



# MYWPS ONE-TO-ONE CHROMEBOOK AGREEMENT

2024-2025

Westminster Public Schools (WPS) is committed to preparing our students for a 21st century global society. We are providing a Chromebook to all students with the goals of increased student engagement in a personalized learning environment, and increased opportunities for collaboration, communication, and creativity.

## CHROMEBOOK CHECK-OUT & CHECK-IN

Each student will have a device assigned to them and will keep the same device for the duration of the school year. Chromebooks will be checked-out to students after the parent/guardian and student signs the MyWPS One-to-One Chromebook Agreement Acknowledgement. Devices must be returned at the end of each school year. All Chromebooks have a district identification barcode number and are recorded in the district inventory management system.

Chromebooks will be provided to students with the intent of supporting access to educational content and it is the expectation that they are used for educational purposes only. It is expected that the student/parents have agreed to the terms of *Board of Education Policy [JS]: "Student Use of the Internet and Electronic Communication"*.

## CHROMEBOOK CARE & EXPECTATIONS

Chromebooks are the property of Westminster Public Schools. Students and parents/guardians will be responsible for maintaining the general working condition of the devices and keeping them clean and in good physical condition while in possession of the device.

### Care and Maintenance:

- Chromebooks will be kept clean and dry and stored in a case or safe place when not in use.
- Students will avoid using the Chromebook in areas where dirt, dust, food particles, and other debris can get into the keyboard or ports.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of WPS.
- Utilization of silicone Chromebook skins and covers is acceptable and encouraged. They can also be useful to distinguish your student's Chromebook from others.
- Chromebooks are sensitive to extreme heat and extreme cold. Prolonged exposure could be harmful to the device and should be avoided. Devices must not be left in cars, direct sunlight, outside, etc.

- Chromebook Screens can be cleaned with a clean, soft, anti-static cloth, do not use cleansers of any kind. Do not use tissues, paper towels, or any other types of material that may scratch or damage the screen.
- Chromebook keyboards and outer shells can be cleaned by spraying a gentle cleaning solution on a microfiber cloth and gently wiping down the device. Do not spray any solution directly on to the device.
  - An alcohol solution of 70% isopropyl alcohol and 30% water is recommended for cleaning and disinfecting the Chromebook. Mild alcohol wipes may also be used.
  - Common household cleaners and disinfectants can damage electronic products. Do not use any of the following chemicals or any solutions that contain them, including spray-based surface cleaners: bleach, peroxides (including hydrogen peroxide), acetone, ammonia, ethyl alcohol, methylene chloride or any petroleum-based materials, such as gasoline, paint thinner, benzene or toluene.
- Be careful not to drop a backpack containing a Chromebook.

### **Student Expectations and Responsibilities:**

- Chromebooks must be fully charged at home for the start of each school day. Failure to charge the Chromebook is equivalent to not being prepared for class.
- Chromebooks must be brought to school with students EVERY DAY. Students who forget to bring their Chromebook to school may not be provided with a loaner.
- It is the student's responsibility to take care of and maintain the general working condition of the device.
- Cords and cables should be inserted carefully into the Chromebook.
- Downloading unauthorized games, apps, music, or software by students is NOT permitted.
- All software and applications used on the Chromebooks will be licensed, approved, and installed by WPS Technology Services department.
- Students must NOT loan the Chromebook to anyone, including family members.
- Students should not share their login or password information with anyone. See *WPS' Student Use of the Internet and Electronic Communication Policy (IS)*.
- Do not apply any weight or force to the Chromebook.
- Do not poke the screen with any object or place an object in the Chromebook when closing it.
- Always power the Chromebook off before placing it in a sleeve, protective case or back-pack to avoid damage caused by overheating.

### **Parent/Guardian Expectations and Responsibilities:**

- Talk to your child(ren) about values and standards that they should follow regarding the use of the internet. Discuss appropriate use of the internet at home.
- Supervise the student's use of the Chromebook at home.
- Become increasingly active participants by asking your child(ren) to show you what they are doing and learning with the applications on their Chromebook.
- Ensure the student is charging the device each night.

## CHROMEBOOK REPAIRS

- Any Chromebook issues must be reported to your school immediately. Issues that should be reported may include, but are not limited to:
  - Physical damage (regardless of whether the cause was intentional or accidental)
  - General functionality issues and questions
  - Chromebook Reset Procedure questions
  - Lost/stolen devices
- All repairs, diagnostics, and troubleshooting are to be done by WPS personnel only. Do not allow any 3<sup>rd</sup> party sources to perform repair actions on the Chromebooks.

### **Chromebook Reset:**

Chromebooks occasionally run into errors or other problems with software that may require the device to be reset to factory settings, this is a process that resolves a majority of problems encountered with the Chromebooks. The Technology Services department has made this process available to all students, parents, and schools. The process has been outlined in a step-by-step fashion that can be performed by either students, parents, or staff members.

