



# **Chromebook Handbook Students**

# Table of Contents

<b>Overview</b>	<b>2</b>
<b>Parent/Guardian Responsibilities</b>	<b>5</b>
<b>Technology Discipline</b>	<b>14</b>
<b>Chromebook Security</b>	<b>18</b>
<b>Lost, Stolen, or Damaged Equipment</b>	<b>19</b>
<b>Replacement and Repair Costs --(Subject to Change)</b>	<b>22</b>
<b>Return Procedures</b>	<b>23</b>

*This publication is an adapted version of the [“One-to-One Handbook”](#) by Kent School District, used under [CC BY](#) / Desaturated from original*

# Overview

The mission of the one-to-one program in the Sumner-Bonney Lake School District is to create a collaborative learning environment for all learners. This environment enables and supports transformative uses of technology while enhancing students' engagement with content. This collaborative learning environment promotes the development of self-directed, responsible, lifelong learners and users. The vital role of the teacher is then transformed from a director of learning to a facilitator of learning.

## **Device Purpose**

The Sumner-Bonney Lake School District (SBLSD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. An effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. Students need to be proficient and safe users of information, media, and technology to succeed in a digital world. Therefore, the SBLSD will use electronic resources accessed on Chromebooks as powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the SBLSD's goal to provide students with rich and ample opportunities to use technology for learning in schools just as individuals in workplaces and other real-life settings use these tools. Use of Chromebooks at school and at home enables educators and students to access digital curriculum, communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives. It is the policy of the SBLSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

Students and families have the privilege of accessing the school network and the Internet. This extraordinary opportunity to explore resources is tied to responsibilities.

When signing the Parent/Student Agreement, you are acknowledging that you understand and accept the information in this document.

SBLSD students and families must understand that:

1. Students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. Users of the SBLSD network and equipment must comply at all times with the Sumner-Bonney Lake School District [Electronic Resource Policy #2022](#) and expectations included in the [Responsible Use Procedure](#).
3. Chromebooks are loaned to students and remain the property of the SBLSD.
4. Users are accountable to school, district, local, state, and federal laws.
5. Chromebook and network use must support education.
6. Students and families must follow all guidelines set forth in this document and by SBLSD staff.
7. Rules and guidelines are in effect before, during, and after school hours, for all SBLSD computers whether on or off the school campus.
8. Files stored on the SBLSD equipment or network are the property of the district and are subject to regular review and monitoring.
9. SBLSD staff reviews and monitors all activity on the network for responsible use. Internet history and e-mail checks may occur at the discretion of SBLSD staff.
10. The term “equipment” or “technology” refers to Chromebooks, batteries, power cord/chargers, mobile hotspots and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
11. Students are expected to keep the Chromebooks in good condition. Failure to do so may result in fines for repair or replacement.
12. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
13. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

14. Students are expected to notify a staff member immediately if they come across any information, image, or message that is inappropriate, dangerous, threatening, or makes them feel uncomfortable.
15. All users are expected to follow existing copyright laws.
16. Students may only log in under their assigned username. Students may not share their password with other students.
17. Students may not loan Chromebook components to other students for any reason. Students who do so are responsible for any lost components.
18. Asset tags may not be tampered with or removed.
19. All students have access to the Google drive to save documents.
20. Any failure to comply may result in disciplinary action. SBLSD staff may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
21. If cases are provided, they are expected to be utilized at all times.
22. SBLSD staff reserves the right to confiscate the property at any time.
23. Students who choose to bring their own personal device do not rescind the SBLSD's right to inspect the Chromebook at any time while on SBLSD property.
24. The SBLSD will make the guest wireless network available for personally owned devices. Mac Addresses and other device\student information will be recorded for monitoring purposes.

# Parent/Guardian Responsibilities

The parent/guardian is responsible for the cost of repair or replacement if the device is:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen
- Modified or taken apart

## Monitoring Student Use

The SBLSD makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. Filtering services provided in our schools in compliance with minimum federal regulations for protection of students are extended to Chromebooks when they are used away from school. (Secondary Families Only) Further, parents are provided at the start of the school year an account through which they may monitor their student's online activities and apply additional filtering at home should they choose.

**Parent involvement is key for keeping students safe online.**

## Monitor Student Use

The parent/guardian is responsible for monitoring student use outside of school. Parent involvement is key for keeping students safe online.

