



Tarkington High School Student 1:1 Device Handbook



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Introduction

Tarkington ISD offers individual Chromebooks to students in grades 9 through 12, to be used in conjunction with their education, in addition to on-campus technology for students on our early childhood, elementary, and middle school campuses. Individually issued student devices at the high school level are key components of the district's 1:1 program. Students receiving Tarkington ISD technology devices should always be aware that preserving student devices in good condition is necessary to maximize the useful life of devices so that the district can continue to offer the district's 1:1 program and practice of issuing individual student devices for learning. This handbook provides basic information about the issuance of student devices as well as guidelines and expectations for student and parent/guardian participation in the 1:1 program at the following Tarkington ISD campus:

• Tarkington High School

While outlined here, Tarkington ISD 1:1 program policies and procedures may be subject to change at any time based on circumstances, district and student needs, and the evolution of the 1:1 program.

1:1 Program Policies and Procedures

Students who receive individually issued Tarkington ISD devices are expected to follow the policies and procedures contained in this Student Device Handbook, Tarkington ISD Student Code of Conduct, Tarkington ISD Student Handbook, Acceptable Use Policy, and all related Tarkington ISD Board Policies, especially policies CQ Legal, CQ Local, FP Legal, and FP Local, which are available at: <https://pol.tasb.org/PolicyOnline?key=819>. Failure to do so may result in disciplinary action, loss of access to district technology resources, financial liability, withholding of student records, and/or legal action, as appropriate to the specific situation. Tarkington ISD may report certain violations of this Student Device Handbook, Tarkington ISD Student Code of Conduct, Tarkington ISD Student Handbook, Acceptable Use Policy, or related Tarkington ISD Board Policies to law enforcement and assist law enforcement authorities as necessary to investigate such violations.

1:1 Program Devices

Students will have access to a district-owned Chromebook that has been configured for age-appropriate access and adheres to district, state, and federal requirements.

Distribution and Return of Students Devices and Peripheral Items

Each student receives the device designated for their campus of enrollment. For the high school campus this includes peripheral items such as a charger (power adapter) and a protective carrying case. All equipment will be used while the student is enrolled at the campus and returned at the end of the each academic year, when the student withdraws from the campus or completes the final grade at the campus (12th grade at high school). Students who transfer from Tarkington ISD to another district will return the previously-issued campus device and all peripheral items when withdrawing. At the beginning of each academic year, students and parents/guardians must:

- Sign new Student Device Agreement Form specific to their campus device, and
- Select the financial responsibility option that best fits the family household from the following:
 - ❖ Purchase optional annual Optional Device Protection Plan (ODP) coverage that is non-refundable, or Opt out of the optional annual Optional Device Protection Plan (ODP) coverage and assume full financial responsibility for the device.
 - ❖ In some situations, families can request a reduction or waiver of the ODP cost from campus administration. For the request to be considered by campus administration, financial need must be demonstrated.
 - ❖ In addition, students will renew the Receipt of Acceptance form, indicating the current condition of the Tarkington ISD device they are using and identifying all known defects and blemishes. All damages and cosmetic blemishes must be documented on the annual Device Receipt of Acceptance form

Students new to Tarkington High School will receive a device after they and their parents or guardians have completed the following:

- Review this Student 1:1 Device Handbook
- Sign the Student Device Agreement Forms specific to their campus device, and
- Select the financial responsibility option that best fits the family household from the following:
 - ✦ Purchase optional annual Optional Device Protection Plan (ODP) coverage that is non-refundable.
 - ✦ Return the signed opt-out agreement form

Devices will be provided after the forms have been signed, payment has been posted or an opt-out form has been received. When students receive devices, they must inspect the device and peripherals provided and note all damages and cosmetic blemishes on the annual Device Receipt of Acceptance form.

Returning Devices and Peripheral Items

The student device and all peripheral items are required to be returned during designated device collection, at the end of each academic year, or when a student withdraws from the Tarkington High School campus.

