

# Chromebook Loaner Policy



## Purpose

West Park High School, as part of RJUHSD, is proud to be a 1-to-1 school, providing every student with a Chromebook for their learning. For those rare times when a student forgets or can't charge their Chromebook, a limited number of daily loaner Chromebooks are available for checkout.

## Policy

To ensure that all students have access to a Chromebook while maintaining accountability for the devices loaned, and maintain this loaner service, students are asked to:

- Follow [RJUHSD Chromebook Contract](#) (as agreed to in Data Confirmation)
- Return the loaner in the same condition received.
- **Return the loaner by the end of the school day** for continued availability to others.

If a student's device is lost or damaged, they can visit the Library for overnight loaners and support.

## Daily Loaner Chromebooks

Students may check out a Chromebook for the day if they do not have their own device.

- **Check-Out Location:** Loaner Chromebooks will be available for check-out at the Library Circulation desk unless otherwise directed.
- **Due Date:** It must be returned at the end of the school day the same day it was checked out so we have enough devices available for the following day.
- **Loaner Return Locations:**
  - Front Desk Receptionist
  - Learning Support Specialist
  - Research Lab/Library
- **Failure to Return Loaners & Repeated Issues:**
  - The Loaner Device will be shut-down the **following day** between 8-8:30am.
  - Students will be reminded via **daily emails** (1-3 emails per day)
  - Students will be sent a digital hall pass via **Minga** to report to the library.
  - Failure to return by the **fifth day** will result in the shut-down of the student's original device checked out to them at the time of enrollment to WPHS.
  - Students keeping a loaner for 2+ nights will be placed on the **No-Go List** until the loaner is returned.
  - May be referred to **administration**, for repeated abuse of the loaner program (which includes checking out multiple loaners at a time).

# Chromebook Loaner Policy



## Replacement Fine

If any of the following occur, all Chromebooks checked out to you will be locked, and a "lost Chromebook fee" will be added to your account (which may prevent you from purchasing dance tickets):

- You've checked out a loaner 3 times within 7 days or less, or You've had the same loaner for 5+ consecutive days.
- It appears you're not using your assigned Chromebook.
- Multiple loaners are checked out to one student

## Lost Chromebook Fees:

- Senior Chromebook: \$120
- Junior Chromebook: \$170
- Sophomore Chromebook: \$220
- Freshman Chromebook: \$280