



# MT. VERNON

COMMUNITY SCHOOL CORPORATION

## K-12 CHROMEBOOK RENTAL & SCHOOL POLICY AGREEMENT

2021 - 2022

The policies and information within this document apply to all Mobile Devices, this includes Chromebooks and iPads issued by Mt. Vernon Schools by students including any other device considered by the Administration to fall under these guidelines. Teachers may set additional requirements for Chromebooks.

### **Receiving Your Chromebook:**

Chromebooks will be distributed each fall during the first part of school for new students.

### **Accidental Device Protection Plan:**

Mt. Vernon Community School Corporation (MVCSC) offers Chromebook protection that may be purchased prior to deployment of the device to your child. The protection plan is for the device ONLY. Cable, charger, and battery are NOT covered. Full replacement cost will be charged for the damage or missing items. The annual fee must be paid at student registration or prior to the first claim. Details on this program are attached.

### **Return:**

Students will retain their original Chromebook and charger each year while enrolled at MVCSC for the lifecycle of the device. Any student who transfers out of MVCSC will be required to return their Chromebook and charger. If a Chromebook and/or charger are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

### **Case for Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. We recommend a protective case be used when transporting device.

- **Students/parents are encouraged to select a case for the Chromebook.**
- Mt. Vernon Schools will not be providing or selling cases for devices.

### **At Home:**

All students are required to take their Chromebook home each night throughout the school year for charging. **CHROMEBOOKS MUST BE BROUGHT TO SCHOOL EACH DAY IN A FULLY CHARGED CONDITION.** Students need to charge their Chromebook each evening and bring them ready for use daily. The battery will last throughout the day.

## Identification of Chromebook

### Chromebook Identification:

Chromebook will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of service tag number and student name label
- Individual's account username or device name

**Under no circumstances are students to modify, remove, or destroy service tag labels. Parents/Students will be charged for full replacement cost of a device if service tag is modified, removed, or destroyed.**

## Repairing or Replacing Your Chromebook

### Chromebook Undergoing Repair:

- Loaner Chromebook may be issued to students when their Chromebook is sent out for repair from the tech office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for Dell parts and labor. The corporation has the right to decide when a Chromebook should be repaired in house versus filing a claim.

### Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative MVCSC is recommending the purchase of accidental damage protection prior to the deployment of the Chromebook to your student. MVCSC will be the sole provider of this protection. Under this accidental device protection plan, the Chromebook is protected against accidental damage or loss due to an act of nature. The MVCSC will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. This protection plan does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. MVCSC will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. MVCSC may bill for any repair necessary to a Chromebook to return it to its original working condition. Device should not be disassembled or any attempt to repair by anyone other than school authorized vendors.

**Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

**MT. VERNON COMMUNITY SCHOOL CORPORATION**  
**2019-2020 CHROMEBOOK RENTAL, SCHOOL POLICY & EDUCATIONAL APPS/PROGRAMS**  
**AGREEMENT**

In this agreement, "Chromebook" means DELL Chromebook and all its components, software, apps, and charger.

**TERMS:** You will comply at all times with the Mt. Vernon Community School Corporation Mobile Device and Technology guidelines as well as the MVCSC Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebook are assigned to a single individual and are not to be shared.

**TITLE:** Legal title to the Chromebook is in the School Corporation and it shall remain in the School Corporation. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Mobile Device Guidelines.

**LOSS OR DAMAGE:** If the property is accidentally damaged or incurs loss due to an act of nature, MVCSC will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardians involved in the loss of property. Loss or theft of the property must be reported to the School Corporation by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

**REPOSSESSION:** Students not complying with all terms of this agreement including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence or other location of the Chromebook to take possession.

**TERM OF AGREEMENT:** Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School Corporation or upon student withdrawal from MVCSC.

**APPROPRIATION:** Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

**GOOGLE FOR EDUCATION and other EDUCATIONAL APPS/Programs:**

The district provides access to Google Apps for Education for cloud based storage. District issued emails are created (grades 3-12) for educational work and a collaborative online workspace. Students will have access to Apps and web based programs on their device for educational purposes that have been authorized by the teacher and/or school. Parents agree to provide consent for the use of these programs that are provided with limited student information such as Google Apps for Education, district cloud storage and collaborative educational workspace. MVCSC does not allow any third party programs to collect any data it should not be allowed to collect.