## **Suggestions**

- Investigate and apply parental controls available through your Internet Service Provider, your wireless router, and/or Securly (District provided filtering tool for Secondary Families).
- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.

- Only allow Chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your child is doing on the Chromebook. Ask questions and request that they show you his/her work often.
- View your child's Google Drive to check on work progress. If you have your own device like a smartphone, computer, or tablet, and a Google (Gmail) account, you can access your child's Google Drive to look at the work they have been doing at school (including comments from teachers and peers.) This also allows you to see them work in real time on documents and check their progress with homework.
- Turn off your home WiFi at appropriate times. Many of the Chromebook features require an Internet connection to function. When offline, the Chromebook can access the Google Docs office suite and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.
- (Secondary Families Only) We have opted parents into the Securly Parent Dashboard. This allows you to receive a summary email of your students activity outside of school hours. Please pay attention to this and talk with your student regarding their online web usage.

# Chromebook Rules and Guidelines

The rules and regulations are provided here so that students and parents are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. *Violations of these rules and guidelines will result in disciplinary action.*

Students will receive Chromebook-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

## Electronic Resource Policy and Responsible Use Procedures

### **General Guidelines**

All use of technology must:

- Support education
- Follow local, state, and federal laws
- Be school appropriate

### **Security Reminders**

- Do not share logins or passwords (*Exception: students are asked to share passwords with parents or guardians.*)
- Do not develop programs to harass others, hack, bring in viruses, or change others' files.
- Do follow Internet safety guidelines.
- Do notify a teacher or staff member if you witness inappropriate discussions that could lead to cyberbullying, chain letters, harassment or intimidation.
- Do not physically modify your Chromebook or install other operating systems on it.

### **Activities Requiring Teacher Permission in class.**

- Sending e-mails
- Instant-messaging
- Using headphones
- Downloading programs, music, games and videos
- Playing games

### **Appropriate Content**

All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

If inappropriate content is encountered, students are required to immediately close the lid on the Chromebook and notify a teacher or staff member.

### **Thumb Drives**

All SBLSD rules and guidelines apply to any thumb drive plugged into a district-owned Chromebook. Saving files to the Google Drive is the preferred method.

## Chromebook Use, Care, and Classroom Routines

### Lockers

- Never pile things on top of the Chromebook.
- Store Chromebooks flat and standing up on its side.
- Never leave the Chromebook on the bottom of the locker.
- Never leave the locker set to open without entering the combination.

### Hallways

- Always use two hands to carry the Chromebook.
- Never leave the Chromebook unattended for any reason.

### Traveling To and From School

- Completely shut down the Chromebook before traveling.
- Do not leave the Chromebook in a vehicle.
- If ever in a situation where someone is threatening you for your Chromebook, give it to them and tell a staff member as soon as you arrive at school.
- Keep your Chromebook in the SBLSD case at all times (if provided)--except HP Chromebooks are designed to be taken out during use.

## Classroom Habits

- Use two hands to open the lid.
- Close the lid of the Chromebook before standing up.
- Follow all directions given by the teacher.
- Center the Chromebook on the desk.

## Care of Chromebook at Home

- Students are encouraged to take their Chromebooks home every day.
- Charge the Chromebook fully each night.
- Use the Chromebook in a common room of the home.
- Store the Chromebook on a desk or table - never on the floor!
- Leave the power cord/charger at home.
- Never leave a Chromebook in a car.
- Protect the Chromebook from:
  - Extreme heat or cold
  - Food and drinks
  - Small children
  - Pets

## General Chromebook Care

- Vents should remain uncovered.
- Clean the screen with a soft, dry microfiber cloth.
- To clean other parts of the Chromebook (including keyboard), use designated computer disinfectant wipes. Never clean a Chromebook with water.

## Troubleshooting and Swaps

### **Troubleshooting Procedure**

1. Student tries to fix the problem.
  - Always try restarting the device as the first step in troubleshooting.
  - If appropriate, student may ask a classmate for help.
  - Student may ask a teacher if he/she is available to help.
  - Students are reminded not to spend too much time troubleshooting to avoid missing too much class time.

2. Student takes Chromebook to the Swap Desk during open hours.
  - In distance learning:
    - District Central Office from 8:00- 4:30pm located @ 1202 Wood Ave Sumner WA 98390.
    - Bonney Lake High School from 7:00am - 3:00pm located @ 10920 199th Ave Ct E, Bonney Lake, WA 98391
    - Lakeridge Middle School from 7:00am - 3:00pm located @ 5909 Myers Rd E, Lake Tapps, WA 98391
  - In person learning: Swap desks are typically located or served out of the library.
3. Student returns to class with a “swap” Chromebook.
4. When the student’s original Chromebook is ready to be picked up, school personnel will let student know their Chromebook is ready.
5. Student picks up Chromebook from Swap Desk during open hours.

