

What you need to know about your Chromebook...

1. **The Chromebook is the property of Ascension Parish School Board** and is being loaned to you for the school year. YOU are responsible for any damages to the Chromebook while it is checked out to you. If you choose NOT to pay the technology fee, YOU will be charged for damages. If you leave it somewhere and it is stolen, YOU are responsible. If you lose the Chromebook, YOU are responsible.
 - Do NOT remove any labels from your Chromebook.
2. Appropriate use of the Chromebook is vital!
 - All activity on the Chromebook is monitored.
 - Using inappropriate language in documents, emails, searches, etc. will be flagged, and the school and district will be notified.
 - Visiting inappropriate websites at any time will be flagged, and the school will be notified.
 - Viewing and/or downloading inappropriate images/videos or music will be flagged, and the school will be notified.
 - Please refer to APSB student handbook for specific details on appropriate use.
3. Appropriate handling of the Chromebook is important.
 - NEVER carry the Chromebook around while it is open.
 - Be careful when plugging in and removing headphones and chargers.
 - ALWAYS keep the Chromebook in the protective case. NEVER leave the charger or headphones plugged in when in your backpack.
 - NEVER leave your Chromebook on the floor in the aisles where someone can step on it.
 - Do NOT put your Chromebook behind you in your seat. Leaning back on it can cause screen damage.
 - Do NOT leave your Chromebook unattended on your desk. It is too easy for it to fall off or be knocked off by someone passing by.
 - Do NOT eat or drink around the Chromebook. This can cause irreversible damage if you spill something on the Chromebook, and food crumbs in the keyboard attract ants!
4. ALWAYS use YOUR school email address and password to log in.
5. If you log in to a borrowed Chromebook or the library, ALWAYS remember to log off when you're done. You don't want another student's activity linked to you.
6. You are responsible for charging your Chromebook EVERY NIGHT. With a full charge, your battery should last 7-10 hours.
 - You should shut down your Chromebook and plug it in every night. With a full charge, you should not need to plug it in at school and may want to leave your charger at home. There is no way to plug in 700+ computers at school. (Be sure to keep track of your charger!)
 - Do NOT start your Chromebook up until you get to school. This is important for you to get current updates and connect properly to our network.
7. You CANNOT print from your Chromebook at school. In order to print at school, you must log in to your Google Drive in the library.
8. If your Chromebook is missing, REPORT IT TO THE LIBRARY IMMEDIATELY!
9. **If you leave your Chromebook at home, you will NOT be given a replacement! Spare Chromebooks are only for those that have been sent for repairs.**



REPAIR COST MATRIX

There is a \$20 technology maintenance subscription for the school year. The tech fee will cover minor wear and tear to the Chromebook and one incident of **ACCIDENTAL** damage. Be aware that the fee is not insurance and does **NOT** cover lost or stolen devices or chargers.

Part or Description	Approximate Part and Labor Cost	Coverage Expectation
Re-image	\$0	None
Normal Wear and Tear	\$0	Covered by Fee
Missing Keys	\$50	Covered by Fee
AC Adapter(Charger)/Broken	\$30	Covered by Fee
AC Adapter(Charger)/Missing	\$30	Parent
Battery/Damaged	\$50	Covered by Fee
Touchpad	\$30	Covered by Fee
Damaged Shell	\$85	Covered by Fee
Broken Screens	\$150	Covered by Fee
Hard Drive Failure (Misuse Only)	\$120	Warranty/ Covered by Fee
Motherboard	\$250	Warranty/ Covered by Fee
Replacement Dell Chromebook due to neglect	\$400	Parent