



Chromebook Agreement

The Timberlane Regional School District is pleased to continue our Dedicated Device Initiative to all 6th and 9th grade students. This initiative enables students to easily transition projects and research between home and school. Students can exchange ideas and collaborate more effectively with classmates and teachers. The predicted result is a learning environment in which problem-solving, critical thinking and leadership skills are developed and enhanced through the responsible use of technology and continuous access to digital resources.

This document is provided to clarify to both students and parents/guardians basic information related to the use and care of Chromebooks. It is provided to support the rules and procedures of TRSD technology. If your child leaves the district, they must return the Chromebook to the school.

Completing the Online Chromebook Agreement form

For your student to receive their new Chromebook, you must complete the online Chromebook Agreement Form. This agreement must be reviewed and signed digitally by parents/guardians and is available online by signing in to MySchoolBucks. Follow the steps below to complete the online form.

1. Go to MySchoolBucks at <https://www.myschoolbucks.com>
 - If you DO NOT have an account, create an account by clicking “SIGN UP TODAY.” Enter the required information and add your student to your account. You will need your student’s five-digit student number (SAME as their lunch code). Please call your school if you need this information.
2. After Signing In, click on “Chromebook Protection Plan,” located on the center of the screen with a Laptop Icon
3. On the next screen, click on the orange button titled “BROWSE ALL ITEMS”
4. Click on “VIEW DETAILS” of the 6th / 9th Grade Chromebook Protection Plan item
5. Please review the conditions of the Plan after selecting your student from the pull-down menu.
 - Select whether or not you choose the protection plan, which is highly recommended.
 - Agree to the terms and conditions of the program.
6. If you wish to decline the protection plan (not recommended) and accept responsibilities for damages please select the “Chromebook NO Protection Plan” product and follow the instructions on that page to accept the agreement and place the product (\$0) in your cart.
7. After completing the form, the product is placed into your cart in the upper right hand side of the screen. Click the cart to checkout and process your payment with a major credit card or e-check. If you choose NO protection plan, please complete the transaction even though there is no cost in order to process the agreement form.

If you do not have access to create a MySchool Bucks account, you can submit a signed paper copy of the [Chromebook Agreement and Check Out Form](#).

Chromebook Rules, Procedures & Guidelines

The device is district property and all users are required to follow the [Digital Device Care and Use Guide](#) and the [Timberlane Regional School District Acceptable Use Policy](#).

Responsibilities involved with the use of a district-owned Chromebook include efficient, ethical, and legal use of technology resources. Violations of these rules and guidelines will result in administrative review and potential discipline.



TRSD Chromebook Protection Plan

The protection plan will cover breakage but not loss or damage caused by misuse. Water/liquid damage is **not covered** by the TRSD Chromebook Protection Plan.

TRMS (includes a protective case)

Grade 6	\$39.00
Grade 7	\$26.00
Grade 8	\$13.00

TRHS (Cases not included at HS)

Grade 9	\$42.00
Grade 10	\$31.50
Grade 11	\$21.00
Grade 12	\$10.50

- Payment must be paid before a Chromebook is given to a student with a credit card/checking account on the My School Bucks website OR at the time of pickup with a check made out to TRSD. We cannot accept cash.
- Cases may be purchased for \$15.60 through MySchoolBucks. We try to always have cases in stock. If we need to reorder cases, they typically take 7-15 days to come in and will be given to your student directly.
- Screen replacement will be offered two times under the TRSD Protection Plan.
- All replacement parts must be factory authorized and purchased through the technology department.
- Students are liable for a replacement fee of up to \$190 if the device is lost or damaged beyond repair (In accordance with School Board policy JICB). Students who lose or purposefully destroy their assigned Chromebook will be expected to pay the replacement cost of the device and the charger.
- In cases of theft or disappearance, the student must generate a police report before loaner/replacement equipment is issued. The police report must directly include the loss of the equipment and the circumstances surrounding the loss.

- If you are not covered by the TRSD Chromebook Protection Plan, projected repair or replacement costs are as follows and are subject to change.

Screen	\$ 21.95
Lenovo Keyboard/touchpad 100E	\$ 49.95
Lenovo Bezel 100E	\$ 17.95
Lenovo Camera 100E	\$ 24.95
Lenovo Power adapter 100E	\$ 15.95
Replacement Device	\$190.00

Using the Chromebook at Home

- Students are expected to take the Chromebook home with them every day.
- Students are responsible for the care and safekeeping of the Chromebook device at all times.
- Students are responsible for fully charging their device overnight, before returning to school every day. Students that fail to bring their Chromebook to school repeatedly may be subject to disciplinary action.
- A Wi-Fi Internet connection is required for full functionality of Chromebooks; however, some applications can be used if no internet access is available.
- Students without Wi-Fi access at home can connect from a number of public locations in their communities, including the local libraries.
- Students are bound by the Acceptable Use Policy and all other guidelines for the use of Chromebooks at home and other non-school locations.
- Parents/Guardians are responsible for supervising student use of the Chromebook at home.