- Devices are identified specifically through inventory processes. Students must return the device issued to them, as recorded in campus inventory records. Devices not turned in during the designated campus collection or upon withdrawal from the campus will be considered outstanding or missing, and the replacement cost of up to \$360 will be charged to the student.
- Peripheral items (chargers and cases at applicable campuses) must also be returned when devices are collected or upon withdrawal from the campus. Items that are not turned in at the time devices are collected or upon withdrawal from the campus will be considered outstanding or missing, and the replacement cost of up to \$32 will be charged to the student.
- Fees for missing devices and peripheral items will be cleared when students turn in the outstanding device and/or peripheral item or pay the full replacement cost, up to \$360.
- The district reserves the right to withhold replacement devices and peripheral items, as well as student records, until all outstanding items are returned in acceptable condition or repair or replacement costs are paid in full, up to \$360. - *Tex. Educ. Code § 31.104(d)*

Internet Access: Tarkington ISD student devices are configured to connect to the district's networks.

- Student devices can connect to non-Tarkington ISD networks when not in Tarkington ISD facilities.
- Students may not bring in mobile internet hotspots or set up their own network while in Tarkington ISD facilities.
- Tarkington ISD is not responsible for providing Internet access outside of designated Tarkington ISD facilities.

Internet Filtering: Internet filtering software automatically filters all access to the internet through district technology resources. While at home, internet content will continue to be filtered while students are logged in to their Tarkington student devices and/or accounts. Since no filtering software can filter 100% of improper content, parents or guardians are responsible for monitoring their child's access to the internet when the student is at home.

Monitoring Students' Tarkington Accounts on Personal Devices

Parents, guardians and students should be aware that certain activities are monitored and filtered when students are logged in to the Chrome browser through a Tarkington ISD Google account, regardless of the device used to log in.

If a student logs in to his or her Tarkington ISD Google account on a personal device (e.g. a personal computer at home, a cell phone, etc.), he or she must log out of the Tarkington ISD Google account when it is no longer in use. Failure to do so could result in unintentional monitoring and filtering of activities on the personal device for non-school purposes by the student or other individuals.

Student Responsibilities for Use and Care of Tarkington ISD Devices and Access

Students have specific responsibilities when using their Tarkington ISD-issued student device, including the following:

- At all times, students are responsible for their assigned Tarkington ISD student device and peripheral items, whether at school or at home.
- If technical issues arise, students must submit a Student Work Order Request with the campus librarian and take the device to the campus repair center (campus library) as soon as possible. Never attempt to repair or reconfigure the device or any peripheral items.
- Students are responsible for bringing their Tarkington ISD devices fully charged to school every day.
 - ✦ Do not charge the device while it is inside a device case.
 - ✦ Do not leave a power cord plugged into the device while it is in a backpack, purse, or other similar bag. This can cause damage to the device, and poses a safety hazard.
 - ✦ Do not place the device on paper or surfaces covered in carpet, fabrics, or flammable materials while it is turned on or charging. Do not obstruct the device's vents.
- Student devices should always be carried in Tarkington ISD-provided cases to protect the device and prevent damage, including when walking from class to class.
 - ✦ Damages occurring when a student device is transported outside the Tarkington ISD case will be considered an act of gross negligence and will not be covered by the Optional Device Protection Plan.
- Student devices should not be left unattended or in an unsupervised area. If a device must be left unattended, it should be left in a secure location, such as a locked classroom or locker.
 - ✦ Any student device or peripheral item found unsupervised will be collected by staff and taken to the campus repair center. Disciplinary and other actions may be taken for leaving a student device or peripheral item in unsupervised areas.
 - ✦ Do not leave the device or peripheral items in any vehicle when not in use.

