



Chromebook and Digital Device Handbook

2025-2026

Eatonville School District

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"Together, we commit to inspiring Life Long Learners to create a better future" 1

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OVERVIEW

The mission of the one-to-one program in the Eatonville School District is to create a collaborative learning environment for all learners. This environment enables and supports transformative uses of technology while enhancing students' engagement with content. This collaborative learning environment promotes the development of self-directed, responsible, lifelong learners and users. The vital role of the teacher is then transformed from a director of learning to a facilitator of learning.

DEVICE PURPOSE

The Eatonville School District (ESD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. An effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. Students need to be proficient and safe users of information, media, and technology to succeed in a digital world. Therefore, the ESD will use electronic resources accessed on Chromebooks and other digital devices as powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the ESD's goal to provide students with rich and ample opportunities to use technology for learning in schools just as individuals in workplaces and other real-life settings use these tools. Use of devices at school and at home enables educators and students to access digital curriculum, communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives. It is the policy of the ESD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

Students and families have the privilege of accessing the school network and the Internet. This extraordinary opportunity to explore resources is tied to responsibilities.

When signing the Parent/Student Agreement, you are acknowledging that you understand and accept the information in this document.

ESD students and families must understand that:

1. Students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. Students and Guardians must read and sign the [2025-2026 Eatonville School District Technology Student Use Agreement](#) in order to maintain access to district technology resources.
3. Users of the ESD network and equipment must comply at all times with the [Eatonville School District Electronic Resource Policy #2022](#).
4. Devices are loaned to students and remain the property of the ESD.
5. Users are accountable to school, district, local, state, and federal laws.
6. Device and network use must support education.

7. Students and families must follow all guidelines set forth in this document and by ESD staff.
8. Rules and guidelines are in effect before, during, and after school hours, for all ESD electronic devices whether on or off the school campus.
9. Files stored on the ESD equipment or network are the property of the district and are subject to regular review and monitoring.
10. ESD staff reviews and monitors all activity on the network for responsible use. Internet history and e-mail checks may occur at the discretion of ESD staff.
11. The term “equipment” or “technology” refers to Chromebooks, iPads, batteries, power cord/chargers, cases or other digital devices assigned to students. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
12. Students are expected to keep the devices in good condition. Failure to do so may result in fines for repair or replacement. [Policy No. 3520](#)
13. Drawing on, gluing on or carving on devices will be viewed as purposeful damage and will result in a fine by the repair agency.
14. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day or it could be flagged as malicious and purposeful damage, resulting in higher fees determined by the repair agency.
15. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students. This includes but is not limited to filtering by-passes.
16. Students are expected to notify a staff member immediately if they come across any information, image, or message that is inappropriate, dangerous, threatening, or makes them feel uncomfortable.
17. All users are expected to follow existing copyright laws taught to students as a part of ESD’s Digital Citizenship Curriculum and Research Skills.
18. Students may only log in under their assigned username. Students may not share their password with other students. Students may receive disciplinary action if they intentionally impersonate another user.
19. Students and teachers may not loan devices and or components to other students for any reason. Students who do so are responsible for any loss or damage.
20. Asset tags, serial numbers, or other identifiable information on district technology may not be tampered with or removed. Purposeful removal of this information could be considered malicious damage and intent to fraud.
21. All students have access to Google Drive to save documents.
22. Any failure to comply may result in disciplinary action. ESD staff may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
23. ESD staff reserves the right to confiscate the property at any time.
24. Students are not permitted to use personal devices on campus during school hours.
25. Serial numbers and student information may be recorded for monitoring purposes.

