



MCCS Chromebook Contract

As a part of the Mission of MCCS to offer students a “personalized education program using advanced technology”, Morgan County Charter School System will be implementing our One to One Technology Program by issuing Chromebooks to each student to allow them to use Google Classroom and other instructional programs to support their learning.

I. Receiving your Chromebook

A. Complete and sign MCCS Chromebook Contract

The contract should be signed by both parent and student upon completion of reading the guidelines set forth at the school building level.

B. Distribution

Chromebooks are checked out after returning a completed Chromebook Contract. Students must return the same fully functioning Chromebook, case, and charger or may be charged up to the cost of the device. Chromebooks remain the property of the district.

C. Transfer/New Student Distribution

All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks from the Media Center. **Both the student and parent/guardian must sign the MCCS Chromebook Contract prior to picking up a Chromebook.**

II. Returning your Chromebook

A. End of the Year

At the end of the school year, students will turn in their Chromebooks, cases, and chargers in working condition. Cases or covers that were added by the student must be removed prior to returning the Chromebook. Failure to turn in the same items that were issued may result in the student being charged up to the cost of the device. The district may also file a report of stolen property with the local law enforcement agency.

B. Transferring/Withdrawing Students

Students that transfer out of or withdraw from MCCS must turn in their Chromebooks and chargers prior to their last day of attendance. Failure to turn in the same items that were issued may result in the student being charged up to the cost of the device. The district may also file a report of stolen property with the local law enforcement agency.

III. Caring for your Chromebook

Students are responsible for the general care and custody of the Chromebook, case, and charger they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Media Center immediately for repair.

District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

A. General

1. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
2. Writing, drawing, or other outside stickers on the Chromebook itself or the school-issued case are not allowed.
3. Never lift Chromebooks by the screen.
4. Report any Chromebook damage to the Media Center immediately.
5. **If the case is removed from the device it voids all warranty/insurance.**

B. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

1. Do not put pressure on top of a Chromebook when it is closed.
2. Do not place anything in the protective case that will press against the cover.
3. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
4. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

C. Backgrounds/Sound

Inappropriate media or use of the Chromebook camera may not be used as backgrounds, themes, or shared in any way. The presence of such media will result in disciplinary action.

D. Charging Chromebooks

Using a non-school issued charger may damage the battery and/or device.

E. Logging into a Chromebook

Students will log into their Chromebooks using their school issued Google Workspace for Education account only.

IV. Chromebook Identification

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, and name and ID number of the student assigned to the device.

V. Repairing/Replacing your Chromebook

A. Repair

1. If the Chromebook is not working or damaged, students should notify their teacher and take it to the Media Center immediately for repair.
2. Students may be issued another Chromebook if they leave their school-issued Chromebook for repair in the Media Center.
3. A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
4. A notification detailing the damage and cost will be sent home to the parent/guardian.
5. Repairs and maintenance should only be conducted by MCCS personnel; do not attempt to repair or take the Chromebook to an outside vendor for repair.

B. Estimated Cost

If insurance is not purchased, the following are estimated costs of parts and replacements that will be assessed from students in the event of loss or damage :

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|---|-------|
| 1. Chromebook Replacement | \$250 |
| 2. Chromebook Screen | \$60 |
| 3. Chromebook Frame/Hinges | \$25 |
| 4. Chromebook Keyboard/touchpad | \$45 |
| 5. Chromebook Keyboard Frame | \$25 |
| 6. Chromebook Charger (Loss or Damaged) | \$25 |
| 7. Chromebook Charger/Headphone/Ports | \$45 |
| 8. Chromebook Case | \$25 |

VI. Chromebook Insurance (Optional)

The district offers several optional non-refundable Chromebook Insurance Plans for a fee. Plans will cover two damage repairs or 1 full replacement of a device per year. Repeated damage or loss will result in full cost of replacement and or repairs. There may be additional disciplinary actions. Plans can be purchased based on household needs:

1. Individual Plan-\$50
2. Family Plan for 2 students-\$95
3. Family Plan for 3 students-\$135
4. Family Plan for 4 or more students-\$150

VII. Privacy

- A. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- B. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

VIII. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes only and students are to adhere to the MCCS Digital Citizenship Agreement at all times. Violations of the school's Code of Conduct or the Agreement will be addressed and can impact a student's discipline record.



MCCS Chromebook Contract

Morgan County Charter School District students and parents/guardians fully acknowledge that use of district technology on and off the premises of Morgan County Charter School District is subject to all guidelines, rules and regulations as stated in this document. **Please make sure you have read this document carefully.**

By accepting a district owned device, parents/custodial guardians are accepting full responsibility for the replacement or repair cost of the device. Devices are assigned to the individual student. It is the student's responsibility to maintain control and possession of the device at all times. **Insurance cannot be applied to stolen or lost devices.**

Please indicate your choice below:

_____ **(Optional)** I would like to purchase insurance for my student's device, and will complete the **separate Chromebook Insurance Form within the first 10 days of enrollment.**

- | | |
|-------------------------------------|-------|
| 1. Individual Plan | \$50 |
| 2. Family Plan (2 students) | \$95 |
| 3. Family Plan (3 students) | \$135 |
| 4. Family Plan (4 or more students) | \$150 |

_____ **I decline** the Personal Device Insurance and assume full financial responsibility for theft or damage. I agree to pay the following costs to repair or replace the device in the event of loss or damage:

- | | |
|--|-------|
| • Chromebook Replacement | \$250 |
| • Chromebook Screen | \$60 |
| • Chromebook Frame | \$25 |
| • Chromebook Keyboard/touchpad | \$45 |
| • Chromebook Keyboard Frame | \$25 |
| • Chromebook Charger (Loss or Damaged) | \$25 |
| • Chromebook Charger/Headphone/Ports | \$45 |
| • Chromebook Case | \$25 |

If at any point Morgan County Charter School District feels that the terms of this agreement have been violated, loss of privileges to use the device and other disciplinary actions may be taken. The district reserves the right to pursue all options in collection, including any necessary legal action, of costs incurred through Chromebook repair or loss.

By signing this contract, I (student) understand and agree to all terms outlined above concerning the use of my assigned Chromebook in the Morgan County Charter School System.

Print Legal Student Name

Sign Student Name

Date

Grade

1st Period/Homeroom Teacher

By signing this contract, I (parent/guardian) understand and agree to all terms outlined above concerning my student's assigned Chromebook at Morgan County Charter School System.

Print Parent/Guardian Name

Sign Parent/Guardian Name

Date