- ❖ Students should not download unauthorized files, applications, extensions, or software.
- ❖ Any student who adds unauthorized items to their Tarkington ISD device will be required to return the device.
- ❖ Keep the device and other electronic storage media away from electromagnetic fields that can erase or corrupt data.
- Students should not loan their Tarkington ISD device or peripheral items to anyone, including other students or family members, for any reason.
- Students are responsible for using only their assigned Tarkington ISD digital accounts on Tarkington devices.
 - ❖ Do not share your Tarkington ISD password with other individuals.
 - ❖ Students should not log into personal Google, Microsoft, or other similar digital accounts on Tarkington ISD devices.
 - ❖ Do not add a credit card or set up any financial transaction app (i.e., Google Wallet, Venmo, etc.) to make purchases of any kind, including music, videos, games, or unapproved apps or extensions.
- Students should use devices and peripheral items and maintain their physical condition and cosmetic appearance in the same condition in which they were provided.
 - ❖ Do not write, draw, stick, or adhere anything to the device or peripheral items. Do not decorate the device or peripheral items using markers, personalized stickers, etc. Do not expose the device or any peripheral item to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time. Any of these are considered intentional damage and could result in replacement cost of up to \$360.
- The camera on a Tarkington ISD device should only be used for educational purposes as instructed by a teacher or administrator. Students shall not use the camera for inappropriate or unsafe activities, including, but not limited to:
 - ❖ Taking photos or recording videos on campus (unless directed by a teacher or administrator for instructional purposes);
 - ❖ Taking photos or recording videos of inappropriate, obscene, or other illegal material or content;
 - ❖ Posting photos or videos online or sending photos or videos via email, etc., especially to a stranger (unless directed by a teacher or administrator for instructional purposes); taking and/or manipulating photos or videos for non-educational purposes or to harass or embarrass others; or
 - ❖ Video chatting (unless directed by a teacher or administrator for instructional purposes)

Device Checks

All students will participate in device inspections during campus-designated device checks throughout the school year. Device checks allow technology staff to identify common issues and ensure that damages are repaired in a timely manner to minimize instructional interruption. During a device check, students physically show a teacher or campus staff member their device and peripherals for a review of the physical condition of all items and to verify all items are working as expected. Students who are not on campus the day of a device check are expected to participate in make-up or alternate device checks.

Parent/Guardian Responsibilities for Students' Use of Tarkington ISD Devices

Parents and guardians are responsible for monitoring their students' use of the Tarkington ISD student device, peripheral items, and digital accounts any time students are at home or away from campus. By agreeing to students' use of Tarkington ISD devices and accounts, parents and guardians agree to the expectations for their students' use and care of, and behavior on, Tarkington ISD devices, Tarkington ISD-provided digital accounts, and the Tarkington ISD network. Parents and guardians should review this Student Device Handbook and the Student Guidelines for Acceptable Use of Technology with their students.

- Parents or guardians are responsible for monitoring their student's activities on the Internet when the student is not at school.
- Parents and guardians should regularly inspect their student's devices and peripheral items and encourage them to report items that need to be fixed.
- Parents or guardians should ensure that their student returns the Tarkington ISD device and all peripheral items during a designated collection period or when their student withdraws from a Tarkington ISD campus.

Device Repair and Replacement and Families' Financial Responsibility

Tarkington ISD devices are fully functional when issued to students for learning. However, devices sometimes malfunction and must be inspected and repaired by campus staff. Any time a device is not functioning as expected, students should submit an online Student Work Order Request by visiting the campus repair center (campus library) for assistance. Only Tarkington ISD Technology staff are allowed to provide service to a Tarkington ISD device or peripheral item. No outside computer services may be used for any type of repair or maintenance.

Damaged Devices or Peripheral Items

All student devices and peripheral items are issued in good working order. Students are required to keep the Tarkington ISD device and all peripheral items in acceptable condition. The term "acceptable condition" is defined by law as:

- (1) the equipment is returned with the software and hardware in their original condition unless the school district or open-enrollment charter school authorizes changes; and
- (2) The physical condition of the equipment is fully usable as it was originally intended to be used.

For electronic instructional materials:

- (1) all components or applications that are part of the electronic instructional materials are returned;
- (2) the electronic instructional materials perform as they did when they were new;
- (3) the electronic instructional materials do not contain computer code (e.g., a bug, virus, worm, or similar malicious software) that has been designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software; and
- (4) The electronic instructional materials have not been installed with plug-ins, snap-ins, or add-ins without the prior approval of the school district or open-enrollment charter school.

