



Carlynton School District Technology

1:1 Information | Agreements | Signature Pages

Chromebook Loan Agreement

A Chromebook and accessories in good working order are being loaned to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains, at all times, the property of the Carlynton School District and is loaned to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to the use of the Chromebook. **The Chromebook must be returned when requested by Carlynton School District. Additionally, the Chromebook must be returned if a student's enrollment status changes and/or if the student withdraws from the District prior to the end of the school year.**

The District property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

Students may install Chrome apps from the District approved app store. However, personal apps, videos, and photos may be deleted if additional space is needed for District apps and documents.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The Carlynton School District network is provided for the academic use of all students and staff. The student agrees not to take action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements.

Each student is issued a school licensed Gmail account. This account will be used to access the G Suite resources as well as the student's email account. The user name for each student follows this format: The students first, middle, and last name initials and the last three digits of the student ID number.

Example: Ben Ruthaford Jones, who is a senior, will have the user name:
brj123@carlynton.k12.pa.us.

Email accounts should only be used for appropriate academic communication with other students and staff members. Communication with anyone outside of the District should be strictly for academic purposes.

The student agrees to use his or her best efforts to assure that the District property is not damaged or rendered inoperable while in the student's possession.

What Is a Chromebook?

Chromebooks are devices that run Google's Chrome OS. These machines are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud. Students will be able to access Google Classroom and school email from anywhere they have an Internet connection.



Most of the students will be issued a Lenovo 100e (2nd Gen) Chromebook. To learn more about this model, please click [here](#). Click on the image below to watch a video about Chromebooks.



Responsibilities

Student Responsibilities:

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Carlynton School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, exposing it to water, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge at the start of every school day.
- I understand that if I leave my Chromebook at home or if I do not charge it, I am still responsible for getting coursework done, as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and I will not share them with anyone.

- I will not attempt to repair the Chromebook. If it is not working properly, I will notify IT support staff, teachers, or administrators.
- I will bring the Chromebook to IT support staff or an administrator if it needs repair. Upon inspection, if the Chromebook needs repair, the student's record will be checked, and a loaner may be provided if the student is eligible, a device is available, and appropriate fees will be charged to the student.

Parent/Guardian Responsibilities:

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

- I will monitor my child's use of the Chromebook at home, including the use of the Internet and email correspondence.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child charges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Carlynton School District.

Parents may wish to refer to [Common Sense Media's](#) resources related to electronic device use at home, including but not limited to, device free dinners, screen time, social media, and popular apps.

Use and Care of Your Chromebook

- **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their charged Chromebooks to class. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or an administrator.
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.

- **Makeup work is a must.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or an administrator may request that you bring the device into school to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos, unless as part of an assignment or instruction by school staff.
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.
- **Obey copyright.** Individually purchased, legal, and school-appropriate media is allowed on your Chromebook; however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and may lead to disciplinary action.
- **Abide by media content expectations.** Students and their parents shall work in conjunction with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and etexts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy and are in violation if they access sites through proxies or otherwise circumvent the school filter. It is the parents' and guardians' responsibility to monitor students' Internet access at home. For more information on Internet safety, apps, and ratings, please check the guides provided by [Common Sense Media](#).
- **Turn down the volume and use headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at your teacher's discretion.
- **Leave the District-loaded apps on your Chromebook.** Do not delete any District-loaded apps, folders, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.

- **Never eat and drink while using your Chromebook.** Doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car, or any unsupervised area.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp, or wet must be avoided.
- **Notify IT support, teachers, or administration if your Chromebook has a problem.** Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry cloth.

No Expectation of Privacy

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook, laptop, iPad, or Google account issued by the District, regardless whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the District may access, supervise, view, monitor, log, and record student use of Chromebooks, laptops, iPads, Google accounts, or any other district issued technology at any time for any reason related to the operation of the District. At any time, the District may inspect the contents and condition of Chromebooks, laptops, iPads, and Google accounts. By using a Chromebook, laptop, iPad, Google account, or any other district issued technology, students agree to such access, monitoring, and recording of their use.

