

Choctaw Nicoma Park Schools Guidelines and Procedures for Chromebook Usage

Over the last several years, the Choctaw Nicoma Park Schools have been able to increase the number of Chromebooks available for student use. We currently have inventory to provide a Chromebook to each student during the school day. We also have a limited number of Chromebooks available for use at home (Please see our take home policy).

A. Chromebook Procedures and Care:

- a. Students will be responsible for the care of the Chromebook they are assigned.
- b. Students should never “swap” or “share” their Chromebook with another student.
- c. Chromebooks should be in a student’s possession or secured in a classroom at all times.
- d. Chromebooks can be fragile, and if they are dropped they may break.
- e. Students should never eat or drink while using the Chromebook, or use the Chromebook near others who are eating or drinking.
- f. Heavy objects should never be placed on the Chromebook. This includes books, musical instruments, sports equipment, etc.
- g. Students should use care when plugging in the power cord.
- h. Students should leave the Chromebook identifying barcodes in place.
- i. The student may not deface or destroy this property in any way. Do not add stickers, pictures, wording, etc to any part of the Chromebook. The Chromebook should be kept clean and free of any marks at all times.

- B. Students are to use the Chromebooks in accordance with all District Acceptable Use Policies, the Student Code of Conduct, as well as local, state, and federal laws.
- C. Students should be aware that Internet access and email, and other media that are accessed, created, or stored on their devices are the sole property of the Choctaw Nicoma Park School District. The district has the right to review these items for appropriateness and to limit or revoke a student’s access to them at any time for any reason. No expectations of privacy in their use of the Chromebook, including email, stored files or Internet sites visited should be assumed by the student users. Inappropriate use of the Chromebook may result in the student losing their rights and privilege to use the device.
- D. Students should keep their Chromebook information secure. Students should never share their password(s) with another student. Passwords should always be kept confidential. The student may not make any attempt to add, delete, access, or modify other user accounts on the Chromebook. Any inappropriate or careless use of the Chromebook should be reported to an administrator, teacher or staff member immediately.
- E. Students will become familiar with charging procedures for each classroom. Each teacher will inform their students on the charging procedures for their school site.
- F. Consequences of Inappropriate Use:
 - a. Use of any district technology is a privilege and not a right. Students are expected to use their assigned Chromebook in accordance with these Guidelines and Procedures, the District Acceptable Usage Policy and any applicable laws.
 - b. Failure to use the Chromebook in an appropriate manner may result in the cancellation of student use and/or disciplinary action as determined by the staff and administration of the Choctaw Nicoma Park Schools

G. Chromebook Protection Plan:

- a. The Choctaw Nicoma Park Schools is offering Parents/Guardians/Students a \$25.00 non-refundable Chromebook Protection Plan renewable within 10 days of enrollment each school year.
- b. The usage fee will cover a single incident of accidental damage as well as stolen devices with an official police report.
- c. The usage fee does not cover malicious acts, intentional damage, or negligence. Negligence is defined as a failure to take proper care of the Chromebook including leaving the Chromebook unattended or unsecured.
- d. The Chromebook Protection Plan covers the cost of the following repairs throughout a single school year:
 - i. One accidental damage claim (e.g. broken screen, liquid damage, missing keys)
 - ii. One device replacement if stolen. This requires filing a police report with local law enforcement.
 - iii. One lost charging cord replacement.
- e. While this fee is optional, the District strongly recommends that families purchase the plan. Chromebooks not covered by the Protection Plan will be subject but not limited to the following charges:
 - i. Damage repair — cost to be determined by the amount of damage and cost of the parts.
 - ii. Replacement AC adapter — \$30 per replacement
 - iii. Complete Chromebook replacement due to loss, theft or damage — current market price, approximately \$300.
- f. Parents/guardians/students will be responsible for the entire cost of repairs that are the result of willful/negligent damage to the Chromebook or power supply/cord.
- g. If the Chromebook is lost or stolen, a parent/guardian/student should immediately report the loss or theft to the Principal's office.
- h. If the Chromebook is damaged or not working properly, return it immediately to your teacher, so it may be forwarded to the District Technology staff for repair or replacement.
- i. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for repair of the Chromebook.

Chromebook Usage Agreement
(Complete this form and return it to your teacher)

This form is to be completed prior to the student being able to use or check out a Chromebook for school use.

Student of the CNP Schools:

I have read and agreed to the Guidelines and Procedures for Chromebook Usage in the Choctaw Nicoma Park School District. The complete Guidelines and Procedures for Chromebook Usage can be found at - www.cnpschools.org

Student Name: (please print) _____ Grade: _____

School: _____ Homeroom Teacher: _____

Student Signature: _____ Date: _____

Parent/Guardian:

I have read and understand my responsibilities as the parent concerning the Guidelines and Procedures for Chromebook Usage in the Choctaw Nicoma Park School District.

Parent/Guardian Signature: _____ Date: _____

Chromebook Protection Plan Agreement

_____ **I agree to pay the \$25 fee** for the Choctaw Nicoma Park Schools Chromebook Protection Plan. I understand this fee covers one time accidental damage to the Chromebook or charging cord issued to my student.

_____ **I do not agree to pay the \$25 fee** for the Choctaw Nicoma Park Schools Chromebook Protection Plan. I understand that the repairs for any damage to my students assigned Chromebook will be my financial responsibility.

Parent Signature: _____ Date: _____

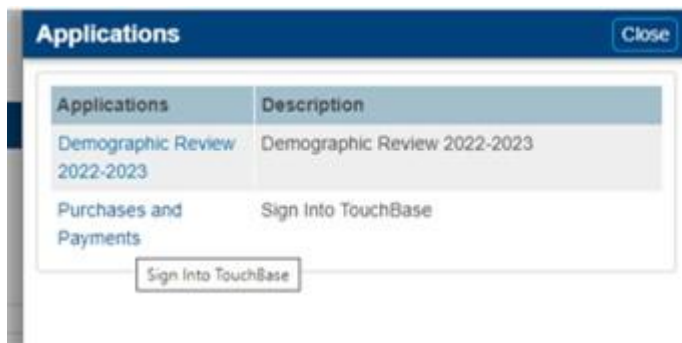
Please make payment through your student's PowerSchool account. (Not on the app)

How to Pay for Chromebook Insurance

1. Log into the Powerschool Website. <https://cnppowerschool.org/public/home.html>
2. Select the box with a diagonal arrow pointing up. This is in the top right corner.



3. Select purchase and payments.



4. Select the student you wish to purchase the insurance for.
5. Select Items available at all schools.
6. Select district office.
7. Select Choctaw Nicoma Park Schools.
8. Select chromebook.
9. Purchase chromebook insurance by clicking buy.
10. Click Checkout at top of screen.
11. Click the blue button Checkout at the bottom of the screen.
12. Fill in Name, Address and credit card information.
13. Click Pay Now. A receipt will be generated for your records.