PARENT/GUARDIAN RESPONSIBILITIES

The ESD makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Responsibility	Description
Accept Liability	<p>The parent/guardian is responsible for the cost of the repair or replacement of the device and charger in the same accordance as any library materials or textbooks per Policy No. 3520:</p> <ul style="list-style-type: none">• Not returned• Intentionally or malicious damage• Lost because of negligence• Stolen without official police report• Small accidental damage will not resolve in a fee but an excessive amount of accidental damage (over 3 incidents a year) may result in alternative device placement.
Monitor Student Use	<p>ESD has software in place to filter content available to students per the Children’s Internet Protection Act (CIPA) while at school and at home.</p> <p>The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.</p> <ul style="list-style-type: none">• Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.• Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.• Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.
Sign the ESD Technology	<p>Students and their parent/guardian must sign the ESD Technology Student Use Individual schools may provide additional information and</p>

Student use Agreement	expectations for student use. Check with your student’s school for the options and schedule.
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DEVICE RULES AND GUIDELINES

The rules and regulations are provided here so that students and parents are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

Students will receive training at school during the first weeks of school in which they will receive information on the Electronic Resource Policy and Responsible Use Procedures. Below you will find a summary of the main points of each training topic.

GENERAL GUIDELINES

All use of technology must:

- Support education
- Follow local, state, and federal laws
- Be school appropriate

Guideline	Expectation
Security Reminders	<ul style="list-style-type: none"> ● Do not share logins or passwords (Exception: students are asked to share passwords with parents or guardians.) ● Do not develop programs to harass others, hack, bring in viruses, or change others’ files. ● Do follow Internet safety guidelines. ● Do notify a teacher or staff member if you witness inappropriate discussions that could lead to cyberbullying, chain letters, harassment or intimidation.
Activities requiring classroom teacher permission during instructional time.	<ul style="list-style-type: none"> ● Sending emails ● Google Instant-messaging (Meets or updates that behave in the same manner) ● Using headphones in class ● Downloading programs, music, games and videos ● Playing games

Appropriate Content	<p>All files must be school appropriate. Inappropriate materials include explicit or implicit references to:</p> <ul style="list-style-type: none"> ● Alcohol, tobacco or drugs ● Gangs ● Obscene language or nudity ● Bullying or harassment ● Discriminatory or prejudicial behavior <p>If inappropriate content is encountered, students are required to immediately notify a teacher or staff member.</p>
Thumb Drives & Portable Storage Devices	<p>All ESD rules and guidelines apply to any thumb drive or portable storage devices plugged into a district-owned device.</p> <p>Saving files to Google Drive is the preferred method.</p>

CHROMEBOOK USE, CARE, AND CLASSROOM ROUTINES

Device Care

Good routines at home and at school will prolong the life of the device. Defacing ESD issued equipment is strictly prohibited. This includes but is not limited to marking, painting, drawing or marring any surface of the devices or any stitching on the case as well as putting stickers or additional markings on the devices, cases, batteries or power cord/chargers. Follow the tips below to ensure the device is well cared for:

Location	Recommendation
Lockers	<ul style="list-style-type: none"> ● Never pile things on top of the device. ● Store devices flat and standing up on its side. ● Never leave the device on the bottom of the locker. ● Never leave the locker set to open without entering the combination.
Hallways	<ul style="list-style-type: none"> ● Always use two hands to carry the device. ● Never leave the device unattended for any reason.

Classrooms	<ul style="list-style-type: none"> ● Use two hands to open the lid and carry the device. ● Close the lid before standing up. ● Follow all directions given by the teacher. ● Center the device on the desk. ● Do not unplug cords and headphones by pulling at the wire. ● Charge the device in a safe location where cords are not in the walkway. ● Never leave devices on the floor. ● Computers should be transported in a secure manner (backpack, two hands, case)
Home	<ul style="list-style-type: none"> ● Charge the device fully each night. ● The power cord/charger remains at home if the device is charged. ● Use the device in a common room of the home. ● Store the device on a desk or table - never on the floor! ● Protect the device from <ul style="list-style-type: none"> ○ Extreme heat or cold ○ Food and drinks ○ Small children and pets ● Vents should remain uncovered.
Traveling to and from school	<ul style="list-style-type: none"> ● Completely shut down the device before traveling. ● Do not leave the device in a vehicle, especially on the seats. ● Use your backpack to transport the device. ● If ever in a situation when someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school or a parent/guardian when you arrive at home.

TROUBLESHOOTING PROCEDURE

There may be times when a device does not function properly. When this happens, a common fix is to power the device off and on.