A student's failure to maintain the Tarkington ISD device and all peripheral items in acceptable condition may result in out-of-pocket costs, withholding of student records, disciplinary action, and/or suspension or termination of

access to the Tarkington ISD device and other district technology resources. Tarkington ISD reserves the right to monitor incidents of loss or damage to the student device and peripheral items during the school year and take appropriate action in response to excessive or repeated incidents of loss or damage. Accidental damage or loss protection, along with any cost assessed for lost or damaged items, can be paid through check or in cash at the campus. Failure to pay for the repair or replacement of student devices and/or peripheral items not returned in acceptable condition may result in forfeiture of the right to free instructional materials and technological equipment, and the student's records may be withheld.

Optional Device Protection Plan (*recommended but not required; non-refundable*)

An annual Optional Device Protection Plan, commonly referred to as ODP, may be purchased through the school by the parent or guardian. ODP covers one incident of accidental damage to the student device per school year. If you choose to purchase ODP, it must be purchased for each school year.

The attached Appendix C includes estimated costs for each occurrence of certain types of damage to Chromebooks used as student devices. Appendix C is not all-inclusive, and repair and replacement costs are subject to change at any time as costs change with district vendors.

The following are **not covered** by the Optional Device Protection Plan and will result in repair or replacement costs, up to \$360, being charged to the student:

- Student device loss or damage that is either intentional or the result of gross negligence, including loss or damage resulting from a failure to comply with the Tarkington High School Student 1:1 Device Handbook, Tarkington ISD Student Code of Conduct, Tarkington ISD Student Handbook, Acceptable Use Policy, and all related Tarkington ISD Board Policies;
- Any loss or damage to peripheral items, including the power adapter, case, internal batteries, and other components or accessories used with a Tarkington ISD device
 - ✦ Damage to peripheral items includes excessively dirty or worn cases, chargers with broken tips, and exposed wires.

See Appendix C for estimated costs to replace items not covered by Accidental Damage or Loss Protection.

Reporting Damage, Loss, or Theft

Timely reporting of damage, loss, or theft of any Tarkington ISD device or peripheral item is required so that appropriate follow-up action can begin related to any applicable ODP coverage of devices and any investigation necessary. Students have 5 school days after an incident or the discovery of an incident to submit a Student Work Order Request. After submitting the work order, the student should take the device or peripheral item to the campus repair center (campus library). Upon receipt of the work order and the damaged or destroyed item, technicians will inspect the item.

- If the device was damaged or destroyed in an incident off campus, the student must provide a case number from any investigating authorities (fire department, police department, etc.), if applicable.
- If the student thinks the device is lost or stolen on campus, the student needs to visit the campus

- repair center (campus library) and complete a Missing Device Report within 5 school days after loss.
- In the case of theft away from a Tarkington ISD campus, the student and parent or guardian should immediately report the incident to the appropriate authorities. After filing the report, the student, parent, or guardian must visit the campus repair center to complete a missing device report and include the case number provided by the investigating agency within 5 school days after the loss.
- Damage not filed within 5 school days of occurrence will not be covered under ODP.
- Tarkington ISD will determine if students will be responsible for paying the cost to repair the device at the current market price, up to \$360 set by the manufacturer.
- Students are fully responsible for the repair or replacement costs of peripheral items at the current market cost set by the manufacturer, which is estimated in Appendix C: Estimated Student Device and peripheral costs.

Failure to timely and properly report damage, loss, or theft (including, when applicable, filing a report with the appropriate authorities and providing a case number to Tarkington ISD) impairs Tarkington ISD's ability to take responsive action and seek available remedies for lost, stolen, damaged, or destroyed devices. Such failure may be considered gross negligence, which will void any applicable ODP coverage for the Tarkington ISD device for that incident.

