Riley County Schools 1-to-1 Chromebook Initiative
Student Chromebook Loan Agreement (Grades 2 – 12)

RECEIVING THE CHROMEBOOK

A. Chromebooks will be distributed starting the first week of school.
B. Before receiving the Chromebook, students and parents must agree to the Acceptable Use Policy during enrollment.
C. Students will be walked through the setup/sign in process and the general use of the Chromebook

RETURNING THE CHROMEBOOK

A. Chromebooks, cases and a charger must be returned to the district at the end of each school year.
B. When Chromebooks are returned, they are reset to factory defaults and then re-issued.
C. Students leaving the district must return the Chromebooks to the district at the time of withdrawal.
D. If Chromebooks are not returned to the district they will be considered stolen property and law enforcement agencies will be notified.

TECHNOLOGY FEE & REPAIR COSTS

A $10 technology fee will be assessed to each student annually at enrollment. This fee will **NOT** be waived.
This fee will cover the following.

A. All Chromebooks will be maintained by USD 378
B. The school will cover the cost of repair for the first accident while the student is enrolled at USD378. This includes lost or damaged power supply or damage to the Chromebook.
C. The second accident, a charge of $30 for lost or damaged power supply or a charge of $50 will be assessed for damage to the Chromebook.
D. Any accidents beyond the second time will be subject to cost of the repair or cost of the replacement, which may not exceed $300.

The responsibility for the cost of purposeful damage, negligence, loss, or theft will fall on the student/parent/guardian and will not follow the above accident plan.

TAKING CARE OF THE CHROMEBOOK

Students are responsible for the general care of the Chromebook, charger and the cases they have been issued by the school.

General Precautions

A. Do not leave anything laying on the Chromebook when closing, such as pencils, cords, etc. This is the number one cause of cracked screens.
B. The Chromebook is school property and all users will follow this policy as well as the Acceptable Use Policy for technology.
C. Only use a clean, soft cloth to clean the screen. **DO NOT USE** cleansers of any type.
D. Cords, cables, and thumb drives must be inserted carefully into the Chromebook to prevent damage.
E. Chromebook and cases must remain free of any writing, drawing, stickers, labels, etc. that are not property of USD 378.
F. Never leave device unattended or unsupervised.
G. Students must keep their Chromebook in the protective case provided by the school at all times. If damage is done to the Chromebooks and they are not in the case that will likely be regarded as negligence and will not be categorize in the accidental damage guidelines. The student will be responsible for full price of the repair/replacement.

Carrying the Chromebooks

A. The protective case provided with the Chromebooks protect the device for the general everyday use
B. It is recommended to carry the case in a bag/case that does not have anything else in it. Do not put the Chromebook with heavy books or other objects that could cause damage to the Chromebook.

Screen Care

A. Do not place anything on or in your case that could put pressure on the screen.
B. Do not lean on the screen at any time.

USING YOUR CHROMEBOOK AT SCHOOL

******2nd – 8TH GRADE STUDENTS – Chromebooks will remain at school, they will not leave the building.***

******9th-12th GRADE STUDENTS – Chromebooks are allowed to be taken off campus for use.***

Chromebooks are intended for use at school each day. In addition to teacher expectations for use, school messages, announcements, calendars, handbooks, and schedule may be accessed using the device. School staff and administration have the right to check any material stored on a student's Chromebook at any time.

A. Chromebooks left at home
    a. If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.
    b. Discipline procedures may occur if this becomes a repeated offense.
B. Chromebook undergoing repair
    a. The Technology Department may issue a loaner device to students depending on the repair needed.
C. Charging your device's battery
    a. Battery should be fully charged each day upon entering the school building
D. Sound, Music, Games or Programs
    a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes
    b. Music may be allowed at the discretion of the teacher.
    c. Internet gaming is not allowed. If non-instructional game apps are installed, they must be approved by administration or technology staff.
E. Home Internet Access
    a. High School students are allowed to use the Chromebooks at home or other locations
    b. The District property may be used by Student/Borrower only for non-commercial educational purposes, in accordance with the District's Acceptable Use Policy, as well as local, state and federal statutes and regulations.

MANAGING YOUR FILES AND SAVING YOUR WORK

Student work is automatically saved while using Google Drive. It is recommended that students use a flash drive to take files from Microsoft products (Word, Excel, PowerPoint, etc.) and drag them to Google Drive for conversion. Documents may also be emailed to teachers or other students, or shared using Google Drive.

SOFTWARE ON CHROMEBOOKS

A. All software/apps/bookmarks installed by USD 378 school staff must remain on the Chromebook in usable condition and accessible at all times. From time to time, the school may add software application for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required software/apps/bookmarks.
B. Devices are controlled and monitored by a Google Management System. This prevents most viruses from infecting the devices
C. Students are allowed to load school appropriate software/apps on their Chromebooks if properly approved by the USD 378 technology or teaching staff.
D. If technical difficulties occur, illegal software is downloaded, or non-USD 378 school installed/approved apps are discovered, the Chromebook will be wiped clean and put back to its original settings. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or re-image.
E. Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing
F. A Google Apps for Education account is available for each Student/Borrower to use of appropriate academic communication with other students and staff members.

PROTECTING AND STORING YOUR CHROMEBOOK

A. Chromebook identification of Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified and stored in our tracking system in the following ways:
    a. Serial Number of device
    b. USD 378 inventory barcode label
    c. Individual Student label that has been placed on the device by USD 378 staff.
B. Storing your Chromebook
    a. Chromebooks that are not in use should be securely stored in locker. Never leave it unattended or unsecured.
    b. Do not sit items on top of device.
    c. Take it home every day and store in a safe and secure place
    d. Never leave device in a place that is experiencing extreme hot or cold conditions!
C. Password Protection
    a. Never give your passwords to anyone other than your parents/guardians. This practice will help make the students information more secure.
D. Chromebooks left in unsupervised areas
    a. Violations may result in loss of device privileges.