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Saint James School  
Pre-K - 8<sup>th</sup> Grade  
Founded in 1921

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September 2021

To: Grade 3 – 8 Parents

RE: Saint James School Chromebook Insurance

Saint James School will be providing a Chromebook to all students in 3rd through 8th grade. Students (along with their parents/guardians) are responsible for the safekeeping and proper usage of this device, whether that be in the classroom or at home. Middle School students will bring their Chromebook home every day, whereas students in grades 3-5 will primarily use them in the classroom for select projects, bringing them home only occasionally.

Saint James School families have the option to purchase Chromebook insurance at a cost of \$40.00, which covers accidental physical damage to the Chromebook for the 2021-2022 school year. For example, damage due to the Chromebook being dropped: a cracked screen, broken keys or a cracked case, are covered by insurance. Also covered are malfunctions of the software or hardware, i.e., touchpad, keyboard, operating system, etc. Deliberate damage or vandalism is not covered. The cost of a lost or stolen Chromebook, charging cable, or hinge protectors are not covered by this insurance.

Even if your student isn't bringing their Chromebook home every day, the insurance is recommended as accidents can happen anywhere, even in school. Most repairs start at \$69.00 and go up to the replacement cost of the Chromebook, \$297.00. Insurance is strongly recommended.

Please remember, if the Chromebook is lost or stolen it needs to be reported immediately so it can be tracked and the student's account can be protected. Please send an email immediately to Denise Mayo [dmayo@saintjameschool.net](mailto:dmayo@saintjameschool.net) regardless of the day of the week or the time of day (weekends and evenings are fine) if this happens.

For ALL student Chromebooks: Should your student lose the charging cable that goes to the Chromebook, it will be replaced for them at a cost of \$35.00. This will not go towards a claim on the insurance; it is just an outright purchase.

Please **do not attempt to use any other charging cable** as this could harm the Chromebook or cause the battery to overheat and no longer function due to Hz differences. The cable we have given you is the **only** one to be used to charge the student's Chromebook. A replacement cable can only come from the school; please do not purchase one on your own. In addition, the charging cable for the Chromebook should never be used to charge any other electronic device for the same reason. It could damage the device or cause the battery to malfunction and overheat. Overheated batteries have been known to cause fires.

Please read through the attached pages and submit the **Chromebook Insurance form**, indicating if you wish to purchase the optional insurance, by September 10th. Should you have any questions, please contact Denise Mayo at [dmayo@saintjameschool.net](mailto:dmayo@saintjameschool.net).

## **Chromebook Care and Insurance**

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

### **Charging the Device:**

- When taking Chromebooks home, students should make sure they are charged overnight and ready for use in the morning.
- Turn off the Chromebooks at night and when not in use to avoid draining the battery; do not just place it in sleep mode.
- The Chromebook must be shut down and charged each night.
- The Chromebook is to be charged only with the charging cable provided. Use of a laptop charger can potentially harm the Chromebook or cause a fire.

### **Storing the Device:**

- Chromebook should be stored in a dry, safe area, where it will not fall or be damaged.
- Objects 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:**

- Each Chromebook is distributed in a Chromebook carrying case with strap. Please do not remove the Chromebook from this case. Please do not add pens, pencils or anything that could cause damage to the Chromebook case or screen.
- Students should not keep food or drink near the Chromebook or eat or drink while using it.
- Chromebook cases are water resistant; they are not waterproof. If there is heavy rain, you may place the Chromebook case with the Chromebook in it into a plastic bag to protect it. Make sure device is off before placing it in the bag to prevent overheating.
- 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.
- When in class, the Chromebook should be the only item on student's desk when in use; books should be stored under student's chair.

### **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, please do not add stickers or labels of any kind and do not write on the case of the device.
- There will be inspections of student Chromebooks throughout the school year.

### **Other Important Information:**

- Students should not share passwords with anyone else.
- Students will use their school account only on their Chromebooks and for school use only. No personal email accounts are allowed on the Chromebook.
- 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 account or Chromebook, as Teachers and School Administration have the right and ability to monitor user's accounts for policy and security enforcement.

### **Parents:**

- Students' accounts are archived and the student Acceptable Use Policy will be enforced.
- School Staff will monitor the student use of the 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 security installed.
- Parents are responsible for any damage to the student's Chromebook, the same 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 costs for any Chromebook that is not fixable or lost or stolen.  
**See attached Insurance information.**
- School will maintain all hardware and software on the Chromebooks.
- Any damage deemed intentional or through misuse is not covered by insurance and parent will be responsible for full costs of repairs or replacement.

**Please return the attached Chromebook Insurance form with your choice selected to your child's homeroom teacher no later than **September 10, 2021.****

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

**Any forms received after **September 14, 2021** will not be accepted.**

## Chromebook Insurance

**Full replacement cost for the Chromebook without insurance is \$297.00. Insurance is strongly recommended.**

- Replacement insurance is offered solely through Saint James School. Private insurance is not permitted and will not cover the Chromebook.
- Insurance is offered at a rate of \$40.00 for the Chromebook for each school calendar year.
- Insurance only covers repairs. Parents/guardians will be responsible for the full cost of the repair or the full cost of replacement if damage is deemed intentional, Chromebook cannot be repaired or is lost or stolen.
- Insurance does not cover replacement of the hinge protectors or charging cable. If these are broken or lost, you will be charged for their replacement. Hinge protectors are \$14.00 a pair and charging cables are \$35.00 each.
- Without insurance, parents/guardians will be responsible for the cost of any damage to the Chromebook. A screen replacement is \$150.00. Most other repairs run from \$69.00 - \$100.00.
- 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 \$297.00.
- The deadline to purchase insurance for the 2021-2022 school year is **September 14, 2021**.
- The \$40.00 fee for insurance will be charged to your FACTS account for collection by FACTS on **September 24, 2021**.

Please choose one:



Please sign my student(s) up for the annual Chromebook insurance, I understand that the \$40.00 per Chromebook fee will be charged to my FACTS account for payment on **September 24, 2021**.



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 Signature: \_\_\_\_\_