## Email For Students

### **Purpose**

All SBLSD students are issued an email account. This allows students to safely and effectively communicate and collaborate with teachers and classmates, giving them an authentic purpose for writing.

### **Guidelines and Reminders**

- Email should be used for educational purposes only.
- Email messages may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students’ emails.
- All email messages are property of the District.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

### **Restrictions and Limitations**

- Students are limited to sending and receiving email within the district only up to age (8th grade), high school students are able to e-mail outside of our district.

- Student email defaults to a “student only” view in the address book, but students may e-mail teachers and other staff as appropriate.
- Mailbox size is restricted.
- Students must adhere to expectations outlined in the Responsible Use Policy.

### **Unacceptable Use and Examples**

- Non-educational related forwards (e.g. jokes, chain letters, images)
- Harassment, profanity, obscenity, racist terms
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement, or political activities

### Webcams

#### **Purpose**

All student Chromebooks are equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21<sup>st</sup> century tool and to develop 21<sup>st</sup> century communication skills.

#### **Examples of Use**

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project.
- Recording yourself giving a speech and watching it for practice and improvement.

#### **Important Note**

Please note that installing Internet calling/video-conferencing software (Other than Zoom) is prohibited on SBLSD Chromebooks.

### Listening to Music

Listening to music is allowed for educational purposes only.

## Streaming Movies

Watching movies is allowed for educational purposes only.

## Instant Messaging

Instant messaging may be used for educational purposes only.

## Gaming

Games may be used for educational purposes only.

## Printing

Students do not have the ability to print from their Chromebooks. We have designed our systems to pass documents and information in a digital format. If a student chooses to print school work at home, we suggest using the following options:

- Save the file on a thumb/flash drive and use the home computer to print.
- Email the file to the student's email account. Use the home computer to access the web-based email account and print from the home computer.

## Desktop Backgrounds and Screensavers

Images set as the desktop background must be in line with the Responsible Use Procedures.

Inappropriate images may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action and/or loss of Chromebook privileges.

## Headphones

Headphones provided by students may be used at the discretion of the teacher to support learning related activities with audio support.

## Copyright and Plagiarism

Students are expected to follow all copyright laws and [Sumner School District Board Policy 2025](#). Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC.)

# Technology Discipline

## Behaviors and Discipline Related to Student Computer Use

<b>Tech-related Behavior Violations</b>	<b>Equivalent “traditional” Classroom Violations</b>
Inappropriate use of any of the following: email, instant messaging, Internet surfing, computer games	Passing notes, looking at magazines, games (off-task behavior)
Missing case/device	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering device or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else’s locker

<b>Tech Violations</b>
<i>Behavior unique to the digital environment without a “traditional” behavioral equivalent</i>
Chronic, tech-related behavior violations (see above)
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use

Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software/apps
Attempts to defeat or bypass the district's Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

**School-Based Discipline**

The discipline policies at each school encompass the one-to-one environment. Please reference the materials specific to each school or contact the school directly for details.

**Compliance Checks**

Compliance checks (reviewing email, Internet history, user profiles etc.) may be conducted on a student's computer at any time. These may be school-wide checks or conducted individually due to suspicion of inappropriate device usage.

**Classroom Interventions**

For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

**Progressive Discipline**

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Example of Progressive Discipline

*(The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.)*

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral
- Loss of device for the class period
- Loss of device or of network access for extended period of time
- Suspension

## **Consequences**

SBLSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

## **Examples of Unacceptable Use**

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations.
2. Unauthorized downloading or installation of any software including shareware and freeware.
3. Using the network for financial or commercial gain, advertising, or political lobbying.
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
6. Gaining unauthorized access anywhere on the network.
7. Revealing the home address or phone number of one's self or another person.
8. Invading the privacy of other individuals.
9. Using another user's account, password, or allowing another user to access your account or password.
10. Coaching, helping, observing or joining any unauthorized activity on the network.
11. Posting anonymous messages or unlawful information on the network.
12. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
13. Falsifying permission, authorization or identification documents.
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
15. Knowingly placing a computer virus on a computer or network.
16. Attempting to access or accessing sites blocked by the SBLSD filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher.

