



# Chromebook Information for Parents

## Introduction:

Your child has been issued a Chromebook for use in their education in addition to any textbooks or student workbooks they may use. Chromebooks are the device of choice at Mifflinburg Area School District because they provide students of all ages with access to many tools that enhance their learning. Some highlights of those accesses:

1. Assist students in learning concepts in novel and meaningful ways not available in the past.
2. Learning can be customized to provide increased engagement and more purposeful learning.
3. Internet driven solutions are available to join student devices with teacher devices, to promote collaboration, communication, critical thinking, and creativity without regard for place and time, to make learning more seamless.
4. Provide access, even away from the school (with internet connectivity) to schoolwork and collaboration.

Since the device is an important tool in your child's education, we have included information below on the expected use, general use and care procedures, and repair responsibility below.

## General Use of the Chromebook at School:

1. The Chromebook is property of Mifflinburg Area School District and should be utilized for educational purposes only. The student must adhere to the Acceptable Use Policy and the Student Handbook, and failure to abide by these rules may result in a disciplinary referral and/or loss of privileges.
2. The student is **REQUIRED** to bring the Chromebook to school each day, with a fully charged battery.
3. The student is to be the sole user of the assigned Chromebook.
4. The student may receive a disciplinary referral from a teacher for repeatedly failing to bring the Chromebook to class or repeatedly not charging the Chromebook battery (if applicable).
5. The Chromebook will be subject to routine monitoring by teachers, administrators, and technology staff. The student shall have no expectation of privacy while using Mifflinburg Area School District electronic information resources, including but not limited to the contents of computer files or communications undertaken using the
6. The Chromebook and/or the District network. Teachers and/or Mifflinburg Area School District administration may conduct an individual search of a student's Chromebook, files, music, video, e-mail or other related items if there is suspicion that District or building policies, rules, or guidelines have been violated. student and parent/guardian are responsible for reviewing Mifflinburg Area School District's Internet Student Acceptable Use Policy. A copy can be found within the Technology Department at <http://www.mifflinburg.org/technology>.
7. The student is responsible for not leaving the Chromebook unattended and using OR STORING IT in areas which may lead to damage or theft. The student should not use the Chromebook around sporting activities or events. When using the power cord, the student should not leave the cord in areas that may cause a tripping hazard.
8. Mifflinburg Area School District reserves the right to block application downloads, implement security measures, change user permissions, change device settings, or take any other administrative or security steps, as deemed necessary in the District's sole discretion. Any attempt to modify the Chromebook, including but not limited to changing Internet access settings, will be construed as a violation of the Acceptable Use Policy.
9. The student is prohibited from installing or modifying any hardware, software, or peripherals on the Chromebook.
10. The student must observe any hardware/software license agreements entered by the District for the Chromebook and/or its equipment.
11. The student is expected to notify a staff member if information or a message that is inappropriate, dangerous, threatening or makes the student feel uncomfortable is viewed on the Chromebook.
12. Any attempt to bypass the Mifflinburg Area School District filter or change the configuration of the Chromebook will result in disciplinary action and/or loss of privileges.



# Chromebook Information for Parents

## Chromebook Use at Home (if applicable):

1. The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While the student is at school, staff will make every effort to assure that this resource is used appropriately.
2. The parent/guardian(s) is responsible for monitoring this resource at home (if applicable). It is not advisable for the student to be permitted to engage in long hours of unsupervised time online.
3. If you need internet access assistance at home, please contact your child's school for information on obtaining access.

## Caring for Your Chromebook:

1. For prolonged periods of inactivity, please shut down the Chromebook completely before closing lid. Simply pressing the power button is an acceptable shutdown on a Chromebook.
2. Wait until the Chromebook screen is completely black before closing the lid.
3. **DO NOT write, draw, paint, place stickers/labels or otherwise deface your Chromebook or case. (Failure to adhere to this, WILL incur additional fees including cleaning and/or part replacement)**
4. Always use the Dell provided charger for your Chromebook, DO NOT purchase and/or use a self-purchased or owned charger.
5. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. NEVER PICK UP THE CHROMEBOOK BY THE SCREEN. Always close the lid before moving your Chromebook.
6. Be aware that overloading the carrying case will damage the Chromebook (if applicable). Textbooks, notebooks, binders, and other materials are not allowed in the Chromebook bags or cases (if applicable).
7. When using the Chromebook, keep it on a flat, solid surface so that air can circulate. For example, using a Chromebook while it is directly on a bed or carpet can cause damage from overheating.
8. Liquids, food and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook. DO NOT keep food or food wrappers in your Chromebook carrying case.
9. Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports.
10. Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time (including in a car). Extreme heat or cold may cause damage to the Chromebook. If your Chromebook has been in a very cold environment for a long period of time, let it warm up before using it.

