

Refugio ISD Student-Parent Chromebook Use Agreement and Insurance Option

The Refugio Independent School District has initiated a Chromebook checkout program for students in grades 3 through 12 in an effort to embrace 21st century skills. After reading and returning the required agreement, students will be using Chromebooks in the classrooms and may be allowed to take their designated Chromebooks home to continue school work. Chromebook use will be monitored by teachers and campus administration as well as district level administration to evaluate the use and effectiveness of the device in the classroom. **A Chromebook issued to a student as part of this initiative is owned by the District, and the contents of the device can be viewed at any time.**

Goals for the Chromebook Program:

- To prepare students for a 21st century environment
- To increase productivity and engagement of all learners
- To focus on student-centered learning
- To increase collaboration, creativity, critical thinking and communication

Terms of Agreement

At all times, the Chromebook is the property of Refugio ISD. The student's privilege of using the Chromebook terminates no later than the last instructional day of the school year, unless earlier terminated by the District, or upon the student's withdrawal from the District.

Students are expected to bring the charged Chromebook to school every day.

Students' privilege of possession and use of the Chromebook is limited to, and conditioned upon, full and complete compliance with the applicable standards for acceptable use of technology set out in this Agreement, as well as the following District documents (available at www.refugioisd.net):

- Board Policy CQ (Local)
- Acceptable Use Policy
- Student Handbook
- Student Code of Conduct

The District will monitor use of the Chromebook through management software. Anyone found to be violating acceptable use standards will be disciplined. All software, applications, and documents stored on the Chromebook are the property of the District and subject to review and monitoring.

Internet Use

Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office that reside on the machine itself. Each Chromebook, regardless of physical location and Internet connection will have Internet activity filtered via an application on the device. Despite the application filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked. Parents will be responsible for maintaining the appropriateness of material viewed in accordance with District policy, the Student Code of Conduct, and this Student-Parent Chromebook Use Agreement.

Loss, Theft or Deliberate Damage

If the Chromebook is lost, stolen or deliberately damaged, the user is required to report the incident and is responsible for any repairs/replacement costs as required in this Agreement. Loss, theft or deliberate damage must be reported to a campus administrator by the next school day after the occurrence. Accidental damage will be reported to the technology department. In the event of loss by theft, a theft report must be completed within ONE WEEK and a copy of the theft report must be provided to the campus administrator.

Theft, Loss or Deliberate Damage of a Chromebook or accessories:

1. Notify parent/guardian AND school office by the next school day after the occurrence
2. Chromebook insurance offered by the District does **not** cover loss, theft, or deliberate damage
3. Submit payment to obtain a replacement device.

Table of Estimated Repair Costs

Example Repair/Replacement	Estimated Costs
Stolen, Lost or beyond repair Chromebook	Up to \$200 or current replacement cost
Chromebook screen	\$40.00
Power cable	\$15.00
Power adapter brick	\$15.00
Motherboard	\$100.00
Zippered case	\$15.00
Other repairs	Based on actual cost of repair

Insurance (covering *Accidental* Damage only):

The District is offering parents the option to purchase insurance for the Chromebook checked out by their child(ren) on a yearly basis. The insurance would cover repair costs for accidental damage to the Chromebook. The cost of the insurance is \$30.00 per year and is payable to the District. This is a yearly fee and is non-refundable. Insurance purchased for new students who enroll during the second semester would be \$15 per student (for families with more than one student, each additional sibling is \$10). This payment can be waived if a student or parent/guardian provides proof of inability to pay by submitting a qualifying free/reduced price school meals application. When requested and sufficient evidence is provided, insurance will be provided at no cost to qualifying families. Insurance does not cover theft, loss, deliberate damage, the zippered case, the power cable or the power brick.

In the first occurrence of accidental damage to a student's District-owned Chromebook, an insured Chromebook will be repaired free of charge. Students will be responsible for 50% of the actual cost of repairs for all additional instances of accidental damage. Payment will be required at the time of damage in order for the student to receive a replacement Chromebook. Because the District has a limited number of Chromebooks, the availability of a replacement or loaner unit is not guaranteed. The insurance plan does not cover theft, deliberate damage or lost Chromebooks. The following are insurance coverage details:

Cost of Insurance(covers the device only): \$30 annually

- 1st accidental damage incident: Free repairs
- All subsequent incidents: 50% of expenses incurred to repair/replace the device
- Theft, Loss, Deliberate Damage: \$200 or current replacement cost

Student Agreement

Please read before signing:

I know that I will be issued a Chromebook, and I want it to be well maintained. Therefore, I will follow these guidelines for care of my Chromebook as well as all other requirements discussed in this agreement.

