



WATERFORD UNIFIED SCHOOL DISTRICT

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Student Device Agreement

WUSD endeavors to prepare students for an ever-changing world where technological advancements occur rapidly.

The mission of the Student Device Take-Home Program is to create a collaborative learning environment for all students where technology is immediately available as a tool for learning. Making technology available enables students and teachers to implement transformative uses of technology and enhances student engagement with the content. It also promotes the development of self-directed and lifelong learners who are able to keep pace with a rapidly evolving technological landscape.

Receiving Your Chromebook

WUSD Parent/Guardian - Student Device Agreement

This Device Agreement must be signed before a Chromebook and Power Adapter can be issued to the student. Some students may qualify to check out a Hotspot for internet service as a tool for learning.

Distribution

Chromebooks and other devices are checked out like a textbook and students must return the same Chromebook, power adapter, and hotspot and charger (if applicable) that they were issued. All devices must be in good working order when returned. If any devices are not returned or are returned damaged, the parent or guardian is responsible for the full replacement cost for each lost or damaged device. Device insurance is available for purchase through WUSD.

Transfer/New Student Distribution

All transfers/new students will be issued a Chromebook and Power Adapter with their textbooks. All forms must be signed and returned before the Chromebook and Power Supply can be issued to the student.

Returning Your Chromebook

End of Year

- At the end of the school year, students **may** be required to turn in their Chromebook, power adapter, and hotspot (if applicable) to the school site or to the district office. Failure to return the same devices that were issued to the student will result in the student being charged the full replacement cost for the device(s). Device insurance is available for purchase through WUSD.
- Replacement costs for school year 2021-2022 are as follows:
 - \$350 replacement cost for a Chromebook
 - \$40 replacement cost for a power adapter
 - \$75 replacement cost for a hotspot, \$15 for a hotspot charging cord

- Repair costs up to and including the replacement cost listed above
- All students who will **not** be returning as a student in a WUSD school next year will be required to return all devices or pay replacement costs as above.
- *The district may also file a report of stolen property with the local law enforcement agency.*

Transferring/Withdrawing Students

Students who transfer or withdraw from WUSD must turn in their Chromebook, power adapter, and hotspot (if applicable) before their last day of attendance either to the site librarian or front office staff or to Educational Services. Failure to return the same devices that were issued to the student will result in the student being charged the full amount for each device as listed above. *The district may also file a report of stolen property with the local law enforcement agency.*

Taking Care of Your Devices

Students are responsible for the general care of the Chromebook, power adapter, and/or hotspot they have been issued by the school. Devices that are damaged or fail to work properly must be taken to the Educational Services Department office as soon as possible so that they can be taken care of properly. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks or other devices unsecured.

General Precautions

- Whenever not in use, Chromebooks should be stored in the district provided Chromebook case. The power supply should be stored in the outside pocket. No other materials should be stored in the case.
- When transporting their Chromebook, students should ensure that the Chromebook is secured in its case with no other materials inside.
- Chromebooks are issued in a hard case. Students shall not remove the case.
- No food or drink should be next to Chromebooks, power supplies, or hotspots
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks / hotspots should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Hotspots should be placed and remain in a secure location in the home with good reception where the device can safely be connected to power.
- Chromebooks shall not be defaced in any way, including but not limited to applying stickers, writing, drawing, or scratching on any part, or removing district identification. Intentional damage to the case or device will incur additional charges.
- Heavy objects should never be placed on top of Chromebooks (even inside its case)

Carrying Chromebooks

- Always transport the Chromebook with care in its protective case.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils)

- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook in its case to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to school.

- A student may stop in the office and check out a daily loaner if one is available. A warning slip with progressive discipline steps will be issued. Daily loaner devices are **not** covered by insurance.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the daily loaner device. (*Not covered by insurance*)
- The office will document the number of times a daily loaner is issued to each student for not having his/her own device at school and will refer the student to the principal on the third occurrence.
- These incidents may result in disciplinary action.
- Students who obtain a daily loaner will be responsible for returning it to the office by the end of the instructional day as determined by the school's bell schedule.
- If a daily loaner is not turned in by the end of the instructional day, the office will submit a report to the principal to retrieve the loaner.

