

Dexter R-XI Chromebook User Agreement

The mission of the chromebook distribution in the Dexter R-XI School District is to create a collaborative learning environment for all learners. The goal of this environment is to enable and support students to implement transformative uses of technology while enhancing engagement. Students have certain responsibilities in the use and care of these devices. The chromebooks are learning resources. There is no opt-out process for receiving a Chromebook because it is an important tool for completing assigned work, conducting research, and accessing learning materials--just like a textbook. Upon signing the Chromebook agreement, you are acknowledging that you understand and accept the information in this document.

- 1 All users of the Dexter School District network and equipment must comply at all times with the Dexter School District Board Policy on Technology Usage.
2. Chromebooks, cases, and charging cords are on loan to the students and remain the property of the district .
3. If the Chromebook is not working correctly, seems to be malfunctioning or is damaged, it should be reported to the teacher. Students should not disassemble any part of the Chromebook or attempt any repairs themselves or take the Chromebook to a third-party for repair. The Chromebook is the property of the district and should only be serviced by district technology department personnel.
4. The replacement value of the Chromebook will include the Chromebook, the case and the charging cord.
5. Chromebooks should be in a student's possession or in a designated secure area at all times. Do not leave the Chromebook unattended. Designated secure areas include a specific teacher during his/her class time or administrative office. Students and parents/guardians are responsible for the security of the Chromebook when students are off campus and should take all reasonable precautions for the storage of the Chromebook. Chromebooks should not be left in unattended vehicles or in an area where they could be easily stolen.
6. If the Chromebook is stolen, parents/guardians must immediately report the theft to the administration and the police department. A police report must be filed within 24 hours.
7. Students are responsible for the general care of the Chromebook they have been issued by the school.

General Precautions:

- No food or drink should be near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Never lift the Chromebook by the screen.

Cases:

- Each student will be issued a protective case for his/her Chromebook. Students are expected to keep the Chromebook in good condition in the district provided case. Failure to do so may result in parents/guardians being required to pay for the repair or replacement of the device.
- Although the cases are padded to help protect the Chromebook, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect the device.

Screen Care:

- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc)
- Heavy objects should not be placed on the Chromebook.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.

Dexter School Chromebook Care Agreement

We understand we are accepting responsibility for any damage, destruction, or loss of the assigned Chromebook. We understand that a \$30 maintenance fee will be collected for each Chromebook.

This fee will cover:

- One occurrence per building of replacement of the Chromebook screen due to breakage. There will be no charge for the first breakage, unless it is determined that the Chromebook has been removed from its school-purchased protective case or if it is determined damage has been intentional or due to negligence. If the Chromebook screen has to be replaced more than once, the parent/guardian will be charged a fee for each occurrence after the first replacement of the broken screen.
- If the Chromebook is lost, a replacement fee will be charged to the student/parent/guardian.
- If the Chromebook is stolen, a police report must be filed and the building administration must be notified within 24 hours. A replacement will be provided to the student and the parents will be charged a fee of \$100. Failure to report the theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student/parent/guardian will assume the full responsibility for the loss of the device and the corresponding financial obligation for the replacement.
- Any intentional damage done to the device or damage as a result of neglect may result in discipline and/or a fee. See the fee schedule below.
- All Chromebooks will be labeled with a library barcode. Students may be charged \$25 for tampering with the library barcode.

Fee Schedule (subject to change):

The following are estimated costs of Chromebook parts and replacements:

Complete Replacement-\$250

Screen-\$50

Keyboard/Touchpad-\$75

Power Cord/Charger-\$35

Case-\$30

Refunds of the maintenance fee will not be provided during the school term.

Dexter School District Chromebook User Agreement

Your signature below indicates the student and parent/guardian have read the Chromebook User Agreement and the Chromebook Care Agreement and have accepted the terms set forth by the agreements.

Student Name (print)_____

Dexter School District User Agreement

Parent Signature:_____ **Date:**_____

Student Signature:_____ **Date:**_____

Dexter School District Chromebook Care Agreement

Parent Signature:_____ **Date:**_____

Student Signature:_____ **Date:**_____

Chromebook Damage Notification

Attention parents/ guardians,

This letter is to inform you that your child, _____,
has incurred damage to his/her Chromebook device on, ____/____/____

Asset Tag# _____

The damage was determined to be:

____ Accidental ____ Intentional ____ Neglect ____ Device Tampering ____ Lost/Stolen

Fee Schedule (subject to change):

The following are estimated costs of Chromebook parts and replacements.

____ Complete Replacement-\$250

____ Screen-\$50

____ Keyboard/Touchpad-\$75

____ Power Cord/Charger-\$35

____ Case-\$30

When a district issued Chromebook needs repair your student can bring the device into the building they attend. The student will be issued a temporary loaner device, if one is available until which time their originally issued chrome book is repaired and returned. In the event of damage, Chromebook repair costs will be added to the student account and families will be notified. Determination of whether damage is considered intentional or due to extreme neglect will be made by a full time staff member of the Technology Services Department in conjunction with the building level Administration.

Thank you for your prompt attention to this matter. If you have further questions regarding this invoice, please contact your building level administrator.