

KEYSTONE PUBLIC SCHOOLS

CHROMEBOOK/TABLET POLICY, INSURANCE AND AGREEMENT

CHROMEBOOK/TABLET POLICY

GENERAL CHROMEBOOK/ TABLET CARE

- Do not keep food or drink near the device.
- Insert charging cords and usb devices carefully to avoid damage to the chromebook/ tablet.
- Do not write, draw, or apply stickers to the device. chromebooks are district property and must be returned in the condition they were checked out.
- Do not place heavy objects on top of the chromebook/ tablet.
- Chromebooks/ tablets must be kept secure and protected when not in use.
- Always carry the chromebook/ tablet by the base, using two hands when in use.
- Do not remove any district labeling or tags or cases.
- Only clean the device with a soft dry cloth - do not use any liquids or solvents to clean the device.

APPROPRIATE USE

- During school students will collect their device from their home room teacher and return them to their home room teacher at the end of the school day. if the device is checked out for home use the student will charge the device at home and have it ready to use every day for every class period.
- Use the chromebook and other district technology for academic purposes only during instructional time.
- Use appropriate language and graphics, whether at home or school, when posting, publishing work, using the internet, or communicating in email.
- Maintain confidentiality regarding usernames and passwords.
- Obey copyright law in regard to use of other's intellectual property.
- Report loss or damage of the device immediately to the school office. 918-363-8298.
- Students will not remove identifying emblems or stickers placed on the device by the district.
- The device should only be used by the user who was assigned the device for school work, personal use is not allowed.
- Do not view, use or copy passwords, data, or networks to which they are not authorized.
- Do not reveal personal information (phone numbers, addresses, passwords, etc.) about themselves to others.

- Do not leave devices unsupervised or logged into the network.
- Do not harass, bully or threaten anyone.
- Do not use offensive language of any kind.
- Do not destroy or damage data, programs, networks, or any other system or component of a system owned or managed by the district.
- Do not attempt to override, bypass, or otherwise change the filtering software, google management, or other network configurations.
- Do not reset or wipe the device.

DISTRICT RESPONSIBILITIES

- The district will use software that filters web access for inappropriate content, and monitors students for inappropriate incidences while at school.
- Any malfunction of the chromebook that is not the result of inappropriate use or negligence will be repaired at the district's expense.
- The district will have devices available that can be checked out to students while devices are being repaired/replaced.
- As the chromebook is an internet-based device, the school will provide internet access while on campus.

PARENT AND STUDENT RESPONSIBILITIES

- If checked out the parents and students are responsible for care of the device, and for returning the chromebook in good working condition.
- Parents and students are responsible for replacing or repairing chromebooks damaged as a result of negligence or inappropriate use. Insurance for the device must be purchased for the device before parents and students will be allowed to checkout the device.
- Parents and students are responsible for providing their own internet access for the device if desired. Offline access will be enabled on the device if no internet is available.

DAMAGED CHROMEBOOKS/ TABLETS

- Students with a damaged chromebook/ tablets may take them to the middle school office.
- If your chromebook/ tablet needs to be repaired for a length of time, a loaner device can be checked out to you until your chromebook/ tablet is ready to be picked up.
- Students will receive a receipt for the loaner device, which must be kept at all times until it is returned.
- Students are responsible for the care of the loaner device while in their possession.

CHROMEBOOK/ TABLET PROTECTION PLAN

The Keystone Public Schools Student Chromebook/ Tablet Protection Plan has been established to give parents and students the ability to purchase insurance for the Chromebook/ Tablet 1:1 Initiative for the current school year. This technology package includes a Chromebook/ Tablet and Charging Cord. This annual insurance will cover part or all of the repair or replacement costs related to damage to the Chromebook/ Tablet. The cost for protection is \$25 non-refundable per student, per year. Insurance is not optional. All students (onsite and virtual learners) must pay \$25 as the Chromebooks/ Tablets will be used daily for Google Classroom.

ACTS OF INTENTIONAL DAMAGE, LOST CHROMEBOOK OR CHARGER WILL NOT BE COVERED BY THE INSURANCE.