Chromebooks being repaired

- "Loaner" Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the office.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the Loaner.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The office will contact students when their original device is repaired. *Any charges for damage or loss must be paid before the original device or a replacement is returned to the student.* The student may continue to use the Loaner until full payment is made.
- Parents / guardians may purchase Student Device Insurance Coverage. If purchased, repair or replacement of damaged Chromebooks will follow the insurance agreement. If a parent/guardian declines Student Device Insurance Coverage, they will be charged for repairs or replacement. The Information Technology (IT) Department has sole discretion to determine whether damage is covered or excluded. *As an example, a device returned with evidence of tampering and in the absence of a police or school incident report would be excluded from coverage at the discretion of the IT Department.*

Charging Chromebooks

Chromebooks must be brought to school each day with a **full charge**. Students should charge their Chromebooks at home every evening.

Backgrounds and Themes

Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

Sound

Sound must be muted at all times unless permission is obtained from a teacher. Headphones may be used at the discretion of the teacher. Students should have their own personal set of headphones for sanitary reasons.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only WUSD students and staff can log into school Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator.
- Students should never log in using another student or staff member's credentials.
- Failure to adhere to these guidelines will result in disciplinary action.

Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Most work is done via the internet but some can be done in offline mode and synced when the internet is available.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

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, such as Google Docs, can be used while not connected to the internet.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of “defence in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Software

Google Apps for Education

Chromebooks seamlessly integrate with Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Draw, Forms (surveys), and Meet (virtual meetings). All work is stored in the cloud.

Chrome Web Apps and Extensions

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action. Some web apps will be available to use when the Chromebook is not connected to the internet.

Chromebook Identification

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device. Each student will be assigned the same Chromebook for the duration of his/her time in the district until the end-of-life of the unit. This means the student may have the same device for 4-6 years. **TAKE GOOD CARE OF IT!**

What to do if your Chromebook needs repair

- If your Chromebook is not working, notify your teacher and take it to the office.
- The office will intake your Chromebook and issue a Loaner Chromebook.
- When repairs are made or replacement is established, the office will notify you of any charges (if applicable) and any change in insurance status.
- When any charges have been paid (if applicable), the office will notify you that the Chromebook is ready for pickup.
- Return the Loaner Chromebook to the office and pick up your Chromebook. Loaner devices will be checked for functionality/damage prior to returning the original device.
- See above "[Chromebooks being repaired](#)" for additional information.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Device Guidelines for Disciplinary Actions

MINOR INFRACTIONS

- Using Chromebook when instructed not to
- Chromebook is open when instructed to be closed or slightly closed (courtesy tilt)
- Irresponsible/negligent Behavior
- Device not fully charged
- Using the device for off task purposes, including but not limited to social media, content streaming, or accessing other content not associated with the completion of school assignments during school hours
- Deleting internet history
- Accessing and/or sharing inappropriate files or content of any kind

Consequences (Depending on the nature of the offense(s), consequences are subject to teacher and administration discretion)

- Warning
- Detention, Saturday School and Parent/Guardian Contact
- Loss of Chromebook Privileges

MAJOR INFRACTIONS

Disrespect/Defiance

- Failure to provide Chromebook to a WUSD teacher or Administrator for inspection
- Failure to report any incident and/or damage to device

Inappropriate Use

- Carrying the Chromebook in hand when not in use. Chromebooks must always be placed in a protective case when not in use.
- Removing or attempting to remove the Chromebook's hard case.
- Sharing their own or any person's credentials with another person
- Identity Theft (Logging into another student/staff member's Chromebook or using another student/staff member's account credentials to log in to any device).
- Repeatedly engaging in actions listed as "minor infractions" in the previous section
- Making contact with unknown people using technology including but not limited to chat, email, video or social media
- Cyber bullying (emails, chats, videos, etc.)