- I will never leave the Chromebook unattended. I will know where my Chromebook is at all times.
- I will never loan my Chromebook to other individuals.
- I will arrive at school with my Chromebook **fully charged**.
- I will only use the district provided power cable and brick to charge the Chromebook.
- I will not reset or attempt to reset the Chromebook.
- I will use care when handling the Chromebook at all times.
- I will take care when plugging and unplugging Chromebook accessories.
- I will at no time try to modify or remove the serial number or inventory tags.
- I will protect the screen from scratches, damage, and any harmful agents.
- I will only use appropriate, preapproved methods to clean the Chromebook.
- I will only use appropriate screensavers and/or wallpaper on my Chromebook
- I will keep food and beverages away from my Chromebook since they may cause damage.
- I will not disassemble or try to repair any part of my Chromebook.
- I will protect my Chromebook by storing it in the protective case provided by the District.
- I will not leave my Chromebook in a parked car.
- I will not place decorations (stickers, drawings, writing, etc.) on the Chromebook.
- I understand that my Chromebook is subject to inspection at any time and that it remains the property of Refugio ISD.
- I will follow Refugio ISD's Acceptable Use Policy and all applicable policies and procedures.
- I will use the camera feature of the Chromebook responsibly and appropriately.
- I will only install appropriate apps, videos, music and photos on the Chromebook.
- I will always mute my Chromebook unless the teacher has given permission for sound.
- I will file a police report in case of theft or vandalism within ONE WEEK of the incident.
- I agree to return the District Chromebook, power cable/brick and zippered case in good working condition immediately upon request by the District.
- I agree to pay for the Chromebook, replacement of the power cable/brick and the zippered case in the event any of these items are lost, stolen, or damaged. I am responsible for all damage or loss.
- I will return the Chromebook and accessories at the end of each school year. If I withdraw, get suspended or expelled, or terminate enrollment at Refugio ISD for any reason, I will return the school-issued Chromebook and accessories on the date of termination.
- I agree to pay the replacement cost of the Chromebook & accessories if I fail to return them at the end of the school year or upon termination of enrollment. I understand that failure to return the device subjects me to criminal prosecution or civil liability and may result in a theft report being filed with the Refugio Police Department.

I understand and will abide by the terms of the above Chromebook Use Agreement. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action taken.

Student's Full Name (printed): _____

Student's Signature: _____ Date: _____

Chromebook Parent/Guardian Agreement

Please read before signing:

- I assume all financial responsibility should my child be deemed responsible for damage to a device. I further understand that if I do not choose to purchase the District's insurance program, I am fully responsible for the repair/replacement costs of my student's District-issued Chromebook if accidentally damaged.
- I understand that Chromebooks are intended solely for educational use.
- I understand my responsibility with respect to the care and maintenance of the Chromebook.
- I understand the terms and conditions of the optional Insurance fee.
- I understand that students may take the Chromebook home in the evenings for school related use and that students must have their Chromebook in school every day, fully charged.
- I understand that the Chromebook and accessories must be returned at the end of the school year or the last day of enrollment in the condition it was received.
- I understand that the Chromebook is subject to inspection at any time without notice and that it remains the property of Refugio ISD.
- I will file a police report in case of theft or vandalism within ONE WEEK of occurrence.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District Chromebook, power cable/brick and zippered case in good working condition immediately upon request by the District.
- I agree to pay for the replacement of the Chromebook, power cable/brick, and the zippered case in the event any of these items are lost, stolen, or damaged.
- I agree to pay the replacement cost of the District-issued Chromebook if I fail to return it at the end of the school year or upon termination of enrollment. I understand that failure to return the device subjects me to criminal prosecution or civil liability and may result in a theft report being filed with the Refugio Police Department.
- I understand that the use of Chromebooks is governed by all terms and conditions of the Refugio ISD policies and regulations, including but not limited to the Refugio ISD Acceptable Use Policy.

As the parent or guardian of this student, I have read the Chromebook Use Agreement.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Student Name (s): _____

_____ Date: _____

Refugio ISD Chromebook Insurance Option

Please Select 1 OPTION (Insurance covers the Chromebook only):

OPTION 1: I Decline Insurance:

_____ I agree to pay for the replacement cost of the Chromebook, the case and the power cable/brick in case of damage, loss or theft.

Stolen, Lost or beyond repair Chromebook	\$200 or current replacement cost
Chromebook screen	\$40.00
Power cable	\$15.00
Power adapter brick	\$15.00
Motherboard	\$100.00
Zippered case	\$15.00
Other repairs	Based on actual cost of repair

OPTION 2: Waiver - Agree to Voluntary Insurance Coverage:

_____ I am applying for a **waiver** for the \$30 annual fee for the voluntary insurance policy. This payment can be waived if a student or parent/guardian **provides proof of inability to pay** by submitting a qualifying free/reduced price school meals application. When requested and sufficient evidence is provided, insurance will be provided at no cost. Insurance **does not** cover lost, stolen, or deliberately damaged devices *or* the zippered case, the power cable or the power brick.

Accidental Insurance Coverage Details:

- 1st accidental damage incident: Free repairs
- All subsequent accidental damage: 50% of expenses incurred for repairs.
- ❖ Note: Insurance **does NOT** cover theft, loss, deliberate damage, or accessories.

OPTION 3: Agree to Pay for Voluntary Insurance Coverage:

_____ I agree to pay the school district a yearly payment in the amount of \$30 for coverage of accidental damage. Insurance does not cover the zippered case, the power cable or the power brick. This annual coverage begins upon receipt of the Chromebook and ends when the Chromebook is returned to the District. Students in grades 3-12, living in the same household under the care of the same primary guardian, are eligible for a multiple child discount:

1st child: \$30

2nd child \$20

Each additional child: \$10

Primary Guardian's Name (please print): _____ Insurance Amount

Student Name (please print): _____ Grade: _____ \$ _____

Student Name (please print): _____ Grade: _____ \$ _____

Student Name (please print): _____ Grade: _____ \$ _____

Cash: _____ Check: _____ Money Order: _____ Date Paid: _____ TOTAL: _____

Parent or Guardian's Signature: _____ Date: _____