Monitoring Software

School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks, laptops, iPads, Google accounts, or any other district issued technology at any time. Additionally all Carlynton School District Google accounts have the Impero extension automatically activated. This means that if a Carlynton School District Google account is being used on a personal computer and or Chromebook, those activities can be monitored. To avoid this, you must not use a Carlynton School District Google account or discontinue use of Google Chrome while logged into a Carlynton School District Google account on a personal device.

Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook becomes the property of Carlynton School District as allowable by law.

Carlynton School District
Acceptable Use Policy for Students

1. All use of the internet, network and computer technology must be in support of the educational programs in which the student is enrolled at Carlynton School District. These will be used to support the District's curriculum, communication and research for the District students, teachers, and administrators.
2. The internet, network and computer technology may not be used for illegal activity; for profit purposes; non-school/non-community related activities; lobbying; direct advertising; transmitting or willfully receiving offensive materials; hate mail; discriminating remarks; or to willfully obtain or send obscene, pornographic, sexist, racist, anarchistic, violent or bomb making material. If for any reason such material is received, the material is to be deleted immediately. Saving, forwarding, or printing of said material is strictly prohibited.
3. Abusive language will not be tolerated. Users may not harass, or use in appropriate language. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
4. Users shall not intentionally seek information, obtain copies of, or modify data or passwords belonging to other users or misrepresent other users on the network.
5. All students are issued a network user ID and password. Students are not to reveal their password to anyone except a supervising teacher or administrator.
6. Students who use the network are to understand that network storage areas may be treated like school lockers. Network administrators may review communications to maintain system reliability and to ensure that students are using the system responsibly. The District reserves the right to log network use, and to monitor file server space utilized by district users, while respecting the privacy of both district users and outside users. Carlynton School District retains the right to review any materials on individual user accounts and workstations where reasonable suspicion of abuse of this or other district policy exists.
7. Users are NOT permitted to reveal their personal address or phone number or those of other students and colleagues. The District will protect against the unauthorized disclosure, use and distribution of personal identification and information of students.

8. The District has implemented the use of filtering measures to protect against access to visual depictions of materials deemed harmful to minors, as defined by The Children's Internet Protection Act, as well as material determined by the District to be inappropriate for students to access.
9. Students are not permitted to use Internet chat rooms, electronic mail, and other forms of direct electronic communications.
10. Personal EMail accounts are not to be accessed on district computers.
11. In no event shall the Carlynton School District be liable for any damages, whether direct, indirect, special or consequential or information contained therein arising out of the use of the Internet. Use of any information obtained via the Internet is at the user's own risk
12. The Carlynton School District may terminate the availability of the Internet and network accessibility at its sole discretion.
13. School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks, laptops, iPads, Google accounts, or any other district issued technology at any time. Additionally, all Carlynton School District Google accounts monitoring software extensions automatically activated. This means that if a Carlynton School District Google account is being used on a personal computer and or Chromebook, those activities can be monitored. To avoid this, you must not use a Carlynton School District Google account or discontinue use of Google Chrome while logged into a Carlynton School District Google account on a personal device.
14. Student use of the Internet will be monitored by staff in a manner that is appropriate to the age of the students and circumstances of use.
15. Network accounts are to be used only by the authorized owner of the account for the approved purpose. Under no conditions should a user provide his/her password to another user. Attempts to log on to the Internet, network or workstation under an assumed identification will result in cancellation of the user's privileges. Any use identified as a security risk, or having a history of problems with other computer systems may be denied access to the Internet or other technological services.
16. The District reserves the right to remove a user account from the network to present further unauthorized activity as specified in this document.