Contesting Charges

Damaged items that are deemed unrepairable will be available for a parent to review for 2 days after their return to the district. After that review period has ended, the damaged items will be repaired, destroyed, or disposed of as Tarkington ISD deems appropriate, and there will not be an avenue for the parent to contest the damage(s). All damaged student devices and other peripheral items will remain the property of Tarkington ISD.

Digital and Online Resources

Students will be expected to use digital and online resources as part of their course curriculum. Digital and online resources are digitally formatted items used in the context of a course that support students' achievement of defined learning goals and enhance teacher instruction, including but not limited to online textbooks, supplemental resources, assessments, applications, software, iOS apps, Google for Edu accounts, and associated apps, including Gmail and Chrome apps and extensions. Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). Often, these tools are web-based, making some student work and information relating to students visible to parents or guardians, relatives, and, in some circumstances, other Internet users. Individual or identifiable profiles may be used that are open to the public. Public viewing or commenting might occur on district-approved sites. Classroom lessons or projects may require certain student information to be made available on the Internet. Students are provided a Tarkington network login as well as a Tarkington Google account. These accounts are used to access Tarkington ISD devices and district-approved digital and online resources.

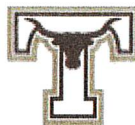
Google for Education

Students will receive access to Google for Education through individual, district-provided Google accounts. Google for Education is a suite of products and apps (word processing, spreadsheets, presentations, etc.) that enables collaboration with other students in real time and provides a place to store documents in a cloud environment. These documents and files are available on any device that has access to the Internet. Use of Google for Education accounts may require the collection of students' personal information for the purpose of providing Google for Education services to Tarkington ISD and its students. Google's information practices regarding Google for Education may be found at: <https://www.google.com/edu/trust>.

Resources for Questions and Concerns

Students and parents may contact their campus administration when questions or concerns arise related to the Tarkington ISD student device, digital accounts provided by Tarkington ISD, and policies regarding the district's 1:1 program and use of technology for learning.

General Disclaimer: Please note that district technology resources are provided as-is and Tarkington ISD does not make or expressly disclaim any representations, warranties, or guarantees of any kind, express or implied, regarding the use, condition, operation, or fitness of any district technology resource without limiting the foregoing. Tarkington ISD does not warrant that any district technology resources (or use of such resources) will be uninterrupted, error-free, or free of latency or delay, or that any district technology resources will meet any student's, parent's, or other individual's needs, expectations, or requirements, or that any district technology resources will be private, secure, or prevent unauthorized access by third parties or access to inappropriate content or materials.



Tarkington Independent School District

2770 FM 163

Cleveland, Tx 77327

Optional Device Protection Plan

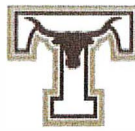
Students and parents/guardians acknowledge that the Tarkington School District's Acceptable Use Policy, which governs acceptable use of technology, must be followed when using district technology on or off school premises. As with any piece of school property, the students and their families are responsible for their assigned district computing device. Situations that result in a district computing device being damaged, destroyed, or stolen will be dealt with on a case-by-case basis. Students are not permitted to conceal or change the relationship between district-owned devices and the Tarkington Independent School District. Additionally, the devices must not be utilized with or exposed to any dangerous websites or software. Please contact your teacher or librarian/media expert if you have any questions about a website or application. They will then coordinate an inquiry with the Technology Department.

Parents or custodial guardians who accept a district-owned device accept full responsibility for the \$360 replacement or repair cost of the item. The Tarkington Independent School District will be the sole authorizer of replacements and/or repairs. Every student who is issued a device is responsible for keeping it in their possession at all times. Devices that have been lost, damaged, or stolen must be reported within 5 days to the campus administration. The optional annual protection plan agreement for student-issued Chromebooks is \$20.00 per child, with a maximum of \$50.00 per family. While the device plan is optional, opting for the yearly protection plan is *recommended*. If either payment or an opt-out signature is not received by the due date below, the student's device will be disabled until payment or opt-out paperwork is received. The plan covers the following:

- One instance of accidental damage to the device (per school year)
 - Accidental Damage is any damage due to an unintentional act that is not the direct result of a manufacturing defect or failure. Such damage is often the result of a drop or an impact on the LCD screen or any other part of the product, which may render the device non-functional. Accidental damage is determined by evaluation from the warranty service provider.
- The District will cover parts and repairs for system-related issues or malfunctions of the device.
 - System-related issues or malfunctions include any sudden, infrequent, and non-preventable hardware failure not resulting from misuse, neglect, misplacement, loss, or intentional damage.

