

Albany Area Schools - Chromebook Agreement

Students and their parents/guardians must sign and adhere to the District Acceptable Use Policy which outlines our guidelines for Digital Citizenship, use of technological devices, and the Internet.

For students across Albany Area School District who are issued a school Chromebook this document provides information about expectations for use, taking care of the equipment, repairs/replacement and fees.

Expectations for Use

Students are reminded that use of a school-issued Chromebook is a privilege, not a right, and everything done on a district owned computer, network, or electronic communication device may be monitored by school authorities.

- Devices are to be used for educational purposes only; inappropriate use may result in limited or banned device use.
- Students will bring Chromebooks to school each day fully charged, along with their case. **The school will not provide chargers or spare devices for devices not charged or left at home.**
- Damages or malfunctions must be reported immediately to the technology department.
- Chromebooks are for use during the school year only, thus students will return school-issued Chromebooks in good condition by the end of each school year.
- If a student leaves the district, the school-issued Chromebook must be promptly returned in good working condition to the district technology department.

A limited number of loaner devices are available for daily checkout from the school. Students are expected to obtain one of these back-ups if necessary when damages occur.

Failure to charge Chromebooks, or report inoperable Chromebooks to the technology department will not be an acceptable excuse for missing work. Instructors and administrators reserve the right to determine proper disciplinary or academic consequences. Students will be able to charge their device at a charging station in the Media Center if needed.

See the Albany Area Schools, ISD #745 Acceptable Use Policy for further details.

Chromebook Care

Students are solely responsible for the Chromebook issued to them and must adhere to the following:

- Students will not have or consume food/beverages near the device.
- Students will not leave the device in extreme elements (hot/cold temperatures, etc.)
- Students will carry Chromebooks in a protective case. **Chromebooks carried loosely in a backpack are very susceptible to damages.** Cases will be issued to every student with their Chromebook.
- Students will treat their devices with care and never leave them in an unsecured location.
- **Students will not alter the physical appearance of the Chromebook or case by adding decorative stickers, markings, or other difficult to remove items.** *Even stickers made for devices DO NOT come off easily and can damage the Chromebooks.
- Students may not remove or interfere with the serial number or other identification tags on the Chromebook or case.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS supported by the district.

- Chromebooks may not be removed from district management (district745.org account).
- Students are solely responsible for apps and extensions on their Chromebooks that are not installed/required by a district staff member. Certain extensions slow device functionality and interfere with required school work.

Repairs, Replacements, & Fees

Students should not attempt to repair a school issued device on their own. If a device needs repair, it must be taken to the Technology Department as soon as possible.

Students will be required to participate in our district Protection Plan Agreement in order to take a Chromebook home throughout the school year. The cost of the plan is \$45 per school year. Free and reduced lunch participants will pay a \$10 fee. This is a flat rate and not prorated based on length of use. There are no refunds if a student begins the year with a school Chromebook and returns it later in the year to use a personal device. ***There is no option to check out a daily device beginning in the 2018-19 school year. All students must bring a device or rent from the school.**

Details of the agreement are:

- The district will provide coverage for one Chromebook repair or charger replacement due to accidental damage per academic school year. Subsequent damages will be the responsibility of the student. Problems that occur due to manufacturer defects will not count towards these repairs. The district reserves the right to request parent/guardians to pay additional fees for students who have multiple incidences of damages.
- The replacement plan does not provide coverage for the loss of the Chromebook or damages beyond repair. The student/family is responsible for all costs to replace the Chromebook. The \$45 fee will count toward the replacement costs.
- In an instance where a damage occurs, said damage is covered by the agreement, but later that same Chromebook is lost or damaged beyond repair, the student/guardians are responsible for the full cost of the prorated value of the lost/damaged Chromebook.
- *Cases are not covered under the agreement.* A school-issued case that is lost or damaged beyond repair must be replaced at full cost to the student.

Fees:

- \$45 Protection Plan fee for each year of use, which covers one accidental damage. Free and reduced lunch participants will pay a \$10 fee. *Students will not be liable for manufacturer malfunctions (the district technology department will determine if this is the case).
- Additional damages or loss due to negligence or misuse will be paid in full by the student. Costs for replacements/damages vary based on parts. Please contact the district technology department with questions regarding these charges. See the Technology & Media section of the school website for contact information.
- If a student leaves the district, his or her Chromebook must be returned in good working condition, or paid for in full.

Student name (Printed) _____

Student Signature _____ Date _____

Parent/Guardian name (Printed) _____

Parent/Guardian Signature _____ Date _____