chromebooks and Networks

- Do not remove any identifying stickers or labels placed in or on the device by the district.
- Do not allow other people to use the student assigned device or account.
- Do not view, use, or copy passwords, data, or networks to which the student is not authorized.
- Do not reveal personal information (telephone numbers, addresses, passwords, etc.) about himself/herself or others.
- Do not leave computers unsupervised or in insecure locations.
- Do not harass, bully, or threaten anyone.
- Do not use offensive or inflammatory language of any kind.
- Do not misrepresent himself/herself or others.
- Do not destroy or damage data, programs, networks or any other system or component of a system owned or managed by BPS.
- Do not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
- Do not use the school's Internet/email accounts for financial or commercial gain or any illegal activity.
- Do not use anonymous and/or inappropriate and/or false communications such as Facebook, Twitter, Snapchat, Yik, Yak, etc.

Section 4- Internet Safety

Bixby Public Schools recognizes that with new technologies come new challenges to both teachers and parents/guardians and students. Bixby Public Schools utilizes technology

protection measures in all of its equipment and Internet access. The protection measures utilized by BPS, among other protections, block and/or filter Internet access to pictures that are obscene, child pornography, and/or harmful to minors. Our protection measures also monitor the online activities of students and others using BPS equipment. Below are suggestions for both parents/guardians and students.

4.1 Tips for Parents and Guardians

- Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- Go where your child goes online. Monitor the places that your child visits. Let your child know that you are there and help teach them how to act as they work online.
- Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.
- Report unwelcome or malicious online threats. Report immediately to the school any online interactions that can be considered threatening.
- Help your child develop a routine. Many parents/guardians have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- Take a look at the apps or programs. It is to the student's advantage when the parents/guardians have a working understanding of the programs and student work found on the Chromebook.
- Read and share with your child the Chromebook Acceptable Use and Guidebook Policy. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

4.2 Digital Citizenship for Students

For teens we offer simple rules of digital citizenship to help them create a world they can be proud of and inspire others to do the same.

- Think before you post or text – a bad reputation could be just a click away. Before you press the "send" button, imagine the last person in the world that you'd want to see what you post.
- What goes around comes around. If you want your privacy respected, respect others' privacy. Posting an embarrassing photo or forwarding a friend's private text without asking can cause unintended hurt or damage to others.
- Spread heart, not hurt. If you wouldn't say it in person, don't say it online. Stand up for those who are bullied or harassed, and let them know that you're there for them.

- Give and get credit. We're proud of what we create. Illegal downloading, digital cheating, and cutting and pasting other people's stuff may be easy, but that doesn't make it right. You have the responsibility to respect other people's creative work – and the right to have your own work respected.
- Make this a world in which you want to live. Spread the good stuff. Create, share, tag, comment and contribute to the online world in positive ways.
- It is important to note that all parents/guardians and students should talk about and review appropriate access and participation in online behavior, especially in circumstances of access to social media and interacting with individuals. Students are warned to not interact with strangers on the Internet and to immediately report contact from a stranger to parent/guardian or school officials.
- Cyberbullying is strictly prohibited. Any incidence of cyberbullying shall be promptly reported to a school official.

Section 5- Using the Chromebook at School

5.1 Battery

Chromebooks must be brought to school each day in a fully charged condition. Neither designated charging stations nor charged devices or loaned chargers will be provided at school. Batteries are designed to last the entire school day if they are brought in a fully charged condition.

5.2 Chromebooks and Classwork

If a student leaves his/her Chromebook at home or loses Chromebook privileges, he or she is responsible for getting the coursework completed as if he/she had his/her Chromebook present. A temporary Chromebook may be issued when students leave their Chromebook for repair. If the damaged device is uninsured, the loaner device will only be available for 10 school days or until the needed repairs are paid in full by the student. Chromebook malfunctions are not an acceptable excuse for not submitting schoolwork. Chromebooks should always be turned off and secured after students are done working to protect their work and information.

5.3 Managing and Saving Files

It is recommended that students utilize cloud-based storage, such as Google Drive or otherwise backup their information with an external device such as a flash drive. Saving to Google Drive will make the file accessible from any computer with Internet access. It is the student's responsibility to keep proper backups and to ensure that work is not lost due to mechanical failure or accidental deletion. There is a limited amount of local storage available on the device.

Section 6- Using the Chromebook at Home

6.1 Wireless Networks and Printing

Students are permitted to set up wireless networks on their Chromebooks. This will assist them with using their Chromebooks while at home. BPS is not responsible for providing wireless access at home. Any off-campus network issues need to be resolved by the home network provider. Printing at home will require a wireless printer, proper settings on the Chromebook, and the correct app. BPS is not equipped to provide the student/parent or guardian technical advice to help with home networks or wireless hardware.

6.2 Acceptable Use While at Home

All school rules as well as the rules expressed in the guide apply to the use of the Chromebook even when a student takes the Chromebook off-campus and accesses the Internet.

Section 7- Damaged Chromebooks

Students with damaged or malfunctioning Chromebooks will take the Chromebook to the [Spartan Charge Help Desk](#). The district will have devices available that can be checked out to students whose devices are being repaired or replaced. If the parent/guardian does not acknowledge the insurance claim within 10 school days of the student receiving the loaner, the student will waive his/her right to a loaner device. If the damaged device is uninsured, the student will have 10 school days to pay for the damages before losing the privilege of using a school-owned device.

