

# BENNET ACADEMY & ILLING MIDDLE SCHOOL

## CHROMEBOOK HANDBOOK & AGREEMENT

### 1. Accounts

- Students will only be able to login using their assigned @mpspride.org google account.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, inappropriate language or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.
- Bennet & Illing students do not have access to email through their @mpspride.org account.
- Parents/Guardians and students must sign and return the School's **Chromebook Agreement** before the Chromebook goes home with the student.

### 2. Insurance (For students who take devices home)

- Replacement insurance is offered through your child's school. Insurance is offered at a rate of \$40 for the Chromebook for each school calendar year.  
If insurance is NOT purchased, Parents/Guardians will be responsible for the full cost of the Chromebook if it is lost/stolen or damaged. Full replacement cost is \$175 for the Chromebook or \$20 for the Chromebook charger.
- Insurance ordinarily covers two minor incidents or the full replacement of the device. Common minor incidents include but are not limited to:
  - Broken Screen (\$50 without insurance)
  - Lost/Broken Charger (\$20 without insurance)
- When insurance is used up (i.e. after two minor incidents or one full replacement of a device), Parents/Guardians will have the option of re-insuring at a rate of \$60 for the remainder of the school calendar year.
- If a second Chromebook needs replacement, insurance for the third will no longer be an option and Parent/Guardians will be responsible for the full replacement cost of \$175 if the third Chromebook is lost/stolen/damaged.

### 3. Returning Your Chromebooks

- Chromebooks will be collected at the end of each school year and students will receive their original Chromebook when they arrive at school the next year.
- Chromebooks will have a barcode label on the bottom and should not be removed or altered in any way. If the tag is removed, disciplinary action will result.
- Students leaving the district must return their Chromebooks to their teacher or the Media Center.
- Any Chromebook not returned will be disabled and a bill will be sent home.

#### **4. Care And Use Guidelines**

Chromebooks are the responsibility of the student. This device will be yours for the duration of your time at Manchester Public Schools. Chromebooks that are broken, or fail to work properly, must be taken to the media center as soon as possible. Do not take Chromebooks to an outside computer service for any type of repairs or maintenance.

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its base
- Do not eat or drink near the Chromebook.
- Chromebooks should not be stored in a vehicle while at home for security and temperature control measures.
- Do not put pressure on top of Chromebook when it is closed, this can cause damage to the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid.

#### **5. Using Your Chromebook At School**

- Students are responsible for bringing completely charged Chromebooks for use each school day.
- While at school, student's internet content is filtered. Parents/guardians are responsible for monitoring their child's use of the internet at home.

#### **6. Responsibility and Consequences**

- The student who is issued the Chromebook is responsible for its care and appropriate use at all times.
- Non-Compliance with the policies of this document or the Acceptable Use of Technology Policy (found on the district website) will result in disciplinary action.
- There should be no expectations of privacy with these devices. Library Media Specialists and IT Staff can access student accounts and devices as necessary.
- Consequences will be applied as appropriate.