

September 2019

Chromebook Care and Insurance

Please make sure your student takes care of their Chromebook. They are responsible for its condition.

Charging the Device:

- Students need to bring their Chromebooks daily to school 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 shutdown 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.

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 student was told in their supply list to purchase a Neoprene Chromebook carrying case with strap for transportation around school building. Please do not add pens, pencils or anything that could cause damage to the Chromebook case or screen.
- It is recommended that the student have a case with a strap to carry the Chromebook.
- Students should not keep food or drink near the Chromebook or eat or drink while using it.
- In the case of rain, Chromebooks may be placed in a tightly sealed plastic bag to avoid water damage. Make sure device is off before placing in 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.
- In order to keep your Chromebook clean, please do not add stickers or labels of any kind and do not write on the case of 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 the internet-based services like Google Docs, Google Drive, Google Apps. 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 student use of internet and applications when student is at 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.
- Parents are responsible for any damage to the student's Chromebook, the same as if it were a textbook.
- Parent 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.
- School will maintain all hardware and software on the Chromebooks.
- Any damage deemed intentional or through misuse is not covered by insurance and parent 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 6, 2019.**

Any form received without a choice selected or signature will be returned.

Any forms received after **September 13, 2019 will not be accepted.**

Chromebook Insurance

Full replacement cost for the Chromebook without insurance is \$250.00. 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 will provide for one repair of the Chromebook. After that the parents/guardians will have the option of insuring the Chromebook at a rate of \$75.00 for the remainder of the school calendar year.
- If a second repair is needed, insurance for the third will no longer be an option and parents/guardians will be responsible for the full cost of the repair or the full cost of replacement if Chromebook cannot be repaired or is lost or stolen.
- Insurance does not cover replacement of the hinge protectors or charging cable. If these are broken or lost, you will be charged for their replacement. Hinge protectors are \$14.00 a pair and charging cables are \$40.00 each.
- Without insurance, parents/guardians will be responsible for the cost of the Chromebook replacement if unfixable or is lost or stolen. A screen replacement is \$200.00.
- Any damage considered intentional or vandalism is not covered and the parent will be charged the full cost of repair or replacement.
- 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 \$250.00.
- The deadline to purchase insurance for the 2019-2020 school year is **September 13, 2019**.
- The \$40.00 fee for insurance will be charged to your FACTS account for collection by FACTS on **October 6, 2019**.

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 October 6, 2019.

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 Name: _____