Saint James School
Chromebook Care and Insurance

September 2026

Please make sure your students take care of their school-issued Chromebook. They are responsible for its condition.

Charging the Device:

- Middle School students must bring their Chromebooks to school each day charged and ready for use.
- Turn off the Chromebooks at night and when not in use to avoid draining the battery; do not just place 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.
- Starting this school year, students will be notified on their Chromebook that they need to "Reboot to Update." They will receive this message 3 times, if by the third time they do not reboot, their Chromebook will automatically shut down and do it for them.

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.
- Do not add stickers or labels of any kind and do not write on the case or 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 internet-based services like Google Classroom, Google Docs, Google Drive, Google Apps and any academic websites. 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 students' use of the internet and applications whenever the student logs in with their school given account while in 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.
- All Students are monitored anytime they log into any device using their school account by Go Guardian. This usage is achieved
- Parents are responsible for any damage to the student's Chromebook, the same as if it were a textbook.
- Parents 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.**
- Saint James School will maintain all hardware and software on the Chromebooks.
- Any damage deemed intentional or through misuse is not covered by insurance and the parents 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 11, 2026.

Any form received without a choice selected or signature will be returned. Any forms received after September 11, 2026 will not be accepted.

Saint James School
Chromebook Insurance Form

Full replacement cost for the Chromebook without insurance is $450.00 - $500.00.

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 charging cable If these are broken or lost, you will be charged for their replacement. Replacement 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 $169.00. Most other repairs run from $79.00 - $169.00.
- 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 $500.00.
- The deadline to purchase insurance for the 2026-2027 school year is September 11, 2026.
- The $40.00 fee for insurance will be charged to your FACTS account for collection by FACTS on September 25, 2026.

Please Check 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 25, 2026.

☐ 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:_____

Any forms received after September 11, 2026 will not be accepted.