

1:1 Chromebook Guidelines

York Academy Regional Charter School believes that student access to technology is vital to enhancing their learning opportunities in a global environment. To assure our students are provided with this opportunity, each student will be provided a Chromebook for educational use.

Ownership Rights

Chromebooks are owned by York Academy and are on loan to students. Students have no ownership, interest, or right to title of a technology device. Students must be able to return the assigned device, at any time requested by the Academy, for maintenance, storage, disciplinary reasons, or upon withdrawing from York Academy.

Printer Use

Chromebook use allows students to submit assignments electronically. As such, they have limited capability to connect to any school printer. 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, York Academy cannot provide support for home printing.

Daily Requirements and Expectations of Students

- All use of the Internet, computers, or other York Academy electronic resources is to be in support of educational activities.
- Teachers will determine when and how Chromebooks will be used in class. Chromebooks are a tool to be used to complete various instructional assignments.
- Students are expected to save their work to the student's Google Drive account. Electronic storage areas, such as Google Drive, will be treated like school lockers. The privacy of electronic mail cannot be guaranteed. Teachers and administrators have the right to retrieve and review files to maintain the integrity of the District network and ensure that individuals are using the system responsibly and in compliance with this Policy and applicable laws.
- 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 while on school property is prohibited.
- Students who do not have a charged Chromebook at the beginning of class, or who otherwise misuse a Chromebook will be subject to teacher and school consequences, including forfeiting use of a Chromebook for a defined period of time.
- Students, staff, parents, and teachers have a responsibility to report breaches of network security.
- Students are responsible for the proper care and use of their assigned Chromebook. It is expected that students will maintain the Chromebook in the condition it was provided. Students may not make any alterations to the Chromebook's operations or to its exterior.

Technology Fee

Students in grades K-6 will be issued Chromebooks for use at school at no cost. Should a student need use of the Chromebook at home, the parent will need to pay an annual non-refundable technology fee of \$30 prior to checking out the device. Because students in grade 7-12 use their Chromebooks in all classes and at home, parents are required to pay the non-refundable \$30 technology fee before the device is issued to the student. The non-refundable technology fee covers regular wear and tear of the device, and does not provide any coverage for repairs. It is important for students to exercise responsibility in caring for their Chromebook. The following guidelines may be helpful in caring for the assigned device:

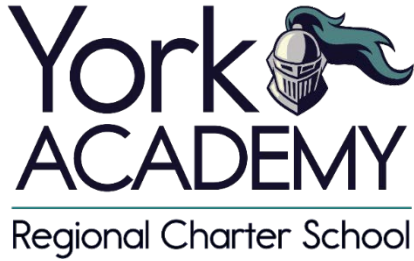
- Chromebooks should be protected from weather, food, water and other liquids. Students should never use their Chromebook while eating or drinking.
- No objects should be placed or stacked on a Chromebook including: books, household items, musical instruments, sports equipment, etc. This may result in damage to the screen or other components.
- Chromebooks should always be used on a flat stable surface and should not be carried in the open position. Students should never carry a Chromebook by the screen.
- The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Do not poke the screen.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
 - Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

Damages

The \$30 non-refundable technology fee is solely intended to cover typical wear and tear to the Chromebook when it is taken home by a student. The fee does not cover the cost of repairing or replacing a Chromebook that is damaged at school or home. In the event of accidental damage to a Chromebook, York Academy will assess incremental repair fees to cover the cost of parts and labor. The first repair during a school year for accidental damage will cost \$50, the second repair will cost \$100 and the third repair during a school year will result in the parent paying the full replacement cost for the Chromebook.

<u>1st Repair</u>	<u>2nd Repair</u>	<u>3rd Repair</u>
\$50	\$100	\$200 (Cost of replacement)

Should York Academy determine the damage was due to intentional misuse or abuse, the parents will be charged the full replacement cost for a device. The full replacement cost will also be assessed for Chromebooks that are lost or stolen. In the event that the repair or replacement fee is assessed, the student will not be reissued another Chromebook until the fee is paid or arrangements for payment are made with the York Academy business office. Parents are responsible for the replacement of damaged or broken chargers at the current market price (approximately \$20).



Parent/Student Chromebook Agreement

The following information must be filled out completely prior to issuing a Chromebook to your child.

Student's Name: _____

Parent/Guardian's Name: _____

Parents/Guardians: (initial all below)

_____ I have read and discussed the Chromebook guidelines with my child.

_____ I understand the Chromebook damage section of these guidelines: If accidentally damaged, a fee of \$50 for the first repair, \$100 for the second repair and full purchase price for the third repair must be paid. Lost, stolen or intentional damaged Chromebooks and power cords are the responsibility of the student/family and must be replaced at full value.

Lower School Students (K-6)

_____ I want my child to use their Chromebook at home.

- A check for \$30.00 is enclosed.
- Cash (\$30.00) is enclosed.
- Paid via [MySchoolBucks](#) account.

_____ I will provide a device for my child to use at home.

Upper School Students (7-12)

- A check for \$30.00 is enclosed.
- Cash (\$30.00) is enclosed.
- Paid via [MySchoolBucks](#) account.

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

Parent/Guardian Signature

Date

YORK ACADEMY STAFF ONLY

Staff receiving agreement:

Initial for payment receipt/confirmation:

Chromebook Model:

S/N: