



CHROMEBOOK PROGRAM GUIDELINES AND INSURANCE POLICY

**Board Approved
June 24, 2019**

York Academy Regional Charter School

Chromebook Program Guidelines and Insurance Policy

The York Academy Board of Trustees believes it necessary for our students to have access to technology to enhance their opportunities to learn in a global environment. To assure our students are provided with this opportunity, each student in grades six through ten will be provided a Chromebook for their use. Students in grades eight through ten will be permitted to take these Chromebooks home for completion of assignments. Students in grades six and seven will not be permitted to take their computer from the school.

Chromebook Ownership

Chromebooks issued to students are the property of the York Academy. Students have no ownership, interest, or right to title of the computer. Students must be able to return the computer at any time requested by the Academy for maintenance, storage, disciplinary reasons, or prior to withdrawing from the York Academy.

Internet Use

While on campus, the Chromebooks connect to the Internet through the Academy's wireless network. Those students able to take Chromebooks home (Grades 8-12), must have access to the Internet with the home or at a public site.

Printer Use

The use of Chromebooks will allow more frequent submission of assignments electronically. Computers have limited capability to connect to any of the school's printers. Students wishing to print copies of assignments must print the copy at home or seek the permission of the instructor. Due to the number of printers used within homes, it is impossible to provide support for home printing.

Daily Requirements and Expectations of Students

- Students are required to bring their Chromebooks to class daily with a fully charged battery. These Chromebooks, if fully charged in the morning, will hold that charge for the entire day.
- Teachers will determine when and how Chromebooks will be used in class. Chromebooks are a tool to be used to complete various instructional assignments.
- The use of the Internet is allowed for school-related purposes. Downloading or accessing any content for non-school related purposes is a violation of the Acceptable Use Policy.
- Students are expected to save their work to the student's Drive account.
- Email or any other computer generated communication is only to be used for school related activities.
- Student Chromebooks must be connected to the York Academy network while at school and students may not bypass the network at any time while on school property. In addition, the use of Personal Hotspots is prohibited.
- Students that do not have a charged Chromebook at the beginning of class, or otherwise misuse a Chromebook, will be subject to teacher and school consequences. These students will also be at a disadvantage during the learning process.

General Care, Repairs, and Maintenance

The responsibility of proper care and usage lies with the student. It is expected that the students maintain the Chromebook in the condition it was provided. The student may not make any alterations to the Chromebook's operations or to its exterior. These Chromebooks are designed to service the student for several years at the Academy.

In the event of damage, the Chromebook and any damaged parts must be brought to the York Academy. A technician will determine whether to repair or replace the Chromebook. Students may not have the Chromebook repaired or replaced on their own. Any damages to the Chromebook beyond the minor repairs will result in a bill for repairs.

The following information may be helpful in caring for the equipment:

- Chromebooks should be protected from weather, water, other liquids, and foods. Students should never use their Chromebook while eating or drinking.
- No objects should be stacked on a Chromebook including books, musical instruments, sports equipment, etc.
- Chromebooks should always be used on a flat stable surface. Chromebooks should not be carried to a new location with the screen in an open position.

Chromebook Insurance Policy

The value of the new Chromebooks students are receiving is \$325. To reduce the cost of insurance for our families, York Academy will offer an insurance option that is self-funded by the School. The benefit of this policy is that it will insure the Chromebook issued to them. However, it is expected that students care for the equipment issued to them.

The provisions in this policy restrict coverage. Please read this policy carefully to understand your family's rights and responsibilities and what is covered.

Costs

- Annual premium is \$25.
- This premium is for the current school year.
- Coverage will begin on the day the premium is paid and will remain in effect until the first day of the next school year.
- The annual premium is due 10 school days after student enrollment. Insurance can be purchased after this date, but coverage will still expire on the day prior to the first day of the next school year and the premium will not be prorated.
- Insurance claims for damages will carry an escalating deductible.
 - Deductible for first damage claim during the school year is \$15.
 - Deductible for second damage claim during the school year is \$25.
 - Deductible for subsequent damage claims during the school year is \$35.
 - Deductible if device is lost or stolen for first occurrence is \$75.
 - Deductible if device is lost or stolen for second occurrence \$150.

- Insurance premiums will be refunded to students who are claim free and that withdraw within 30 calendar days of payment date. Refunds will not be issued for other reasons.

Continuous Coverage Benefits

- Deductible waived in third year. If coverage is purchased for three consecutive years and a claim has not been filed, the first deductible fee will be waived, but it will still count as the first claim. Once the first claim is submitted and the deductible is waived, the second deductible will apply to the following claim during that school year.
- Device buyout. If insurance coverage is purchased for at least four years during the student's participation in the 1:1 program, the student will be eligible to keep the device upon successful graduation from the York Academy. This benefit does not apply to students leaving the Academy for any reason or any time.

Covered Equipment

- The insurance provided applies to any Chromebook issued to your child by York Academy, whether it is the originally issued Chromebook, a temporary replacement, or a replacement.
- The deductible is the same, whether the machine is the original, a temporary replacement, or a replacement Chromebook.
- There will not be an additional premium for the use of a Chromebook loaner. Your child's annual \$25 premium covers their original Chromebook and any other Chromebook issued to your child for the current school year.
- Chargers: Chromebook chargers that are damaged or broken are not included in the insurance coverage and will be replaced at the current market price (currently \$25). If a charger tip breaks off inside the Chromebook and cannot be removed, the deductible for the repair of the Chromebook will be charged, and a new charger will need to be purchased at market price.
- Carrying cases and sleeves are not covered.
- Batteries are consumables and are not covered by insurance.

Limitations

- The School will make the final determination with regard to insurance and repair situations.
- If a student has five or more damage claims within two years, the district may declare the student uninsurable and the district coverage will not be renewed for the following year.
- Two "total losses" whether lost, damaged or stolen, will result in immediate loss of coverage.

Exclusions

The York Academy will not pay for loss or damage caused by or resulting from the following:

- Failing to immediately report damage to the York Academy Staff which results in more extensive damage. Examples include but are not limited to: damage from a liquid spill, dropping of the device that may expose internal parts.
- Damage caused by a failure to carry or store the device in a protective sleeve or case.

- Loss caused by inappropriate electrical use by using an inappropriate charger.
- Dishonest, deliberate, fraudulent, or criminal acts.
- Theft not accompanied by a police report.

Claim Procedures

- Take the device to the Homeroom Teacher.
- A temporary replacement will be provided to the student and the damaged device sent to the Technology Department for evaluation and repair.
- The Technology Department will examine the Chromebook to determine if there is a qualified insurance claim.
- A letter and invoice for the deductible will be sent to the parent or guardian.
- In cases of theft or disappearance, a copy of a police report must be supplied before a loaner Chromebook is issued. The police report must also directly mention the theft of the Chromebook and the circumstances surrounding the theft.
- Failure to pay deductible will result in the loss of Chromebook take home privileges as well as disciplinary action for having an outstanding obligation.

Print Student Name:

Print Parent/Guardian Name

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York Academy Regional Charter School Chromebook Program Guidelines Student/Parent/York Academy Agreement

Our signatures below indicate that we have read and understand all aspects outlined in the Chromebook Program Guidelines. Our signatures also indicate that we have read and understand the York Academy Acceptable Use Policy that was provided to us electronically or by paper upon our request.

We agree to abide by this agreement and understand that a receipt of a York Academy Chromebook is a privilege that may be forfeited by noncompliance with the policy. Furthermore, we understand that any violations of the York Academy Acceptable Use Policy may result in disciplinary action.

Yes – I have read the Insurance Policy and understand the expectations and responsibilities of Chromebook care.

☐ A check for \$25.00 is enclosed. Check Number _____

☐ Cash (\$25.00) is enclosed.

Student Signature

Parent/Guardian Signature

Date

Date