## Cleaning Your Chromebook (if applicable):

Students are encouraged to perform simple cleaning procedures to the Chromebook as outlined below:

1. Always disconnect the Chromebook from the power outlet before cleaning
2. Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or Chromebook.
3. Wash hands frequently when using the Chromebook to avoid build-up on the touch pad. Grease and dirt can cause the cursor to "jump around" on the screen.
4. You may clean the touch pad with a lightly dampened (not wet) lint free cloth.

## General Security:

1. Never leave your Chromebook unsecured.
2. No barcodes or labels should be removed from the Chromebook.
3. Lock your Chromebook in a designated storage facility or secure locker.



# Chromebook Information for Parents

## Damage, Loss, or Theft:

1. The student and parent/guardian is responsible for filing a police report within 48 hours if the Chromebook is lost or damaged as a result of a theft or any other type of criminal conduct. Once the police report has been obtained, the parent/guardian is responsible for notifying building administration and providing a copy of the police report. Failure to report a stolen Chromebook to police within 48 hours will absolutely result in the parent/guardian being responsible for the fair market value of the Chromebook unless the Chromebook is subsequently recovered and is undamaged.
2. The student and parent/guardian is responsible for reporting loss to the school administration if the Chromebook is lost, left unattended in a classroom, or misplaced. If not found, the student and parent/guardian is responsible for paying the fair market value of the Chromebook.
3. The student and parent/guardian will be charged a fee for any damage to the Chromebook beyond normal everyday use, wear, and tear, regardless of whether the student is at fault, to help offset the actual cost of repair or replacement to Mifflinburg Area School District. Mifflinburg Area School District also reserves the right to alter costs associated with damage and repair upon market availability of replacement parts. Examples of fees include, but are not limited to:

Chromebook: \$400	Motherboard: \$200
Screen: \$200	Charger (Dell OEM 65 watt): \$60
Keyboard: \$75	Shell (Per Side or Palm rest): \$45 each
Touchpad: \$50	Protective Case: \$30
Camera: \$20	Cleaning Fee \$25

4. We recommend that a Chromebook should always be in the protective case when being transported, including but not limited to, travel between classes. A Chromebook that is damaged while being transported without the case constitutes negligence, which will incur out of pocket repair costs.
5. If the Chromebook is damaged or destroyed because the student committed or facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost of repair or replacement, whichever is less, and law enforcement may be notified by the school administrator of the damage or destruction of public property.
6. Repeated damage/loss of the Chromebook and/or failing to pay fees for repair/replacement due to damage/loss may result in the student facing disciplinary action by their Principal.
7. Mifflinburg Area School District reserves the right to repossess the Chromebook at any time if the student does not fully comply with all terms of this Agreement.
8. Unpaid fees of students leaving Mifflinburg Area School District may be turned over to a collection agency. School Mifflinburg Area School District may also file a report of stolen property with the local law enforcement agency if a Chromebook is not returned at the school's request. If families are unable to cover the cost of damage repair, please contact the District office to discuss repayment options.
9. Mifflinburg Area School District will offer Accidental Damage Coverage for accidental damage to the Chromebook at the expense of the parent/guardian for families wishing to participate. Information regarding the coverage is listed below.



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## Repair/Replacement of Chromebook:

1. The parent/guardian(s) and student agree:
  - a. Not to attempt to repair or reconfigure the Chromebook, including but not limited to attempting to open or tamper with the internal components of the Chromebook.
  - b. Report that the Chromebook has problems, malfunctions, or is otherwise in need of repair to the building technology department.
2. The Chromebook must be turned over to Mifflinburg Area School District staff upon request for maintenance, data and file backups, application upgrades, profile changes, or other administrative or support actions.
3. Mifflinburg Area School District technology staff will determine whether the Chromebook is in functioning condition or if a loaner (if available) will be issued to the student. Classroom computers and loaner Chromebooks are also covered by all terms and guidelines in this Agreement.

## Accidental Damage Coverage (ADC) Information:

Mifflinburg Area School District offers Accidental Damage Coverage to help cover costs associated with repair of accidental damage incurred on a student's Chromebook. This is a per student per year annual cost.

- a. The cost as of the 2023-2024 School Year is \$40 per student and will cover to September 1<sup>st</sup> of the following school year.
  - b. Should be paid online via EZSchoolPay ([www.ezschooldpay.com](http://www.ezschooldpay.com)) or check payable to MASD.
  - c. Families unable to pay for Accidental Damage Coverage may contact the District office for assistance.
2. **ADC** will help offset the repair costs of up to three instances of accidental damage with each claim resulting in less coverage:

First Claim:	100% of damage costs covered.
Second Claim:	50% of damage costs covered.
Third Claim:	25% of damage costs covered.
Additional Claims:	No damage costs covered.