17. Students may not move, repair, reconfigure, modify, or attach external devices to the computer/network.
18. The illegal installation of copyrighted software on district computers is prohibited. Uploading/Downloading or use of unauthorized games, programs, files, or other electronic media is prohibited.
19. Students shall be responsible for damages to the Carlynton School District's equipment, systems and software resulting from deliberate or willful acts.
20. Food and beverages are prohibited in all district computer labs as well as in and around other areas where computers and technology equipment are being used.
21. Any unauthorized attempt to access the Carlynton School District's servers, mainframe, routers, networking equipment, internet filters, or operating systems either from on campus or off campus will be considered an attempt at "hacking" and is prohibited.
22. Hardware and software shall not be destroyed, modified, or abused in any way. Intentionally altering the files and /or the hardware on district computers will be viewed as vandalism. Vandalism also includes the uploading or creation of computer viruses. Each student will be held responsible for the intentional altering of a computer workstation that occurs while they are logged into the computer network.
23. The user shall be responsible for damages to the District's or service provider's equipment, systems, and software resulting from deliberate or willful acts. Students, parents, or guardians will be charged for willful damage to hardware.
24. The Internet, Network and e-mail are not guaranteed to be private. District network personnel do have access to all email and files. Messages relating to, or in support of, illegal activities may be reported to the authorities.
25. Use of the school technology, network, or internet for fraudulent or illegal copying, communication, taking or modification of material in violation of the law is prohibited and will be referred to the appropriate authorities.
26. The illegal use of copyrighted software, files, pictures or other electronic information is prohibited. Students may not use plagiarized information obtained from the Internet to

complete school assignments. Students must follow the guidelines set forth by the English Department for citing Internet sources.

27. Failure to follow the procedures listed above by students of the Carlynton School District may result in suspension or loss of the right to access the Internet, to use the Carlynton School District's computer technology, and be subject to other disciplinary or legal actions including but not limited to, expulsion.
28. As users of this system, students will notify a teacher or administrator of any violations of this policy taking place by other students or outside parties. This may be done anonymously.
29. All students who wish to use the Internet, network and computer technology tools must sign an Internet Agreement form which will be kept on file in the libraries of the District. If the user is a student under the age of 18, the signature of the student's parent or guardian will also be required on the Internet Agreement form.
30. Parents or guardians of users under the age of 18 have the right to revoke their student's user account
31. This acceptable user policy will be periodically reviewed by the Carlynton School District and may be modified or added to as new situations arise or as the current technology changes. Determinations may also be made on where specific uses of the network are consistent with this policy.

Parent/Guardian and Student Chromebook and Acceptable Use Policy Signature Page

TO BE COMPLETED, SIGNED AND RETURNED BEFORE RECEIVING YOUR EQUIPMENT

Student Information

Last Name _____ First Name _____ MI _____

Building _____ Student ID # _____ Grade _____ Graduation Year _____

Parent/Guardian Information

Last Name _____ First Name _____

- I have read and reviewed the Carlynton School District Internet Acceptable Use Policy and the Chromebook Handbook with my child. I will follow all school policies and this handbook at all times, while at school as well as outside of the school day.
- I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent.
- I will notify IT support staff or administration in case of damage, theft, vandalism, and loss of device within 24 hours; further, I will file a report with local police in case of theft, vandalism, or loss of device within 48 hours.
- I agree to return the District Chromebook, power adapter, cord and any accessories provided by the District in good working condition when requested by the District, if my child is removed to an alternative education placement, or withdrawn from Carlynton School District.

Parent/Guardian and Student Agreement

I, _____, (print parent's/guardian's first/last name) agree to the following:

- I have read the Carlynton School District Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the policies and regulations included in the policy and the handbook at all times, and will hold my child accountable to these policies and regulations.
- I understand that this Chromebook is designated for educational purposes, and therefore, my child's violations of this agreement may be cause for the removal of his or her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand that if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement. I understand I have an option to purchase a Technology Protection Plan, good for one accidental incident, per school year (\$30 annual fee).
- I will assume full responsibility for any harmful or illegal content on the Chromebooks and will monitor my child's use of the device at home.
- I understand that the Chromebooks are District owned devices and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when I accept a Chromebook on loan from the District.

I understand that the Chromebook is considered to be a school issued resource much like a textbook or a graphing calculator. If the student enrolls in an Alternative Education program, or terminates enrollment in the Carlynton School District, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories provided by the District. Failure to do so may result in a criminal and/or civil court prosecution similar to any other financial obligation owed to the District.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Technology Protection Plan Signature Page

Please read this entire document to determine if this program is needed for you and your child's protection against damage of the loaned Chromebook equipment in your care. Please refer to the Incident Assessment Chart to see how the whole plan, charges, and incident reporting work. **This form must be completed and marked YES or NO before the Chromebook will be provided to the student.**

Coverage and Benefit

This agreement covers the Chromebook loaned to the student against a single incident of accidental damage. The following items are **not** covered.