Irresponsible/Neglect Behavior

- Chromebook left unattended or out of its case at school or at home
- Chromebook damaged due to negligence or irresponsibility
- Chromebook lost or stolen
- Power Adaptor ruined, lost, or stolen. Includes letting others borrow your power adapter
- Hotspot damaged due to negligence or irresponsibility, lost, or stolen

Consequences (Depending on the nature of the offense(s), consequences are subject to teacher and administration discretion)

- Saturday School/Suspension/Expulsion, Loss of Chromebook Privileges, Parent/Guardian Contact
- Financial Compensation
- Law enforcement involvement if any illegal acts are suspected

**WATERFORD UNIFIED SCHOOL DISTRICT
STUDENT CHROMEBOOK & MIFI PROTECTION PLAN**

DETAIL OF COVERAGE	DETAIL OF EXCLUSIONS OF COVERAGE
<ul style="list-style-type: none"> ● Accidental damage, drops, liquid spills, and submersion ● Theft, burglary, robbery (requires official police report) ● Vandalism (requires official police report or school administrator incident report) ● Fire, flood, natural disaster ● Power surge ● Mechanical failure or defect 	<ul style="list-style-type: none"> ● Corrosion and rust ● Cosmetic or intentional damage to the device or case ● Biohazard or infestation ● Dishonest and/or intentional acts ● Unexplained loss or mysterious disappearance ● Government seizure ● Loss or damage to accessories, charger, and data ● Tampering with or unauthorized attempts to repair devices

Student Chromebook Insurance Coverage			
Device	Coverage Length	Deductible	Premium
Chromebook & MiFi Hotspot	The school year and the summer school session following. ¹	1 st incident \$0, 2 nd incident \$20 3 rd incident \$40, 4 th incident \$60	\$25.00

Technical support

WHAT HAPPENS IF I DON'T GET INSURANCE?

If the parent/guardian chooses not to purchase insurance, all charges for repairs/replacements are the responsibility of the parent/guardian ([California Education Code 48904](#)). See below for a list of estimated costs.

Estimated costs for repairs when a device is **not insured or excluded from coverage**:

- Chromebook full replacement - \$350.00
- Chromebook screen replacement - \$100.00
- Chromebook keys/keyboard/touchpad replacement - \$60.00
- Chromebook charger/power cord replacement - \$40.00
- MiFi Hotspot replacement - \$75.00
- MiFi Hotspot charger/power cord replacement - \$15.00
- Additional damage will be evaluated and charged according to the cost of repairs.

Official Policy documents can be found on the district website: www.waterford.k12.ca.us

¹ The policy term continues until the start of the next school year for returning students.

Waterford Unified School District
STUDENT CHROMEBOOK & MIFI PROTECTION PLAN (The Fine Print)

INTRODUCTION

Care of all instructional materials, including Chromebooks & Mifi, distributed by Waterford Unified School District (WUSD) is the responsibility of the student to whom they are assigned and his/her/their parent/guardian. This includes costs associated with damages and loss or theft (California Education Code 48904). The purpose of this policy is to protect WUSD families from accumulating debt due to accidental damage or theft (see definitions below) of school-issued Chromebook and Mifi.

POLICY TERM

Policies run from July 1 to the end of the school year based on the board adopted school year calendar. Policies purchased at any time between those dates will terminate at the end of the school year based on the board adopted school year calendar. Students who are issued devices at the beginning of the regular school year may purchase insurance until the end of the 3rd week of school; based on the board adopted calendar; without having the device inspected. After the end of the 3rd week of school the device and charger must be inspected by site staff before coverage can be purchased. If devices are not issued during the first 2 weeks of school, the grace period may be extended at the discretion of site administration for up to 3 weeks after device distribution. Devices and chargers not returned at the end of the school year, based on the board adopted school year calendar, will cease to be covered and the parent/guardian will be responsible for any needed repairs/replacements. The “school year” includes coverage during a summer school session following the school year in which the insurance was purchased.

COST

Coverage costs \$25 per term (see above). Policies purchased mid-year will not be prorated. Insurance plans are in effect until the start of the next school year, and may be re-purchased the following year. Insurance Premiums are not returned at the end of the year if not used.

REFUNDS

There will be no refunds. If a student drops from the school, and then returns later in the school year, the policy will still be in effect until the expiration date of the original policy.

Deductibles (per term)

- First covered repair- \$0 deductible
- Second covered repair- \$20 deductible
- Third covered repair - \$40 deductible
- Fourth covered repair - \$60 deductible

After 4 repairs/replacements the deductible will be \$60 for the remainder of the term for each repair/replacement.