7.1 Damaged or Stolen Chromebooks

Only BPS technicians are authorized to repair, take apart, and/or break a seal on a Chromebook. Other individuals and/or companies are not permitted to repair or attempt to repair BPS devices. Only Bixby Public Schools may repair devices. Insurance is not valid and a student will be responsible for the entire cost of repairs to a Chromebook or the replacement of the Chromebook if someone other than a BPS representative attempts to and/or takes apart and/or breaks a seal on a Chromebook. In case of theft or damage by fire, in addition to assuming responsibility for repair or replacement costs, individuals must also file a police report.*

7.2 Typical Repair/Replacement Costs

Typical costs for the repair or replacement of key parts of the Chromebook:

Item	Cost
Chromebook (Complete Replacement)	\$300

Charge Cord	\$30
Protective Carrying Case	\$30
Screen	\$40
Keyboard	\$60

7.3 Insurance Claims

Insurance claims will be covered according to the number of claims submitted per year and will be based on the coverage below. The cost for protection is \$45 per school year per student. This is a voluntary program and families are encouraged but not required to participate. Keep in mind, according to the Acceptable Use and Policy Guide, parents/guardians are responsible for the full cost of repair and/or replacement of any damage to the Chromebook, its battery pack, charger or case if insurance is not purchased. With the insurance, any form of damage to the Chromebook, charge cord, protective case, screen, or keyboard will be covered based upon the following coverage rate and be due at time of damage. Insurance may be purchased after the initial checkout of the device only after the device is checked for damage. If damage is found, repairs and/or replacement must be paid in full before the user may purchase insurance.**

Insurance Claim Coverage- Deductibles	
First Incident per School Year	Covered 100%
Second Incident per School Year	Covered 60%
Third Incident per School Year	Covered 20%

*** Lost Chromebooks, lost charge cords and Chromebooks damaged intentionally are not covered by insurance. Students will only receive replacement accessories after they have paid the full replacement cost (see section 7.2 for common replacement costs).**

* **Students who are verified to receive a free or reduced lunch are eligible to receive a reduced rate for purchasing initial and/or renewal insurance.

***After the third incident each school year, the student will be responsible for the full cost of repairs and/or replacement.

Section 8- Forms

The following pages are hard copies of the Insurance Selection and Acceptable Use Forms. All forms will be submitted online at <https://bixbyps.info/ChromebookPaperwork>.

ACCEPTABLE USE AGREEMENT



INSURANCE SELECTION FORM

2023-2024

BPS Chromebooks

Student: _____ Student Number: _____ Grade: _____

Please refer to Sections 1.3 and 7.3 of the BPS 1:1 Chromebook Policy and Procedures guide prior to completing this form. By making a selection and signing below, you are indicating that you understand that insurance purchase fees are non-refundable.

Purchasing Insurance Options:

Annual Renewal: I/We wish to participate in the Bixby Public Schools Student Device Insurance program for \$45 per device per year, which includes an annual software and administrative fee.*

I/We understand the insurance policy and deductibles are provided annually and are further outlined in the *Acceptable Use and Policy Guide*. Initial insurance is due prior to checkout of the device, and renewal insurance of the device is due by Friday at 3:00 p.m. of the second full week of school.** **If insurance is**

not renewed in subsequent years by that time, then I acknowledge that my student's device will then be deemed uninsured.

One-Time Purchase: I/We wish to participate in the Bixby Public Schools Student Device

Insurance program for a one-time fee (see table in section 1.3). I/We understand that the one time purchase is only available prior to the initial check-out of the device and provides coverage for the duration of the Chromebook checkout. I/We further understand that the yearly deductibles are outlined in the *Acceptable Use and Policy Guide*. If the initial check-out takes place after 7th grade, the one-time purchase rates will follow the fee schedule outlined in table 1.3 of the *Acceptable Use and Policy Guide*.

Waiving Insurance Option:

I/We do not wish to participate in the Bixby Public Schools Student Device Insurance program for \$40 per device per year and will assume the full costs incurred by the school for repair or replacement (up to \$300) of a damaged or lost device. Payment must be made or the school will no longer provide a loaner device or the repaired device to the student and may pursue legal assistance. I also understand that although I'm waiving insurance, I am still responsible for a \$5 annual software and administrative fee.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

* Students who are verified to receive a free or reduced lunch are eligible to receive a reduced rate for purchasing initial and/or renewal insurance.

**Lost Chromebooks and accessories are not covered by insurance.

ACCEPTABLE USE AGREEMENT



INSURANCE SELECTION FORM

2023-2024

BPS Chromebooks

Student: _____ **Student Number:** _____ **Grade:** _____

I, the Parent/Guardian, understand that I am expected to:

- Ensure my child meets the expectations of the BPS *Acceptable Use and Policy Guide*.
- Supervise and monitor my child's use of the Chromebook away from school.
- Pay the cost of repairing or replacing the Chromebook should the device be damaged, lost, or stolen or if the student leaves Bixby Public Schools without returning the Chromebook
- Read the BPS *Acceptable Use and Policy Guide* to ask questions to my child's principal if I have any.

I, the Student, understand that I am expected to:

- Take responsible steps to ensure that the Chromebook is not damaged or stolen.
- Keep the Chromebook in the case supplied by the District **at all times**.
- Leave all BPS labeling in place and in its original condition.
- Bring the Chromebook charged every day.
- Use the Chromebook at school and home in a responsible manner.
- Read and follow the BPS *Acceptable Use and Policy Guide* to ask questions to my principal if I have any.

We understand that by signing this form, we acknowledge that this technology use form supersedes any other district technology use preference forms and will be in effect for the duration of the Chromebook checkout.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____