1. A Chromebook, charger, cord or other accessories that are lost or stolen
2. Damage caused by negligence, neglect such as leaving it outside or in an automobile, by food or drink, caused by pets, rough handling, and excessive sliding across rough surfaces.
3. Intentional misuse.
4. More than one accidental incident, including more than one broken screen or accessory.

Effective and Expiration

This coverage is effective from the date this required form and premium payment are received by the District through the date which the Chromebook is returned in good order to the District.

Premium

The total premium cost is \$30.00 annually. Partial semesters/years are not refundable.

It is agreed and understood that:

- The Protection Plan is offered to all students.
- Participation in the Protection Plan is voluntary.
- A separate signed application will be needed for each Chromebook covered.

It will be the right of the administration to determine whether damages were due to negligence or accidental. The administration will review all damages determined to be caused by misuse or negligence and will assess if the student's continued privilege of taking the Chromebook to and from school will remain. Parents/guardians may not substitute homeowners or other personal insurance in place of the District's Protection Plan. **PLEASE COMPLETE: (print)**

Last Name of Student First Name Home Phone

Address

Student ID # Grade Graduation Year

_____ YES, I would like to participate in the Device Protection Plan. (Methods accepted: Check, Cash, Money Order)

_____ NO, I decline the Device Protection Plan service at this time, and I understand that I am responsible for 100% of any damage or loss to the loaned Chromebook. The current replacement cost of a Chromebook, power adapter, and cord is between \$260 and \$285.

Parent/Guardian Signature Date

FOR INTERNAL USE ONLY:

Date Paid _____ Recorded by _____
Check Number. _____ Cash: _____ Money Order: _____ Amount: _____



CARLYNTON SCHOOL DISTRICT

435 Kings Highway | Carnegie, PA 15106 | 412-429-2500 | www.carlynton.k12.pa.us

Dear Parent/Guardian:

➡ PHOTO/INTERVIEW REFUSAL FORM

Photographs and video footage of Carlynton School District students involved in various school-related activities are often used as a part of the District's public relations program.

Photographs/videotapes may be used in district publications, video productions, newspapers, and the website. At times, a student may be interviewed by the district's public relations coordinator, or a local newspaper or television station representative.

If for any reason you **DO NOT** want photographs, videotaping or interviewing of your son or daughter used in school or local publications, video/television productions, or the website, please check box below.

➡ HONOR ROLL REFUSAL FORM

Each grading period, students in grades 4-12 can earn the opportunity to be named to the Honor Roll list. The honor roll recognizes academic achievement and the accomplishments a child has made in the classroom.

The district posts this information on the district website (carlynton.k12.pa.us) and upon request, provides the honor roll list to local newspapers. Additionally, we are often asked to provide this information for various athletic awards (i.e., Scholar Athlete Awards, etc.).

If for any reason you **DO NOT** want your child's honor roll status released, please check the box below

If you have checked one or more boxes below, please return this completed form to your child's school OR EMAIL the form to rachel.byerly@carlynton.k12.pa.us

If the district does not receive this form, we will assume permission to publish photos, conduct interviews, publish the honor roll and contact you via the School Message Alert System.

Photo / Interview / Honor Roll Refusal Form

Return this form ONLY when refusing permission to any of the below.

