

Marceline Middle / High School Student Chromebook Student Responsibilities

Financial Responsibilities and Technology Fees

The following guidelines have been implemented to not only encourage student responsibility but also to reduce the number of lost devices.

If Lost (Charger)

- Bring your device to the Technology Office for charging in the first 24 hours
- A letter will be sent home informing parents of a \$20 replacement fee.
- Student will be issued a new charger after 24 hours and a fee assessed.

If Damaged (Charger)

- *If Hardware Issue* – Student will be issued a new charger right away with no fee assessed
- *If Accidental Damage*
 - *If First Incident* – Student will be issued a new charger right away with no fee assessed
 - *If Second Incident*
 - A letter will be sent home informing parents of a \$20 fee
 - Student will be issued a new charger right away and a fee assessed.

If Lost (Device)

- Come to Technology Office for a one-day loaner
- Parents will be called informing them of a \$250 replacement fee
- Student will be issued a new device after 24 hours and a fee assessed.

If Stolen (Device)

- After notifying the Technology Office of stolen device, you will be provided the serial number, model, etc. required for the police report.
- Come to Technology Office for a one-day loaner (up to five days)
- Once a copy is received by the school, the student will be issued a new device with no fee assessed

If Damaged (Device)

- *If Hardware Issue* – Student will be issued a new device right away with no fee assessed
- *If Accidental Damage*
 - *If First Incident* – Student will be issued a new device right away with no fee assessed
 - *If Second Incident*

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- Come to Technology Office for a one-day loaner
 - A letter will be sent home informing parents of the following fees:
 - Screen - \$15
 - Other - \$40
 - Student will be issued a new device after 24 hours and a fee assessed.
- o *If Third Incident*
 - Come to Technology Office for a one-day loaner
 - Parents will be called informing parents of the following fees:
 - Screen - \$30
 - Other - \$50
 - Student will be issued a new device after 24 hours and a fee assessed.
- o *Fourth Incident and Above*
 - Come to Technology Office for a one-day loaner
 - Parents will be called informing parents of the following fees:
 - Screen - \$50
 - Other - \$60
 - Student will be issued a device after 24 hours and a fee assessed.
- *If Intentional Damage*
 - Come to Technology Office for a one-day loaner
 - Parents will be called informing parents of the following fees:
 - Screen - \$30
 - Other - \$60
 - Students will be issued a new device after 24 hours and a fee assessed.
- **Protective Case (If Removed, or can tell it has been removed, than insurance is voided and full repair costs will be assessed.)**
 - o If Case is damaged through accidental means
 - First incident - Will be replaced with no fee assessed
 - Second incident - Fee of \$35 will be assessed.

Student Responsibilities

Each student will be responsible for:

- Abiding by the Marceline R-V Acceptable Use Policy.
- Always having in their possession a fully-charged and functional computer.
- Attending each class with their computer unless directed otherwise by faculty.
- Logging in under their assigned username and password and not sharing their password with other students.
- Backing up their data to Google Drive.
- Proper maintenance and care of the device.

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Care and Maintenance

When using your computer at home:

- Have a set location at home for the computer. This location should have adequate room for the computer to sit safely. This area should also be near a power outlet so that the computer can fully charge while at home.
- Keep the computer clean. Students should only use a microfiber cloth to wipe the screen.
- Trackpads can be damaged if not used properly. Never use a pencil, eraser or other object on the trackpad.
- Do not place heavy objects on top of the computer. This may cause damage to the screen. The laptop should never be in a pile or shoved at the bottom of a heavy bag.
- Do not place stickers or skins on the computer.
- Be careful with the screen. Do not touch the screen with your fingers.
- Do not place anything between the screen and the keyboard when you close the computer.
- Do not forcibly bend the AC adapter cord. Leave plenty of room for the wire to reach the computer.

To maximize battery life:

- Turn down volume.
- Turn down brightness.
- Exit any applications you are not using.
- Shut-down computer completely when not in use.

During Classes:

- Dim your screen to conserve power and make your battery charge last longer.
- Keep open only applications and websites you are using. This saves processor power, memory and extends your battery life.
- Work on a flat and level surface and not on top of other items on your desk.
- Do not leave your computer on your desk where it may get knocked off when not in direct use.

After School and at Home:

- Use a surge protector instead of plugging directly into the wall to protect from lightning strikes and power surges.
- Be wary of "borrowing" wireless access from others in your neighborhood. You can never be sure if others are stealing your information.
- Use your computer away from food and liquids. Spills can be deadly to your computer.
- Leave your computer in a secure place during after-school sports and activities.
- Do not leave your computer in a car overnight or for long periods. Extreme heat or cold can damage your computer.
- Keep your computer locked in a safe location when you are away.
- Keep your computer and charger safe from pets and younger siblings.
- Only use the school-provided charger with your computer.
- Do not leave the computer laying flat on the floor. If you must have it on the floor, lean it vertically against a wall or furniture. This avoids being stepped on.

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Agreement and Signatures

Use of Chromebooks owned by the Marceline School District is a privilege that supports school appropriate learning. The smooth operation and maintenance of the computer network and equipment relies on users adhering to established guidelines. Therefore, by signing this agreement, users acknowledge that they have read the Student Responsibilities document and understand the District's expectations and the student's responsibilities. By signing this agreement, students and parent(s)/guardian(s) agree to abide by the restrictions outlined in the Student Responsibilities document. The student's parent(s)/guardian(s) are responsible for monitoring their child's Internet access on the chromebook beyond the Marceline R-V School District network.

I hereby confirm that I understand the terms of the Chromebook program and agree to abide by its guidelines.

Date: _____

Parent/Guardian Name (please print)

Parent/Guardian Signature

Student Name (please print)

Student Signature