- Always try restarting and updating the device as the first step in troubleshooting.
- If appropriate, students may ask a classmate for help.
- Contact the teacher for help, if they are unable you will be directed to contact the building's Media Assistant or IT department.

STUDENT EMAIL

All grade levels are issued an email account. This allows students to safely and effectively communicate and collaborate with teachers and classmates, giving them an authentic purpose for writing.

<p>Guidelines and Reminders</p>	<ul style="list-style-type: none"> • Email should be used for educational purposes only. • Email messages may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' emails. • All email messages are property of the District and are archived. • Students should not delete emails unless instructed to do so by a teacher. Deleting emails will be interpreted as suspicious behavior and may be followed up with further investigation or disciplinary action. • Email should only be used by the authorized owner of the account. • Students need to protect their passwords.
<p>Restrictions and Limitations</p>	<ul style="list-style-type: none"> • Students must adhere to expectations outlined in the Responsible Use Policy.
<p>Unacceptable Use and Examples</p>	<ul style="list-style-type: none"> • Non-educational related forwards (e.g. jokes, chain letters, images) • Harassment, profanity, obscenity, racist terms • Cyber-bullying, hate mail, discriminatory remarks • Email for individual profit or gain, advertisement, or political activities

Chromebook Tools and Features

Tool/Feature/Action	Expectation
<p>Webcams</p>	<p>All student Chromebooks and some other devices are equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st century tool and to develop 21st century communication skills.</p> <p>Examples of Use:</p> <p>Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:</p>

	<ul style="list-style-type: none"> ● Recording videos or taking pictures to include in a project. ● Recording yourself giving a speech and watching it for practice and improvement. ● Meeting with teachers and other students through Google Meet ● Webcam should NEVER be used for communication purposes or recording outside of the educational environment.
Listening to Music	Listening to music is allowed by teacher discretion only. Websites like spotify, soundcloud and pandora are only available for students above the age of 13 to ensure COPPA compliance.
Streaming Movies	Watching movies is allowed for educational purposes only.
Instant Messaging	Instant messaging may be used for educational purposes only and only for students who are above the age of 13 and are enrolled in the High School. (See Student Email Guidelines.)
Gaming	Games may be used for educational purposes only with teacher permission.
Printing	Students do not have the ability to print from their Chromebooks. We have designed our systems to pass documents and information in a digital format. Classrooms will determine the best course of action for printing.
Desktop Backgrounds, Screensavers and Icons	<p>Images set as the desktop background and account icons must be in line with the Responsible Use Procedures.</p> <p>Inappropriate images may not be used as a desktop background or account icons or any other area which the district is represented. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action and/or loss of device privileges.</p>
Headphones	Headphones provided by students may be used at the discretion of the teacher to support learning related activities with audio support.

COPYRIGHT AND PLAGIARISM

Students are expected to follow all copyright laws and Eatonville School District Board Policy 2025. Duplication and/or distribution of materials for educational purposes are permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC.)

(* At home use of the device can still be monitored if an issue arises. Use of tools at home for ANY application in lieu of an education application should be done with proper digital citizenship and awareness***)**

TECHNOLOGY DISCIPLINE

BEHAVIORS AND DISCIPLINE RELATED TO STUDENT COMPUTER USE

Tech-related Behavior Violations	Equivalent “traditional” Classroom Violations
Inappropriate use of any of the following: email, instant messaging, Internet surfing, computer games	Passing notes, looking at magazines, games (off-task behavior)
Missing case (if applicable)/device	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering device or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else’s locker

Tech Violations <i>Behavior unique to the digital environment without a “traditional” behavioral equivalent</i>
Chronic, tech-related behavior violations (see above)
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software/apps
Attempts to defeat or bypass the district’s Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

School-Based Discipline

The discipline policies at each school are specific to that school, please reference the materials specific to each school or contact the school directly for details.

Classroom Interventions

Please see the specific school’s handbook

Example of Discipline:

(The following are for illustration purposes only. The appropriate discipline steps for the individual would apply.)

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral
- Loss of device for the class period
- Device use at school only
- Loss of device or of network access for extended period of time
- Suspension

Consequences

ESD may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.