TYPICAL REPAIR/REPLACEMENT COSTS:

ITEM	COST
CHROMEBOOK/ TABLET (COMPLETE)	\$275
CHARGING CORD	\$30
SCREEN	\$40
KEYBOARD	\$80
MOTHERBOARD	\$99
COVER	\$60

INSURANCE COVERAGE:

THE STUDENT CHROMEBOOK/ TABLET PROTECTION PLAN COVERS 100% OF THE FIRST INCIDENT OF DAMAGE, AND 50% OF THE SECOND INCIDENT. AFTER TWO INCIDENTS, THE PARENT/STUDENT IS RESPONSIBLE FOR ALL REPAIRS AND REPLACEMENT COSTS*. COVERAGE AND FEES ARE RENEWED ON AN ANNUAL BASIS.

COVERAGE	
FIRST INCIDENT	100%
SECOND INCIDENT	50%
THIRD INCIDENT	0%

*EXACT REPAIR/REPLACEMENT COSTS WILL BE DETERMINED AT THE TIME OF THE REPAIR.

A COPY OF THIS AGREEMENT MUST BE SIGNED BY BOTH PARENT AND STUDENT UPON CHECKING OUT A CHROMEBOOK DEVICE.

In accordance with District Goals aligned with the success of our students, Keystone Public Schools will assign a chromebook/ tablet to each pre-k4 through 8th grade student in the district. Each chromebook/ tablet will remain the property of the school district, and is for use by the student until the end of the current school year, at which time the Chromebook/ Tablet will be checked back in to the school.

This Keystone School initiative will:

- Enhance teaching and learning by focusing on
 - Critical Thinking & Problem Solving
 - Communication
 - Collaboration
 - Creativity & Innovation
 - Ensure equitable access to instructional technology
 - Improve student success through the integration of technology. In order to benefit from the use of this device, and to ensure the device is used in a safe, efficient and ethical manner, all pre-k through 8th grade students and their parents are required to review and sign this document before receiving a Chromebook.
 - I will ensure the safety of the Chromebook issued to me and prevent negligent damage to the device.
 - I will not leave the device unattended or unsecure, so as to decrease the risk of theft.
 - I will not attempt to repair the device or make unauthorized modifications to the device and I will likewise adhere to the Expectations for Appropriate Use designated by the district.
 - I understand that the district is not responsible for any viruses that may be transferred to or from my personal data storage mediums, and agree to use my best effort to prevent damage to the device that would render it inoperable.
 - I will report, as soon as possible, any damage or problems with the device to the school office. 918-363-8298. I agree not to loan the device to anyone, and will use it for my own school use.
 - To minimize damage, I agree to keep the Chromebook secure and protected when not in use.
 - I understand that both parent and student are responsible for returning the device in working condition upon request by the school district or upon ending of the school year or withdrawal from the district.
 - If I deliberately damage, or through gross negligence, allow damage or theft of the Chromebook/ Tablet, I will be liable for replacement or repair and/or disciplinary action up to and including loss of computer use privileges.
 - I understand that the district offers an annual Chromebook/ Tablet Protection Plan to help offset the cost of accidental damage.
 - I understand that the district retains the right to obtain financial reimbursement from the borrower in the event of damage or loss to the Chromebook/ Tablet.
 - I agree to return the Chromebook/ Tablet, Charger, and accessories in good working condition at the end of the school year.
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CHROMEBOOK/ TABLET INSURANCE

I, _____ (Parent/Guardian), understand the Insurance Program. I understand this program will reduce the cost for repair/theft that I may be subject to, if the Chromebook is damaged or stolen. I understand that if my student participates in the **In Person Learning option**, I have to check out a device from the school.

I, _____ (Parent/Guardian), do not wish to check out a device from the school. I will provide my student with a device. ***This option is only available to students participating in the Virtual Learning option.**

Name of Student Please Print _____

Student Signature _____

Name of Parent/Guardian Please Print _____

Parent/Guardian Signature _____

CHROMEBOOK/ TABLET AGREEMENT (TO BE COMPLETED UPON CHROMEBOOK/ TABLET CHECKOUT) DATE TO BE SCHEDULED

Please initial below:

_____ I have received & reviewed the Chromebook/ Tablet Policy & Protection Plan and agree to the terms listed. Likewise, I agree to maintain the Chromebook by abiding by these policies.

_____ I agree that the Chromebook/ Tablet listed below has been issued to me in good working order and it is my responsibility to ensure that it is returned in good working order.

Circle One:

Chromebook/Tablet

Homeroom Teacher Name: _____

Chromebook/ Tablet Number: _____