The Protection Plan **does not** cover misuse, neglect, misplacement, loss, or intentional damage. Additional charges for damages in excess of those covered under the plan are the responsibility of the parent or custodial guardian. In the case of theft, a copy of an official police report, in addition to the full price of a replacement Chromebook of up to \$360 will be required. If you are choosing to purchase the Optional Device Protection Plan, payment is due with this signed usage agreement. If the Tarkington Independent School District believes that the terms of this agreement have been violated, the student's device privileges may be revoked and other disciplinary actions may be taken. The district reserves the right to pursue all options in the collection of costs incurred through Chromebook repair. Failure to submit payment for the Protection Plan will result in the following repair or replacement charges:

Replacement Chromebook Case - \$11.00	Minor Parts Replacement/Damage (including but not limited to: keyboard/mousepad, palm rest, etc.) - \$100.00
Chromebook Charger - \$32.00	Lost Chromebook - \$360



Tarkington Independent School District

2770 FM 163

Cleveland, Tx 77327

Optional Device Protection Plan

Major Parts (including but not limited to: intentionally cracked screens, motherboards, or processor) - \$150.00

Other damages will be quoted by the Technology Department and assigned a fine as needed.

Please choose an option, sign, and return with payment, if applicable, to Tarkington High School.

Accepted Payment Options: Cash or Check **Checks Should Be Made Payable to:** Tarkington Independent School District.

☐ **Single Student Plan** | Annual Fee: \$20.00 | **Coverage:** Covers one student. **Indicate Payment Is Accompanying This Agreement.**

Print Student Name Guardian Signature Print Guardian Name Date

☐ **Two Student Plan** | Annual Fee: \$40.00 | **Coverage:** Covers two students **Payment Is Accompanying This Agreement.**

Print Student Name Guardian Signature Print Guardian Name Date

Print Student Name Guardian Signature Print Guardian Name Date

☐ **Three or More Student Plan** | Annual Fee: \$50.00 | **Coverage:** This plan covers three or more students. **Payment Is Accompanying This Agreement.**

Print Student Name Guardian Signature Print Guardian Name Date

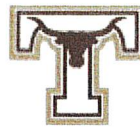
Print Student Name Guardian Signature Print Guardian Name Date

Print Student Name Guardian Signature Print Guardian Name Date

Print Student Name Guardian Signature Print Guardian Name Date

☐ **To opt out of the optional device protection plan, please sign and return to Tarkington High School.**

Print Student Name Guardian Signature Print Guardian Name Date



Tarkington ISD Student Device Parent/Student Agreement Form

Appendix A

I have read the terms set forth in the Tarkington High School Student 1:1 Device Handbook. I understand and will comply with all of the conditions outlined within. Parents, please read and initial the following:

_____ I understand that my student must report any needed repairs, damage to the device or any peripheral items, loss, or theft (including a case number) within 5 school days from the time of occurrence.

_____ I have reviewed the Tarkington High School 1:1 Student Device Handbook and
I understand that I am bound by the terms and conditions stated in the Tarkington High School Student 1:1 Device Handbook.

_____ I understand that if I fail to return the Tarkington ISD device and all peripheral items within 5 days after I transfer or withdraw from a campus or within 5 days after the designated collection periods, I will be charged the replacement cost of the device and/or peripheral items at the current market cost set by the manufacturer, and Tarkington ISD may take other appropriate action.

_____ I understand that Tarkington ISD will issue a district-owned case to me, and I will be responsible for the case as set forth in the Student 1:1 Device Handbook.