COMPLIANCE CHECKS

Compliance checks (reviewing email, Internet history, user profiles etc.) may be conducted on a student's computer, or the district's security systems at any time. These may be school-wide checks or conducted individually due to suspicion of inappropriate device usage.

EXAMPLES OF UNACCEPTABLE USE

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations.
2. Unauthorized downloading or installation of any software including shareware and freeware.
3. Using the network for financial or commercial gain, advertising, or political lobbying.
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
6. Gaining unauthorized access anywhere on the network.
7. Revealing the home address or phone number of one's self or another person.
8. Invading the privacy of other individuals.
9. Using another user's account, password, or allowing another user to access your account or password.
10. Coaching, helping, observing or joining any unauthorized activity on the network.
11. Posting anonymous messages or unlawful information on the network.
12. Engaging in sexual harassment or using objectionable language in public or private messages, e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
13. Falsifying permission, authorization or identification documents.
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network for malicious purposes.
15. Knowingly placing a computer virus on a computer or network.
16. Attempting to access or accessing sites blocked by the ESD filtering system.
17. Downloading music, games, images, videos, or other media without the permission of a teacher.
18. Sending or forwarding social or non-school related emails.

EXPORTING GOOGLE ACCOUNT DATA

Google stores information that students create. Graduating Seniors that want to export data from their Google account need to use the [Google Takeout to download Gmail, Drive, and other Google App information](#).

CHROMEBOOK OPERATING SYSTEM

Chromebooks run a modified version of the Chrome browser. It connects to Web resources, apps and extensions provided on the Internet. It does not run Windows or Macintosh software. When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system.

FILE STORAGE

Files are stored in the cloud, so there's no need to worry about lost work, though this does not apply to the Offline mode. Students may connect to a wireless system again to upload any changes.

ONLINE TOOLS AND RESOURCES

Student Use of Digital Resources and Online Tools

In accordance with the Children's Online Privacy Protection Act (COPPA), parental consent is required for students under the age of 13 to access certain digital tools and websites. The Educational Service District (ESD) may provide access to these resources on behalf of parents/guardians for educational purposes only, based on a signed Student Use Agreement.

Annual Agreement Requirement

All Parents/guardians will be expected to review and sign the [Student Use Agreement](#) each school year. This agreement grants permission for their child to use district-provided technology, including computers and digital resources, necessary for instruction and learning.

By signing the agreement, parents/guardians authorize the ESD to use their child's information to access educational online services, applications, and websites deemed appropriate for instructional use. While an [opt-out form](#) is available to remain COPPA-compliant, opting out may limit your child's access to essential learning tools and is not recommended. Please contact your school for further details.

Google Accounts for Chromebook Users

All students using Chromebooks will be assigned Google accounts. These accounts are essential for logging into devices and engaging in educational communication with teachers and peers. For students under 18, Google requests a guardian to authorize account utilization. This authorization includes access to Gmail and other educational tools or services that may require limited student information, in accordance with district guidelines.

CHROMEBOOK SECURITY

Two primary forms of security exist: Chromebook security and Internet filtering. Each of the Chromebooks has a security program installed on it. The ESD strives to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the ESD network.

Security is in place on the Chromebook to prevent certain activities. These include downloading or installing software on the Chromebooks, removing software, changing system settings, etc.

Action	Description
Internet Filtering at School	The ESD maintains an Internet filtering software package. This program automatically filters all student access to the internet in alignment with CIPA regulations.
Internet Filtering at Home	The same school district filter will run when the students use the device at home, and will help ensure safe access to the internet. Please note, however, that there is no better security tool than an involved adult. During the summer CIPA filters are operating but student usage is not being monitored.
Chromebook Identification	Student devices will be labeled in the manner specified by the ESD. Devices may be identified by the district asset tag, serial number, as well as individual user account name and password.
Account Security	Students are required to use their @eatonville.wednet.edu account user ID and password to protect their accounts and are required to keep their password confidential.

LOST, STOLEN, OR DAMAGED EQUIPMENT

Parents/guardians are fully responsible for any costs associated with damage or theft.

- If the lost or stolen device is later recovered in working condition, the fine will be refunded.
- If a student leaves the ESD, but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering ESD property.

