

HEMLOCK PUBLIC SCHOOL DISTRICT

200 Wilson St., Hemlock, MI 48626
Fax: (989) 642-2773 • Phone: (989) 642-5282

1:1 Student Chromebook Agreement

The leadership of Hemlock Public School District believes that technology provides countless educational opportunities for students and staff in the district. Annual technology expenditures are appropriated district-wide to enhance student learning. The 1:1 initiative for students has created an enriched, collaborative learning environment. The purpose of this initiative is to continue our implementation of rigorous, relevant learning, while providing students with constant access to the latest educational resources.

Equipment

Students in 6th - 12th grade will be issued the following equipment:

- 11" Chromebook
- Power adapter and cord

Distribution of Chromebooks

Students are issued their Chromebook at the beginning of each school year. Before a student is issued a Chromebook, the following steps will occur:

- Students and parents read and agree to all policies and procedures for use, care and maintenance of the Chromebook.
- Students and parents have a current Acceptable Use Policy on file – this is part of the Student Handbook.
- Students and parents may pay a \$20 nonrefundable *User Care and Repair Fee* (see payment schedule).

A case is not required, but the district highly encourages it.

Annual User Care and Repair Fee

1 st Student	1 st Student Free/Reduced Lunch	2 nd Student	2 nd Student Free/Reduced Lunch	3 rd Student
\$20	\$5	\$15	\$5	\$0

Hemlock Elementary
200 Wilson St.
989-642-5221 ph
989-642-2773 fax

K.C. Ling Elementary
835 N. Pine St.
989-642-5235 ph
989-642-8008 fax

Middle School
525 N. Maple St.
989-642-5253 ph
989-642-8239 fax

High School
733 N. Hemlock Rd.
989-642-5287 ph.
989-642-5109 fax

Alternative Ed
733 N. Hemlock Rd.
989-642-2338 ph.
989-642-3504 fax

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Estimated Repair Costs

Payments for repair/replacement costs will be made through the school main office. If you opt out of the **Annual User Care and Repair Fee** (see above) you will be responsible for the full cost of repair or replacement of the Chromebook.

Payment Schedule

Repair #1	Repair #2	Repair #3	Additional Repairs
\$0 – Covered by \$20 Annual User Care and Repair Fee	50% Cost of Repair up to \$80	Cost of Repair up to \$100	Full Cost of Repair
Full cost of repair or replacement	Full cost of repair or replacement	Full cost of repair or replacement	Full cost of repair or replacement

Typical Repair Costs

Parts	Insured 1 st Incident	Insured 2 nd Incident	Without Insurance
Damaged Charger*	\$0	\$18	\$35
Keyboard	\$0	\$25	\$50
Screen	\$0	\$18	\$36
Full Replacement*	\$0	\$60	\$200

*Lost Chargers or Computers are **NOT** Covered By This Policy

Collection of Chromebooks

At the conclusion of each school year, students must turn in their Chromebook, adapter and cord for maintenance. If a student withdraws from the District, the student must turn in the Chromebook, adapter and cord on the last day of attendance. Failure to return the Chromebook, adapter or cord either at the end of the school year or when withdrawing from the District will result in a fee of up to \$200 to cover the replacement cost. In addition, the District may file a report of stolen property with local law enforcement if not returned. Students who turn in a Chromebook in good condition (no damage greater than normal wear and tear) at the end of eighth grade will receive a new Chromebook when they start ninth grade.

Device Labels

All Chromebooks will be labeled with the student's name. Labels may not be removed, modified or tampered with in any way.

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Cases/Charging Cords

Students may not personalize the outside of the Chromebook. It remains the student's responsibility to care for and protect his/her device. Families may choose to add a protective case or skin to personalize the device. Students will be assigned one charging adapter and cord with the Chromebook. The student is responsible for the charging cord, and it must be returned with the Chromebook at the end of each school year or upon withdrawal from the District. Adapters are to remain at home for charging. Students will not be allowed to charge at school. Losing, damaging or failure to return the charger will result in a \$35 charge (our average cost of a replacement).

Taking Care of Your Chromebook

Each student is responsible for the general care of the Chromebook that they are issued by the school. Chromebooks that are broken or fail to work properly must be taken to the tech office (high school) or library (middle school) as soon as possible. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

Repairing/Replacing and Handling Theft/Loss and Vandalism of Chromebooks

All Chromebooks in need of repair must be brought to the tech office (high school students) or main office (middle school students) as soon as possible. Tech staff will examine the Chromebook and take the appropriate steps to repair the device. All repairs must be performed or authorized by the district technology staff.

General Precautions

- Chromebooks should not be used near food or drink.
- Chromebooks must remain free of any personal writings, drawings, stickers and labels (protective cases may be personalized).
- Chromebooks should not have heavy objects placed on them.
- Chromebooks should be transported with care.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed only after making sure there is nothing on the keyboard.
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth.
- Chromebooks should be carried from place to place in the closed position.

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Operating System and Software

The Chromebook operating system, Chrome OS, updates itself automatically and is managed by the district.

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. (This suite includes Google Docs, Spreadsheets, Presentations, Drawings and Forms)
- Work within these apps are stored via Google Drive in the cloud.
- Student accounts are issued and maintained through Hemlock Public School District's Google domain.

Using Your Chromebook At School

Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by his/her teacher. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action. Students must remove any backgrounds or other media at the request of a teacher or school administrator. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students will still be able to print from desktop computers in computer labs, however, students will not be able to print directly from the Chromebooks at school.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks for school work at home and other locations outside of school. A WiFi internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the technology guidelines within the Student Handbook and all other procedures in this document wherever they use their Chromebooks.

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, within the School District network, will have all internet activity monitored by the District. Students will also be subject to content filtering at home while on District-owned Chromebooks. However, when a student is using the Chromebook out of the school network, internet usage is the responsibility of the student and the parent. Hemlock Public School District cannot make an assurance that filtering is perfect or that it cannot be "hacked".

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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. By using a Chromebook, students agree to such access, monitoring and recording of their use.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for education purposes and students are to adhere to the technology guidelines within the Student Handbook signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this manual will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her Chromebook confiscated and network privileges at school disabled.

Lost, Stolen or Vandalized Chromebooks

If a Chromebook is stolen or vandalized during an educational activity inside the school day and the student is acting in good faith with the hardware; the student/parents shall contact the school office within 24 hours of event and a replacement will be provided. If a student's Chromebook is lost, stolen or vandalized outside of the school day, the student or parents must contact the proper local law enforcement and the school to report a loss, theft or vandalism instance. Such reports must be made within 24 hours. Note: Losing a Chromebook during the school day, not acting in good faith, or failing to report within the time restraints accounts for negligence on the part of the students.

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Student Name: _____ Grade: _____
(Please Print)

Student Signature: _____

Parent Name: _____
(Please Print)

Parent Signature: _____

Date: _____

District Use Only

Device Fee Paid: YES NO

Received By: _____

Date: _____

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