

Madeira City Schools Chromebook Usage Agreement

Dear Student and Parent/Guardian:

Students in grades 5 - 8 will begin the year with technology that will enhance and amplify their learning. Each student will be issued a Chromebook and teachers will have a greater ability to integrate classroom instruction and technology for all students. We're excited about the potential for learning this will bring our students!

If you would like your student to bring home a Chromebook, you and your student must first read and agree to the following terms with your signature. If you do not agree with the terms of this agreement, the student will be permitted to use the device at school only.

As a *student* of Madeira City Schools, I promise to:

Charge my Chromebook

- Students that take their Chromebook home are responsible for charging their device every night.
- Only the provided charging cable should be used; do not purchase or attempt to use a third-party charger as this can damage the Chromebook.

Preserve reference tags on my Chromebook

- Leave all district-placed stickers and tags (MCS Chrome sticker, inventory barcode, name tag, etc.) intact on the device.

Be a good digital citizen

- Follow all agreements in the MCS Acceptable Use Policy, including:
 - I will use only my Google account and no other person's Google account
 - I will be respectful, responsible, and safe while on the computer
 - I will make the device available at any time to any school administrator or teacher for inspection.
 - I will report to administration or teacher any incidents of inappropriate communications
 - I will NOT use the computer to look at, send, copy or create material that is rude, inappropriate or meant to hurt someone's feelings.

As a *parent/guardian* of Madeira City Schools, I will:

Support my student in keeping the promises above.

Accept the same financial responsibility for the Chromebook and charger as I do for other school issued items such as textbooks. This includes the cost of replacing a lost, stolen or intentionally damaged device/charger.

- **Accidental Damage** - If the device is accidentally damaged, please have your student report any damage to the Media Center Aide.
- **Intentional Damage** - Full price of repair or replacement will be the responsibility of the parent/guardian and a meeting with an administrator will be required before a device will be reissued. Consequences may be issued per the Student Code of Conduct.
 - **Most Common damages and costs:**
 - Full replacement of a damaged Chromebook: \$225.00
 - Replacement/Repair of the screen: \$60.00
 - Replacement/Repair of the keyboard/trackpad: \$60.00
 - Replacement of lost/damaged charger: \$25.00
 - Lost/Stolen device: \$225 will be collected for a lost or stolen device and a parent/guardian meeting with an administrator will be required.

CHROMEBOOK INSURANCE PLAN

Please read the entire plan. Although participation is voluntary, it is highly recommended due to the amount of accidents that occur each school year.

Coverage and Benefit

This agreement covers accidental damage that occurs to the Chromebook loaned to the student up to \$225.00 (the cost of the device). Vandalism will NOT be covered (see Intentional Damage above). Insurance covers the Chromebook both at school and home. Items covered include: operating system, video ribbon, battery, wireless card, keyboard, trackpad, cracked screen and broken hinges. **LOST OR STOLEN DEVICES AND CHARGERS ARE NOT COVERED.**

Effective and Expiration

This coverage is effective from the date the school device is issued until the end of the school year. A Chromebook Insurance Plan will need to be purchased every year.

Premium

The total premium cost is \$25.00 per device. The Chromebook Insurance Plan is non-refundable. ***If another Chromebook must be issued to replace a damaged device, a new \$25.00 insurance fee will be required to cover the replacement device.**

The Building Administration will determine if damages were due to negligence or accident. The Chromebook Insurance Plan will only cover up to \$225.00 total damages per school year.

Payment is due by _____, August _____, 20_____ for the plan to be in effect.

(Revised 5/19/2020)

Chromebook Frequently Asked Questions

Who is eligible to take a Chromebook Home?

Any student in the Madeira City Schools District (grades 5-8) is eligible only after the Chromebook Usage Agreement Form has been completed and returned to school.

What if my student forgets to bring their Chromebook to school?

There will be a limited number of Chromebooks available for students to borrow. Using a loaner for the school day is NOT guaranteed and is on a first-come, first-served basis.

What if your Chromebook needs repaired?

If your Chromebook is damaged, broken or not working properly, please take it to the Media Center as soon as possible. The Media Center Aide will place a tech ticket with the District Tech Staff. A loaner device will be available daily. Loaners do NOT go home.

***Do not take district owned Chromebooks to an outside computer service for any type of repair or maintenance.**

Who can access and use my student's Chromebook?

Only individuals with a Madeira Google account can access and use a student's Chromebook. If a parent wishes to access and use their child's Chromebook, they must login using their student's Madeira account.

Can the school track web history?

While on our Madeira network, MCS can track web history. When the device is taken home and on a home network, school district internet filtering will not be provided and the web history cannot be tracked. If, upon inspection, a student's Chromebook is found to have been used for inappropriate purposes away from school, per the Usage Agreement, consequences will apply.

How is a student's Chromebook identified from other students?

Each MCS Chromebook will be tagged with a school asset tag and each device has a serial number. Every Chromebook and charger will also have a student name ID sticker.

Is my student required to have a protective case for his/her Chromebook?

Protective cases are not required but are highly recommended. They can be beneficial in the event of accidental drops and provide an added layer of protection. Cases can be found at many retailers including [Amazon](#) and [Max Cases](#).

Is my student permitted to personalize his/her Chromebook?

No. No markers or stickers should be used to decorate a student's Chromebook. Students are encouraged to make their Chromebook "their own" by decorating their purchased protective case.