YOUR DUTIES IN THE EVENT OF LOSS OR DAMAGE

Report the loss or damage to staff within 30 days. In the event that school is not in session, you must notify the site staff via email or US mail.

Notify the local police if the loss is due to theft, burglary, robbery or vandalism. You must then provide the official police report to a site librarian or front office staff or to Educational Services.

SETTLEMENT OPTIONS

WUSD will pay for the cost of repair of the insured device to include parts and labor. If the device cannot be repaired, an equivalent replacement device of WUSD’s choosing will be provided. If a replacement device is provided, this coverage will transfer to the replacement device for the duration of the policy. While a student’s device is being repaired the student will be issued a loaner device of WUSD’s choosing. The policy will cover the loaner device (not a daily loaner) until the student’s original device is returned or a permanent replacement device is issued.

FRAUD, CONCEALMENT, AND MISREPRESENTATION

Coverage may be denied if the student willfully defrauds, conceals, and/or misrepresents any material information about the cause of damage or loss of the device.

DETAIL OF COVERAGE

- Accidental damage, drops, liquid spills, and submersion
- Theft, burglary, robbery (requires official police report)
- Vandalism (requires official police report or school administrator incident report)
- Fire, flood, natural disaster
- Power surge
- Mechanical failure or defect

DETAIL OF EXCLUSIONS OF COVERAGE

- Corrosion and rust
- Cosmetic damage
- Biohazard or infestation
- Dishonest and/or intentional acts
- Unexplained loss or mysterious disappearance
- Government seizure
- Loss or damage to accessories, software and data
- Tampering with or unauthorized attempts to repair devices

POLICY PORTABILITY

If a student transfers to another WUSD site during the policy term the coverage will transfer to the new site and remain in effect until the end of the term. If a student transfers to a site outside of WUSD the coverage does not transfer to the new district/school and the device must be returned to the site librarian or front office staff or to Educational Services. However, if the student transfers back to a WUSD site before the end of the term, the coverage will remain in effect until the end of the term.

WHAT HAPPENS IF I DON'T GET INSURANCE?

If the parent/guardian chooses not to purchase insurance, all charges for repairs/replacements are the responsibility of the parent/guardian (California Education Code 48904). See below for a list of estimated costs.

Estimated costs for repairs when a device is not insured:

- Chromebook full replacement - \$275.00
- Chromebook screen replacement - \$100.00
- Chromebook keyboard/touchpad replacement - \$60.00
- Chromebook charger/power cord - \$35.00
- MiFi Hotspot replacement - \$80.00
- MiFi Hotspot charger/power cord - \$15.00

Additional damage will be evaluated and charged according to the cost of repairs.

Waterford Unified School District

219 N. Reinway Ave, Waterford, CA. 95386

Parent/Guardian and Student Device Agreement

WUSD prides itself on committing to providing excellent learning experiences for our students. As part of this commitment, WUSD provides computer devices for all students. Our students' continuous access to 21st Century tools will develop our learners and better prepare college and career opportunities.

It is essential that this agreement be followed to ensure the safe, efficient, and ethical operation of your child's issued Chromebook. Please sign below stating that both parent/guardian and student agree to all requirements set for WUSD.

Insurance election

- Yes, I would like to purchase the Student Chromebook and MiFi Protection Plan available through WUSD²
- No, I will not purchase the Student Chromebook and MiFi Protection Plan available through WUSD. I understand that I am responsible for repair/replacement cost of the device(s) and peripherals as listed on page 7 of this agreement.

Please sign below stating that both parent/guardian and student agree to all requirements set forth by the school site and WUSD in this contract.

Student Name (Print)	Grade Level	School Year
Student Signature	Date	
Parent/Guardian Name (Print)	Parent/Guardian Email Address	
Parent/Guardian Signature	Date	

Any student who proves to be irresponsible through behavior, attendance, grades, or a combination is subject to loss of Chromebook privileges. A student may earn his/her privileges back by demonstrating a positive change in behavior and/or an improvement in attendance and grades.

All Chromebook Insurance payments and fees should be payable to WUSD. Please include either "Chromebook Insurance" or "Deductible" on the memo line of your check.

² The insurance policy term continues until the start of the next school year for returning students.