_____ I understand that the Tarkington ISD device and all peripheral items must be maintained and returned to Tarkington ISD in acceptable condition (as that term is defined in the Student 1:1 Device Handbook) and that I am responsible for paying the repair or replacement cost of any device and/or peripheral items not returned in acceptable condition up to \$360.

Date

Grade

Student ID #

Student Name (please print)

Student Signature

Parent/Guardian Name (please print)

Parent/Guardian Signature



Device Acceptance Form for Students & Parents

Appendix B

I _____ acknowledge the receipt of the following device and peripherals:

- Chromebook, Barcode Number: _____
- Chromebook Case
- Chromebook Charger

I agree to abide by the Tarkington ISD Acceptable Use Policy (AUP). In addition to the AUP, I acknowledge the following obligations to Tarkington ISD in relation to the use and care of the device:

1. Initial Inspection. I understand that I am expected to take my device home and have my parents inspect the device for damages. If we find damages, I have 5 days from the initial receipt of the device to report the damages.
2. Wear and Tear. I will be responsible for keeping the device in good working condition. I will return the device to the school in the same condition in which it was received, except for normal wear and tear from usage. Superficial scratches on the case are considered normal wear and tear, while any crack that runs through the case constitutes damage.
3. Reporting Problems. I will report any problems with the device within 5 days to the campus library media specialist, so that the Tarkington ISD can determine the repair that is needed.
4. Optional Device Protection Plan. Your parents have the option to purchase the school's Optional Device Protection Plan for your school device. We encourage you to take advantage of this program. If you wish to cover your device under the Optional Device Protection Plan, you will need to return the signed Optional Device Protection Plan form and pay the annual fee, which has been pro-rated for this school year. Please read the Optional Protection Plan for more information.
5. In Case of Damage. If you accidentally damage your device and you purchase the Optional Device Protection Plan, the plan covers the damage in full. If you do not purchase the Optional Device Protection Plan and your device is damaged, you will be responsible for a replacement cost of up to \$360.
6. In Case of Loss. If you lose your device, you must inform the campus library media specialist immediately. You will be expected to provide complete details surrounding the loss.
7. In Case of Theft. In order for the Optional Device Protection Plan, if purchased, to be valid, you or your parents must report the theft to law enforcement and provide a copy of the police report to the campus library media specialist and campus administration.



Device Acceptance Form for Students & Parents

Appendix B

Notate any defects found on the device here:

We understand and agree to the terms and conditions above. We have also read and signed the Tarkington ISD Acceptable Use Policy.

Signatures

Father/Guardian: _____ **Mother/Guardian:** _____

Student: _____ **Student ID #** _____ **Date:** _____

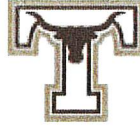
Device Barcode Number _____

(For School Use Only)

Acceptable Use Policy Signed and Recieved ___Yes ___No

Optional Device Protection Plan Purchased ___Yes ___No

Opt-Out ___Yes ___No



Estimated Tarkington ISD Student Device and Peripheral Item Cost

Appendix C

The Optional Device Protection Plan ***does not*** cover misuse, neglect, misplacement, loss, or intentional damage. Additional charges for damages in excess of those covered under the plan are the responsibility of the parent or custodial guardian. In the case of theft, a copy of an official police report and a replacement costing up to \$360 will be required if the Optional Device Protection Plan is not purchased. Please find the current costs of the device and peripherals below. The district reserves the right to pursue all options in the collection of costs incurred through Chromebook repair.

Failure to submit payment for the Protection Plan will result in the following charges:

- Replacement Chromebook Case \$14.50
- Chromebook Charger \$32.00
- Major Parts Replacement/Damage \$150.00
(including, but not limited to: intentionally cracked screens, motherboards, processor)
- Minor Parts Replacement/Damage \$100.00
(including but not limited to: keyboard, mousepad, palm rest, screen bezel)
- Lost Chromebook \$360.00
- Other damages will be quoted by the IT Department and assigned a fine amount

Note: The final determination regarding the assessment of damage and the associated fines will rest with the Technology Department.