

September, 2017

## **Chromebook Care and Insurance**

Please make sure your student takes good care of their Chromebook. They are responsible for its condition.

### **Charging the Device:**

- Students need to bring their Chromebooks daily to school charged and ready for use.
- Turn off the Chromebooks at night and when not in use to avoid draining the battery.

### **Storing the Device:**

- Chromebook should be stored in a dry, safe area, where it will not fall or be damaged.
- Objects, papers should not be stored inside of the Chromebook when closed.
- Extreme heat or cold will damage the Chromebooks.
- Do not store in cars or leave in the sun, as overheating will damage the device.
- Do not store in cars during the colder months as cold can damage the device.

### **Caring for the Device:**

- The supply list for 2017-2018 included the purchase of a back pack with a laptop pocket. Please use this pocket for the device only, no pens, pencils or anything that could cause damage to the case or screen.
- Students should not keep food or drink near the Chromebook.
- In the case of rain, Chromebooks may be placed in a tightly sealed plastic bag to avoid water damage. Make sure device is off before placing in bag.
- Do not lean or put pressure on top of the Chromebook when it is closed.
- Chromebooks should be kept out of reach of young children and pets.
- Chromebooks should not be carried while open or by the cover.

### **Cleaning the Device:**

- Chromebooks should only be cleaned with a microfiber cloth. No water or cleaners should ever be used.
- In order to keep your Chromebook clean, do not put stickers, labels on the Chromebook and also no writing on the case of the device.

**Other Important Information:**

- Students should not share passwords with anyone else.
- Students will follow school policies for appropriate use when using the internet based services like Google Docs, Google Drive, Google Apps. These services are considered extensions of the school's network.
- Students have no expectation of privacy in regard to their school Google account or Chromebook, as Teachers and School Administration have the right and ability to monitor user's accounts for policy and security enforcement.

**Parents:**

- The student acceptable use policy will be enforced in regard to each student's Google account.
- School Staff will monitor the student use of internet and applications when student is at school.
- Parents are responsible for monitoring their child's use of the internet and applications when accessing from home. The Chromebooks have complete security installed.
- Parents are responsible for any damage to the student's Chromebook, just as if it were a textbook.
- Parent will be charged for any repairs needed to repair damage of the Chromebook and will be charged replacement cost for any Chromebook that is not fixable, lost or stolen.

**See attached Insurance information.**

- School will maintain all hardware and software on the Chromebooks.

**Please return the attached Chromebook Insurance form with your choice selected to your child's homeroom teacher no later than October 27, 2017.**

**Any form received without a choice selected or signature will be returned.**

**Any forms received after October 27, 2017 will not be accepted.**

## Chromebook Insurance

**Full replacement cost for the Chromebook without insurance is \$250.00. Insurance is strongly recommended**

- Replacement insurance is offered solely through Saint James School. Private insurance is not permitted.
- Insurance is offered at a rate of \$40.00 for the Chromebook for each school calendar year.
- Insurance will provide for one replacement of the Chromebook. At the time the replacement Chromebook is distributed, Parents/Guardians will have the option of insuring the second Chromebook at a rate of \$75.00 for the remainder of the school calendar year.
- If a second Chromebook needs replacement, insurance for the third will no longer be an option and Parents/Guardians will be responsible for the full replacement cost of \$250.00 if the third Chromebook is lost, stolen, or damaged.
- Insurance also includes one repair, (i.e. lost charger, cracked screen), without counting against insurance. A second repair uses up the insurance. Reinsuring the device will cost \$75.00
- Without insurance, Parents/Guardians will be responsible for the cost of the Chromebook replacement if unfixable or lost, stolen. A screen replacement is \$200.00 and chargers are \$60.00.
- Chromebooks can only be repaired through Saint James School. Purchasing parts through outside vendors or attempting to repair the Chromebook yourself will necessitate a full replacement cost of \$250.00.
- The deadline to purchase insurance for the 2017-2018 school year is **October 27, 2017**.
- The \$40.00 fee for insurance will be charged to your FACTS account for collection by FACTS on November 15, 2017.

Please sign my student(s) up for the annual Chromebook, I understand that the \$40.00 per Chromebook fee will be charged to my FACTS account for payment on November 15, 2017.

I do not wish to sign my student(s) up for the annual Chromebook insurance. I understand that I will be responsible for any repairs or full replacement of the Chromebook.

Student(s) Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_