



# MONTICELLO SCHOOL DISTRICT STUDENT CHROMEBOOK RESPONSIBILITIES

## Expectations for Use

Student Chromebook devices are to be used for educational purposes only. Devices allow students to access tools and resources not found in traditional offline educational materials. Having a device 24/7 expands the opportunity for students to use those educational tools and resources anytime, anywhere.

## Ownership

The **device, power supply** and **case** are property of the Monticello Public School District. Students will be using the same device from year to year. It is the student's responsibility to take care of these items so they continue to work well and report any damage or issues to the Tech or Magic Studio in the building immediately.

## Timeline

Students in grades 7-12 have 24/7 access to the device for the entire school year, including weekends and breaks unless directed otherwise. Students will turn in devices for the summer at the end of the year.

## Repair/Replacement

Report problems with the device to the Tech or Magic Studio. District technicians will do maintenance and repairs. Like textbooks, damage caused by neglect, misuse, or abuse of the device is the responsibility of the student and family.

## Taking Care of Student Devices

Students are expected to care for devices as they would any other school property in their care. Some guidelines for care include:

- Carry in the case at all times. The device is not to be removed from the case. The case is meant to protect the device.
- Bring the Chromebook to school every day - fully charged.
- Follow the Student Acceptable Use Guidelines as outlined in the Student Handbook and be a responsible digital citizen. Use the Chromebook for **educational purposes only**.
- Do not deface the Chromebook with stickers, writing or engraving
- Report any damage or issues to the Tech Studio or Magic Studio immediately.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Report any damage or loss, whatever the cause, to your Homeroom teacher or the *Tech Studio in the building* immediately.
- Turn the Chromebook, case and power cords in good working condition at required check-ins, upon graduating or un-enrolling for any reason and prior to each summer.

The Monticello School District Chromebook Handbook can be found online at [www.monticello.k12.mn.us\\_District > Technology > Chromebook Handbook](http://www.monticello.k12.mn.us_District > Technology > Chromebook Handbook)

## Full Price Cost for damage, lost or stolen device are as follows:

| Problem   | Examples  | Action Required by Student   |
|---|---|--|
| <b>Level 1 Damage:</b> Doesn't impact the performance - still usable<br>Fee: None | Dinged corner<br>Cracked corner or bezel not affecting screen<br>Scratches and or dents | Report to school at turn in or when starts to interfere with performance |
| <b>Level 2 Damage:</b> Affects performance of the device                          | Keys on keyboard missing<br>Camera damaged  | Report to <i>school - Tech Studio</i> immediately                        |

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|---|--|--|
| Fee: \$70.00  | Touchpad damaged   |  |
| <b>Level 3 Damage:</b> Affects performance of the device<br>Fee: \$135.00   | Cracked or broken screen<br>Chromebook Body (chassis) is damaged and need replacement  | Report to <i>school - Tech Studio</i> immediately  |
| <b>Level 4 Damage:</b> Totaled or Lost.<br>Fee is full replacement cost of the device.<br>Fee: \$315.00   | Device is lost or damaged beyond repair as determined by district tech<br>Damage from Perils: fire, lightning, smoke, falling objects, freezing, water   | Report to <i>school - Tech Studio</i> immediately.   |
| <b>Lost Case</b><br>Fee: \$27   | The case is lost   | Report to <i>school - Tech Studio</i> immediately  |
| <b>Lost Power Adapter</b><br>Fee: \$25  | The power adapter is lost or damaged beyond use  | Report to <i>school - Tech Studio</i> immediately  |
| <b>Vandalism</b><br><b>IS NOT COVERED BY INSURANCE</b><br>Fee: Full cost of repair or replacement up to \$315.00<br>Removal of District Asset Tags, Inventory Stickers (\$15.00)<br><br>District may file a police report for vandalism | Intentional/Negligent/Preventable damage and or Vandalism includes but not limited to:<br>Food or liquid spills; plucking keys off the keyboard (not covered by insurance); horseplay or reckless behavior; damaged ports (USB, audio, etc.); removal or district asset tags, inventory stickers | District or school may file a police report  |
| <b>Theft, Burglary, Robbery</b><br>Fee: \$0 (A police report <b>must be</b> filed within 5 days of the incident)<br>District will need copy of the police report  |  | At school, immediately report to <i>Tech Studio</i> , or police liaison officer.<br>Outside of school, file a police report immediately. |

## DISTRICT CHROME CARE

### *District Optional Insurance Plan for Chromebooks*

***Insurance must be purchased/paid within 30 days of Chromebook Issuance***

Parents may choose the annual optional insurance coverage: **DISTRICT CHROME CARE**

*Insurance covers: Accidents, Drops, Spills, Full Liquid Submersion, Power Surge, Lost, Theft, Perils (fire, lightning, smoke, freezing, flood, damage by burglars, falling objects)*

**Cost for Annual Insurance of the Chromebook = \$45.00**

- 1st. Instance = \$20.00 deductible
- 2nd Instance = \$35.00 deductible
- 3rd Instance = \$50.00 deductible.
- *Note: should there be 4th or greater instances: full cost of the repair and investigation to determine negligence or vandalism.*

#### **Insurance Coverage to cover the Chromebook:**

- Accidents, Drops, Spills, Full Liquid Submersion, Power Surge
- Lost, Theft, Burglary/Robbery
- Perils: fire, lightning, smoke, freezing, flood, damage by burglars, falling objects
- Note: District ChromeCare Insurance does not cover Vandalism, Intentional Damage, or plucking keys off the keyboard

#### **Directions to Purchase District ChromeCare Insurance (choose one of the following):**

- <https://monticello.feepay.com> - sign in and choose the option to purchase District ChromeCare Insurance for \$45.00
- Pay by Check \$45.00 - write ChromeCare and your child's student ID # in the memo section and turn into the School Office

- Pay by Cash \$45.00 and turn into the School Office

*When parent pays for optional insurance, the device will be noted with Chromecare in the Student Information System.*