If the device is...	Take these steps...
Damaged	<ul style="list-style-type: none"> • Temporary replacements, known as “swaps,” are available at each school so that learning is not disrupted by the repair process. • Students are responsible for the care of the swap while issued to them. The same expectations apply to swaps as other devices. • This will be taken care of at each building's library at this time. <p>REPAIRS: Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.) ESD Tech Support and the building's Library staff will assist students with getting issues resolved at no cost.</p> <p>ACCIDENTAL DAMAGE OR NEGLIGENCE Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by the repair agency if the device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement. If it is accidental there will be no repair cost</p>
Lost	<p>If any equipment is lost, the student or parent must immediately report it to the school Chromebook Coordinator located in the school library. When a device is reported as lost or stolen, the Technology Department will remotely turn off all device functionality so the device is unusable.</p> <p>Financial Responsibility The circumstances of each situation involving lost equipment will be investigated individually. Students may be fined for damaged or lost equipment.</p>
Stolen	<p>If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent within 10 calendar days of the date of theft.</p> <p>If there is no clear evidence of theft, or the equipment has been lost due to student negligence, the student/family will be responsible for the full cost of replacing the item(s).</p> <p>Failure to report the theft and follow the proper filing procedure may result in a bill for full replacement cost.</p>

REPLACEMENT AND REPAIR COSTS

Please read the specific Protection Plan details here :

[Eatonville School District Digital Device Coverage Program](#)

We are happy to let you know that our Technology Team will stop charging students for accidental damage to their devices. However, **please remember that fees will still apply for lost chargers or devices**, and for any damage that is done on purpose to computers.

- Students who damage their assigned computers **three** times will not be allowed to take a computer home anymore. Instead, they will have to borrow a computer from the library every day. This borrowed computer needs to be returned to the library at the end of each school day.
- Parents and Administrators will receive an email when a student's device is damaged to help track device damages.
- If a student leaves the District but does not return an issued device, a fine for the full replacement cost will be placed on the student record, and standard rules for the restriction of records and transcripts would apply.

<u>Covered Incidents</u>	<u>Not Covered Incidents</u>
Damage, Stolen (requires police report), Fire, Flood, or Natural Disaster Accidental damage Accidental damage by a third party	Lost/Damaged Charger Lost/stolen without Copy of Police report Negligent damage

Police Report is **required** to be filed within 10 Calendar days of being stolen and a copy provided to the school district.

Coverage Limits

Students who damage their assigned computers **three** times will not be allowed to take a computer home anymore. Instead, they will have to borrow a computer from the library every day. This borrowed computer needs to be returned to the library at the end of each school day.

Chargers

Damaged Chargers may be covered for one incident per student ever. Coverage will be determined by the repair agency. Lost Chargers will result in a fee of \$35 dollars to replace the charger. Due to our partnership with a repair agency we can only accept exact replacement chargers HP Model:L42206-002 all other chargers can not and will not be accepted as a replacement and will result in a \$35 dollar fine. If you would like to purchase an alternate charger please email: **IT Help Desk** for links to other options or to check if the charger you found could be accepted.

If Damage is intentional or malicious the student's parent/guardian will receive an email with a billing statement.

Prices for damages may vary depending on the billing statement provided by the repair agency. You will receive a billing statement email from the IT department.

Device cost if Lost or Stolen

Police Report is required to be filed within 10 Calendar days of being stolen and a copy provided to the school district.

You will be charged the full price of the device if it is marked as lost or stolen without a police report.

PAYMENT TIMELINE

Parents/guardians/students have 30 days to pay any fees or fines. If fines are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may set up payment plans to clear fines, if needed.

RETURN PROCEDURES

All District owned devices must be returned. Students leaving the ESD in the middle of the year must follow the procedures outlined below.

1. Clean the device with disinfecting wipes and allow it to air dry.
2. Return the device to the Chromebook site coordinator in the school's library (or office of the attending building.) if leaving in the middle of the school year.

As a part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged. Staff members will fill out a Return/Fee Assessment form and a student signature will be required to acknowledge that the device has been returned.