

Albany Area Schools | Chromebook & iPad Agreement | 2021 - 2022

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 or iPad this document provides information about expectations for use, taking care of the equipment, repairs/replacement, and fees.

Expectations for Use

Students are reminded that the use of school-issued Chromebooks or iPads 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 or iPads to school each day fully charged, along with their case/shell.
- Damages or malfunctions must be reported immediately to the technology department.
- Chromebooks or iPads are for use during the school year only, thus students will return school-issued devices in good condition at the end of each school year.
- If a student leaves the district, the school-issued Chromebook or iPad, Case and Charger must be promptly returned in good working condition to the district technology department.
- If technology is not returned to the Technology Department the student will be billed for the missing items.

A limited number of loaner devices are available for daily checkout from the Media Center. These devices are to be returned to the Media Center before leaving campus for the day. If you have a daily device and you don't return it, your digital privileges and Chromebook or iPad usage will be revoked until you return the borrowed device.

Failure to charge Chromebooks or iPads, or report inoperable Chromebooks or iPads 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. There will be no charging of Chromebooks or iPads at the Media Center. If students do not charge their Chromebooks or iPads at home they will be responsible to find a location where they can charge the Chromebook or iPad at school and bring their Chromebook or iPad charger to school.

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

Device Care

Students are solely responsible for the Chromebook or iPad 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 or iPads in a protective case. *Chromebooks or iPads carried loosely in a backpack are very susceptible to damages.* Cases will be issued to every student with their Chromebook or iPad.
- Students will not remove the cases from the Chromebooks or iPads. If cases have been removed from a device this voids the warranty from the school district and the student will be 100% responsible for all damages/fees.
- 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, iPad, 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 and iPads.
- Students may not remove or interfere with the serial number or other identification tags on the Chromebook, iPad, 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 or iPads may not be removed from district management (district745.org account).

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. If the repair of the device will take multiple days, you may be issued a temporary device to use until yours is repaired. Upon repair of your device, you must immediately return the borrowed device. Failure to do so will result in a suspension of your digital privileges and Chromebook or iPad usage.

Students in grades 6-12 are required to participate in our district Rental Agreement and 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 due to a student leaving the district early or joining the district late. Students in K-5 can take devices home at the discretion of the building principal and for no rental fee.

Details of the agreement are:

- The district will provide coverage for one Chromebook or iPad repair or charger replacement due to accidental damage per academic school year. If the Chromebook or iPad is not in the case, the student will be responsible for 100% of the repair costs.
- Students are responsible for covering the cost of repairing the device after they have already used their first accidental damage. The district reserves the right to request parents/guardians to pay additional fees for students who have multiple incidences of damages before a replacement will be issued.
- Problems that occur due to manufacturer defects will not count towards these repairs.
- *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.
- If a device (iPads or Chromebooks), case, or charger are lost or not returned to the Technology Department, the student will be billed for the replacement cost.

Fees:

- There is a \$45 Rental Fee (ONLY for students in grades 6-12) 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). Students in K-5 can take devices home at the discretion of the building principal and for no rental fee.
- Total loss of the Chromebook or iPad due to negligence or misuse will be paid in full by the student. The cost for full replacement is \$360 for a Chromebook and \$395 for a iPad. Please contact the district technology department with questions regarding these charges. Go to the district website and select Academics > Technology, for contact information.
- If a student leaves the district, their Chromebook or iPad, Case, and Charger must be returned in good working condition, or paid for in full.
- Technology replacement costs:
 - Chromebook and license: \$300
 - Chromebook charger: \$30
 - Chromebook case: \$30
 - iPad: \$325
 - iPad charger: \$30
 - iPad case: \$40

Student name (Printed) _____ Graduation Year _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____