

Preston Public School - Chromebook Loaner Program

Chromebooks will be checked out through the library system. With the limited number available at this time, we will provide one chromebook to every two students in the household. It will be checked out under the oldest student name.

General Chromebook/Hotspot Care

- Do NOT keep food or drink near the device.
- Insert charging cords and USB devices carefully to avoid damage to the Chromebook.
- Do NOT write, draw, or apply stickers to the device. Chromebook/Hotspots are district property and must be returned in the condition they were checked out.
- Do NOT place heavy objects on top of the Chromebook.
- Chromebooks/Hotspots MUST be kept secure and protected when not in use.
- ALWAYS carry the Chromebook by the base, using two hands when in use.
- Do NOT remove any district labeling or tags.
- ONLY clean the device with a soft dry cloth - Do NOT use any liquids or solvents to clean the device.

Appropriate Use

Chromebook/Hotspot users will also be expected to abide by the terms below. Failure to comply with these policies may result in disciplinary action or loss of access to district technology.

- Students WILL
 - Use the Chromebook and other district technology for academic purposes only during instructional time.
 - Use appropriate language and graphics, whether at home or school, when posting, publishing work, using the internet, or communicating in email.
 - Use their district Google account only when using the Chromebook
 - Report loss or damage of the device immediately to the district technology director.
- Students WILL NOT
 - Allow others to use their assigned device(s).
 - Harass, bully or threaten anyone. Use offensive language of any kind.
 - Attempt to override, bypass, or otherwise change the filtering software, Google Management, or other network configurations.
 - Reset or wipe their device(s).

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Student Technology Insurance Program

The Preston Public Schools Student Technology Insurance program has been established to give parents the ability to purchase insurance for Chromebooks on loan for the 2020-21 school year. The technology package includes a Chromebook and charge cord. The insurance, if purchased, will cover the repair or replacement costs of these items. The cost of protection during the 2020-21 school year is **\$25 per device**. *This is a voluntary program and families are strongly encouraged but not required to participate.*

Acts of intentional damage, lost Chromebook or charger will not be covered by the insurance.

- **If uninsured, parents are responsible for the full cost of replacement or repair of damage for the Chromebook and charger.**
- **Insurance Claims of Theft must include a completed Okmulgee County Police Report.****

Insurance Coverage:

If purchased, the PPS Student Technology Insurance covers 100% of the **FIRST** incident of damage or loss (including theft**) of the Technology Package Items (Chromebook & charger), **50%** of the **SECOND** incident of damage or loss (including theft**) of the Technology Package Items from the **Date of issue through last day of school, May 2021**. After **two incidents**, the parent is responsible for **all** repairs and replacement costs. ***Exact repair/replacement costs will be determined at the time of the repair.**

Typical Repair/Replacement Costs:	
Item	Cost
Chromebook (complete)	\$250
Charging Cord	\$30
Screen	\$40
Keyboard	\$80
Motherboard	\$99
Cover	\$60

Coverage:	
First Incident	100%
Second Incident	50%
Third Incident	0%

Parents will have the opportunity to purchase insurance during the Enrollment process OR at Schedule Pickup by check or cash payable to Preston School.

If purchasing insurance, it must be purchased BEFORE student takes possession of the Technology Package.

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Preston Public Schools Chromebook Agreement

Preston Public Schools will make available, on an as needed basis, a Chromebook to students in the district. **Each Chromebook will remain the property of the school district, and is for use of the student only.**

In order to benefit from the use of this device, and to ensure the device is used in a safe, efficient and ethical manner, all students and their parents are required to review and sign this document before receiving a Chromebook.

- I will ensure the safety of the Chromebook issued to me and prevent negligent damage to the device.
- I will not leave the device unattended or unsecure, so as to decrease the risk of theft.
- I will not attempt to repair the device or make unauthorized modifications to the device and I will likewise adhere to the Expectations for Appropriate Use designated by the district.
- I understand that the district is not responsible for any viruses that may be transferred to or from my personal data storage media, and agree to use my best effort to prevent damage to the device that would render it inoperable.
- I will report, as soon as possible, any damage or problems with the device to the district technology director.
- I understand that as this is district property, it may be used only for non-commercial purposes in accordance with Preston Public Schools District Policy, as well as local, state and federal laws.
- I agree not to loan the device to anyone, and will use it for my own school use.
- I understand that the Chromebook is the property of Preston Public Schools, and as such my activity will be filtered and monitored in accordance with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of the chromebook, whether at home or school.
- To minimize damage, I agree to keep the Chromebook secure and protected when not in use.
- I understand that both parent and student are responsible for returning the device in working condition upon request by the school district or at the end of the school year or withdrawal from the district.
- If I deliberately damage, or through gross negligence, allow damage or theft of the Chromebook, I will be liable for replacement or repair and/or disciplinary action up to and including loss of computer use privileges.
- I understand that the district offers an annual Chromebook Protection Plan to help offset the cost of accidental damage.
- I understand that the district retains the right to obtain financial reimbursement from the borrower in the event of damage or loss to the Chromebook.
- I agree to return the Chromebook, Charger, and accessories in good working condition at the end of the current school year.
- I understand that if the Chromebook and Charger are not returned, a hold will be placed on my account in the amount of \$250 until it is returned.

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Chromebook Agreement

_____ I have received & reviewed the **Chromebook Policy & Protection Plan** and agree to the terms listed. Likewise, I agree to maintain the Chromebook by abiding by these policies.

_____ I agree that the Chromebook listed below has been lent to me in good working order and it is my responsibility to ensure that it is returned in good working order.

Chromebook Insurance

_____ **Yes, I would like to participate in the PPS Insurance Program.** I understand this program will reduce the cost for repair/theft that I may be subject to if the Chromebook on loan from the school is damaged or stolen.

_____ **No, I decline participation in the PPS Insurance Program.** I understand I will be financially responsible for the cost of all damage to the Chromebook or replacement cost in the event it is stolen, while checked out to my child.

Student Name

Student Student Grade

Parent Name

Parent Phone

Parent Email

Parent Signature

Student Signature

Date

Staff Use Only

Asset Tag Number: _____

Date Loaned: _____ Site: _____

Payment Method: _____

Receipt #: _____ Received by: _____