18. Sending or forwarding social or non-school related e-mails.

### **Exporting Google Account Data**

Google stores information that students create. Students that want to export data from their Google account need to use the Google Takeout to download Gmail, Drive, and other Google App information.

### **Chromebook Operating System**

Chromebooks run a modified version of the Chrome browser. It connects to Web resources, apps and extensions provided on the Internet. It does not run Windows or Macintosh software. When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system.

### **File Storage**

Files are stored in the cloud, so there's no need to worry about lost work, though this does not apply to the Offline mode. Students may connect to a wireless system again to upload any changes.

### **Google Account**

Google accounts will be given to all students utilizing Chromebooks. This is a requirement that gives students access to sign into the device and participate in communication with peers and staff for educational purposes. Students under 13 years of age ordinarily need parent permission to have gmail accounts, however Google allows the SBLSD to act as the parent's' agent and approve the accounts on their behalf. This approval includes the ability to create a Gmail account with access to external web services of which may require some student information, and any other services, application or Web resources deemed educational by the SBLSD.

Parent/Guardian consent is inherently given to the SBLSD to use student information for the purpose of utilizing online services deemed educational by the SBLSD. To be COPPA (Children's Online Privacy Protection Act) compliant, the SBLSD provides an Exemption Form 2022F to opt out, though it is not recommended as it may hinder the educational process. Contact your school to obtain more information. Per the Children's Online Privacy Protection Act (COPPA), written parental permission must be given for students under 13 years of age to use certain tools and websites. The SBLSD will provide access to these educational resources on behalf of the parent/guardian. For more information on what sites the district uses please visit <http://sumnersd.org/COPPA>. Questions regarding COPPA should be directed to the provider directly.

Federal law prohibits school districts from releasing information found in student files without parent/guardian permission, except for what is called directory information. Directory information may be released under the Family Educational Rights and Privacy Act of 1974 (FERPA). The district does not release directory information for commercial purposes. For more information please go here. <http://sumnersd.org/FERPA>

## Chromebook Security

### **Balanced Approach**

Two primary forms of security exist: Chromebook security and Internet filtering. Each of the Chromebooks has a security program installed on it. The SBLSD strives to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the SBLSD network.

### **Chromebook Security**

Security is in place on the Chromebook to prevent certain activities. These include downloading or installing software on the Chromebooks, removing software, changing system settings, etc.

### **Internet Filtering at School**

The SBLSD maintains an Internet filtering software package. This program automatically filters all student access to the Internet.

### **Internet Filtering at Home**

A similar school district filter will run when the students use the device at home, and will help ensure safe access to the internet. Please note, however, that there is no better security tool than an involved adult!

### **Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the SBLSD. Chromebooks may be identified by the district asset tag, serial number and MAC address as well as individual user account name and password.

### **Account Security**

Students are required to use their @stu.sumnersd.org account user ID and password to protect their accounts and are required to keep their password confidential.

## Lost, Stolen, or Damaged Equipment

### Chromebook Coverage Program

The Chromebook Coverage Program is optional and provides an inexpensive solution for parents to lessen the financial burden if an accident or theft occurs. There is a small annual cost to participate.

Parents/guardians who elect not to participate in the Chromebook Coverage Program will be fully responsible for any associated costs for damage or theft. The Chromebook Coverage Program will cover one school year and fees are non-refundable. Students receiving a device after February 1 of each calendar year will be eligible for prorated coverage.

Payment for Digital Device Coverage can be purchased at any time throughout the year. Early Enrollment discount available during schedule pickup days.

The following must be completed:

1. Pay the annual cost in full. Online payment is available @ <https://wa-sumner.intouchrecepting.com/>

**Digital Device Coverage can be purchased at any time throughout the year.**

**\*\* 20 % Early Enrollment discount available through the end of September.**

Annual Cost	Accidental Damage	Stolen	Not Covered
September – August \$25 Full Cost \$12.5 Reduced Lunch \$6.25 Free Lunch	<b>Deductible:</b> 1st Incident: \$0 2nd Incident: \$25 3rd Incident: Full	<b>Deductible:</b> 1st Incident: \$25 2nd Incident: \$75 3rd Incident: Full Cost	--Cords --Charger --Case --Stylus --Intentional damage