## TECHNOLOGY FEES & OPTIONAL CHROMEBOOK PROTECTION PLAN

The annual Technology fees assessed by the district are used to furnish the schools with computer equipment, network services, telecommunications devices and services, and other technology-based software services for WPS students.

Separate from the annual Technology fee, there is an optional Chromebook Protection Plan that can be purchased when the student takes possession of their Chromebook. This coverage will protect you from paying the full cost of repairs or replacement of your student's Chromebook due to accidental damage.

For more information on MyWPS One-to-One,  
scan the code below, or contact our Helpdesk at 720-542-5213.





# MyWPS ONE-TO-ONE CHROMEBOOK AGREEMENT ACKNOWLEDGEMENT FORM 2024-2025

Student Full Name: \_\_\_\_\_ Parent/Guardian Full Name: \_\_\_\_\_  
School Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Checkout Date: \_\_\_\_\_ Scheduled Return Date: \_\_\_\_\_

## The following Chromebook/accessories are being checked out for the 2024-25 School Year:

Chromebook Model (Circle One): G8    G9

Chromebook Charging Adapter

Barcode/TS#: \_\_\_\_\_

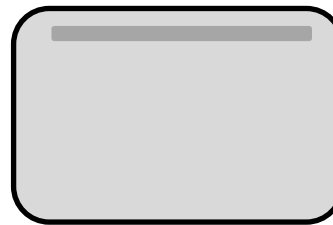
Chromebook Carrying Case

Serial Number: \_\_\_\_\_

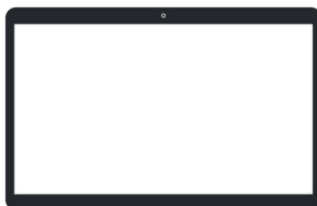
We do our best to ensure that all students receive a Chromebook that is in full-working order with minimal cosmetic damage, however, Chromebooks are used from year-to-year and may have some minor physical flaws. If your Chromebook has any cosmetic damage at the time of check out, please circle the location of the damage on the images below, and list the damages that have been found (scratch, scuff mark, etc.).



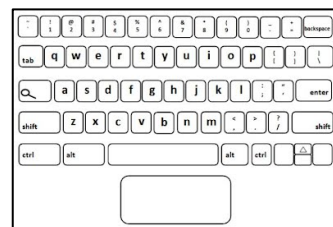
FRONT



BACK



SCREEN



KEYBOARD

By signing below, I acknowledge that I understand and accept the provisions outlined in the MyWPS One-to-One Chromebook Agreement for the 2024-25 school year. I understand and accept that WPS owns the Chromebook, software, and other items that may be issued with the device. I understand and accept that this Chromebook and any provided accessories must be returned to the above-named school no later than the school's scheduled check-in date to avoid any fees being assessed on the student's account.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



# MYWPS ONE-TO-ONE CHROMEBOOK PROTECTION PLAN 2024-2025

## What is the MyWPS Chromebook Protection Plan?

This plan is being offered directly from Westminster Public Schools. This coverage will protect you from paying the full cost of repairs or replacement of your student's Chromebook due to accidental damage. If desired, the Chromebook Protection plan must be purchased when the student takes possession of their Chromebook. The plan begins when payment is made, and ends on the last day of school. The plan is non-refundable and does not rollover from year-to-year if left unused.

## What is covered?

Accidental damage such as drops, falls, liquid spills, electrical surges, or theft (copy of police report will be required).

## What is **NOT** covered?

This plan does NOT cover intentional damages or lost devices. Students are responsible for full replacement cost of devices intentionally damaged and devices that are not returned.

## What is the cost of the Chromebook Protection Plan?

The cost to enroll is \$50.00 per school year. The first incident will be covered with the cost of enrollment. A 50% deductible will be charged for the second incident. Full replacement costs will be charged for the third incident and so-on for the remainder of the year.

## How much do replacement Chromebooks and Chromebook Accessories cost?

Item Description	1 <sup>st</sup> Incident (Fully Covered)	2 <sup>nd</sup> Incident (50% Replacement Cost)	3 <sup>rd</sup> Incident or Without Protection Plan (Full Replacement Cost)
HP Chromebook 11 (G8, G9)	\$0.00	\$110.00	\$220.00
Chromebook Charging Cable	\$0.00	\$25.00	\$50.00

## CHROMEBOOK PROTECTION PLAN ENROLLMENT/WAIVER

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

- We accept the terms of the Chromebook Protection Plan and would like to opt-in for the 24-25 School Year. We understand that we cannot use the benefits of the Chromebook Protection Plan until the initial \$50.00 payment is made in full.
- We decline the terms of the Chromebook Protection Plan and accept responsibility for 100% of the charges associated with any damages, loss, or theft to the student's device.