<b>Cost after February 1st of each year</b> February - August \$12.50 Full Cost \$6.25 Reduced Lunch \$3.00 Free Lunch	Device Cost		--Lost without a copy of the police report
	Examples of Costs: Screen Replacement: Acer Chromebook \$35 Flip Chromebook \$130	Examples of Costs: Stolen: Standard Chromebook -- \$215 Flip Chromebook -- \$310-\$330 Ipad - \$600	
	Covered: Accidental damage, fire, flood or natural disaster.	Police Report <b>is required</b> to file a claim. Given to district within 24 hours of loss	
<ul style="list-style-type: none"> <li>•Two incidents total, in any combination (damage/stolen), are covered per year.</li> <li>•If the lost or stolen Digital Device is recovered in working condition, the deductible will be refunded.</li> <li>•If a staff/student leaves the District but does not return an issued device, a fine for the full replacement cost will be             <ul style="list-style-type: none"> <li>• placed on the student record, and standard rules for the restriction of records and transcripts would apply. Law</li> <li>• enforcement may be involved to recover district property.</li> </ul> </li> <li>•If you choose not to enroll in the Digital Device Coverage Program, you will be financially responsible for the full             <ul style="list-style-type: none"> <li>• cost for repair or replacement of the Digital Device.</li> <li>•</li> </ul> </li> </ul>			

**Repairs**

Occasionally, unexpected problems do occur with the Chromebooks that are not the fault of the user (computer crashes, software errors, etc.) SBLSD Tech Support and the Swap Desk will assist students with getting issues resolved at no cost. Do not take SBLSD owned Chromebooks to an outside computer service for repair.

**Loaner Devices**

Temporary replacements (sometimes called “hot swaps”) are available at the following locations:

- District Central Office from 8:00- 4:30pm located @ 1202 Wood Ave Sumner WA 98390.

- Bonney Lake High School from 7:00am - 3:00pm located @ 10920 199th Ave Ct E, Bonney Lake, WA 98391
- Lakeridge Middle School from 7:00am - 3:00pm located @ 5909 Myers Rd E, Lake Tapps, WA 98391

The purpose of loaner devices is so that learning may continue during any repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to loaner devices.

### **Repairs**

Occasionally, unexpected problems do occur with the Chromebooks that are not the fault of the user (computer crashes, software errors, etc.) SBLSD Tech Support and the Swap Desk will assist students with getting issues resolved at no cost. Do not take SBLSD owned Chromebooks to an outside computer service for repair.

### **Loaner Chromebooks – “Swaps”**

Temporary replacements, known as “swaps”, are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to “swaps.”

### **Accidental Damage or Negligence**

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

### Lost Equipment

#### **Reporting Process**

If any equipment is lost, the student or parent must report it to the district immediately. Please let us know by calling 253-891-6111 or sending an e-mail to [tech\\_hotline@Sumnersd.org](mailto:tech_hotline@Sumnersd.org). When a device is reported as lost or stolen, the technology department will remotely turn off all Chromebook functionality so the device is unusable.

#### **Financial Responsibility**

The individual is responsible for lost/stolen Chromebooks. For this coverage to stay in effect a police report must be filed within 2 business days and a copy provided to the

district. The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be fined for damaged or lost equipment.

## **Replacement and Repair Costs --(Subject to Change)**

### Replacement Costs-Basic Device.

<b>Item</b>	<b>Replacement Cost</b>
LCD	\$35
Motherboard	\$100
Keyboard	\$45
Trackpads	\$30
Power	\$10
Cases	\$10
Bezel (Used)	\$10
Top Cover (Used)	\$10
Chromebook	\$195
Complete Chromebook Package	\$215

### Replacement Costs-Flip Device.

<b>Item</b>	<b>Replacement Cost</b>
LCD	\$130
Motherboard	\$50 - \$80

Keyboard	\$60 - \$70
Power	\$15
Cases	\$20
Stylus	\$25
Chromebook	\$250 - \$270
Complete Chromebook Package	\$310 - \$330

### Payment Timeline

Parents/guardians/students have 30 days to pay any fees or fines. If fines are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may set up payment plans to clear fines, if needed.

## Return Procedures

All District owned Chromebooks must be returned. Students leaving the SBLSD in the middle of the year must follow the procedures outlined below.

1. Clean the Chromebook with disinfecting wipes and allow to air dry.
2. Return the Chromebook to the Chromebook site coordinator at the Swap Desk if leaving in the middle of the school year.

As a part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged. Staff members will fill out and a Return/Fee Assessment form and have the students sign them to acknowledge that the device has been returned.