☐ I **DO NOT** want photographs, video or interviews of my child(ren) used in school or local publications, productions, or online. *Note: Photos in school yearbooks are permissible.*

☐ I **DO NOT** want my child's honor roll status released publicly in any format. *(Students grades 4-12 only)*

Child's Name _____ [Please use one form for each child]

Street _____ ☐ Carnegie ☐ Crafton

School: ☐ Carnegie Elementary ☐ Crafton Elementary ☐ Carlynton Jr.-Sr. High School

Grade _____ Homeroom Teacher _____ Room Number _____

Parent/Guardian Signature _____ Phone _____

Incident Assessment Chart

Incident	Action(s) Necessary	Cost
Accidental Damage of Chromebook, adapter, or power cord (1st Instance)	<p>A report must be made, immediately, to administration or IT support staff, who are responsible to record the incident.</p> <p>The device must be returned to school so a new or spare device may be issued.</p>	<p>With the Protection Plan, no cost for accidental damage.</p> <p>Without the Protection Plan, the cost of replacement will be assessed.</p>
Accidental Damage (2nd Instance) More than one (1) occurrence of loss, theft, or damage in 30 school days will be interpreted as neglect.	<p>A report must be made immediately, to administration or IT staff, who are responsible to record the incident.</p> <p>The device must be returned to school so that a new device or spare device may be issued; however, a spare device may not be issued for a 2nd break.</p> <p>The student may be required to wait until the original device is returned from service before having use of a Chromebook.</p>	<p>With Protection Plan: Half the cost of replacement or repair.</p> <p>Without the Protection Plan: Full cost of replacement or repair.</p>
Accidental Damage (3rd and additional instances) More than two (2) occurrences of loss, theft, or damage during the school calendar year will be interpreted as neglect.	<p>A report must be made immediately to the administration. The device must be returned to school so a new device or spare device may be issued; however, a spare device may not be issued for a 2nd break. The student may be required to wait until the original device is returned from service before having the use of a Chromebook.</p> <p>Some loss of privileges of using the Chromebook may occur such as:</p> <ul style="list-style-type: none"> -limited participation in the Chromebook program -restricted from taking the device home <p>This may also result in disciplinary action.</p>	<p>Cost of replacement or repair will be assessed according to damages.</p>
Intentional Damage/Neglect	<p>Upon notification or the administration's knowledge of an incident of intentional damage or neglect, the device must be returned to school so a new or spare device may be issued if a spare device is available. Deliberate damage will be referred to administration.</p> <p>Applicable board policies and/or school building policies will be followed regarding appropriate discipline for damage to school property.</p>	<p>Cost of replacement or repair will be assessed according to damages.</p>
Loss/Theft Unless the person(s) responsible for a theft are identified, the incident will be considered a loss.	<p>A report must be made immediately to the administration.</p> <p>In the event of theft, a police report will be filed.</p>	<p>Replacement cost.</p>

Chromebook Repair Costs

Item	Repair Cost Without Insurance	Repair Cost With Insurance (First Instance)	Repair Cost With Insurance (Second Instance)
Screen	\$33.00	\$0	\$16.50
Keyboard	\$50.00	\$0	\$25.00
Hinge	\$20.00	\$0	\$10.00
Camera	\$15.00	\$0	\$7.50
Power Charger	\$30.00	\$0	\$15.00
Top Cover	\$25.00	\$0	\$12.50
Bottom Cover	\$25.00	\$0	\$12.50
LCD Bezel	\$11.00	\$0	\$5.50
System Board	\$120.00	\$0	\$60.00
LCD Video Cable	\$17.00	\$0	\$8.50
Battery	\$50.00	\$0	\$25.00
PCB Board	\$23.00	\$0	\$11.50
Replacement Chromebook	\$285.00	\$0	\$142.50

The prices listed are subject to change without notice.

Carlynton School District Chromebook Damage Report

Student's Name: _____

Student ID #: _____ Chromebook Asset Tag #: _____

Building: _____ Grade: _____ Grad Year: _____ Date: _____

Description of Damage (*include how the damage occurred*):

Use Insurance?: Yes No

Student's Signature: _____

Parent's/Guardian's Signature: _____ Phone #: _____

Official Use Only:

Protection Plan Purchased: YES NO

Damage Covered: YES NO

If NO, rationale:

Resolution / Action Taken:

Signature of IT Personnel: _____ Date: _____

Administrator's Signature: _____ Date: _____

Procedures for Damages Not Covered

1. Did not purchase annual Device Protection Plan
 - a. Parent/guardian/student will complete a damage report.
 - b. The Technology Department will assess damage and prepare cost to fix.
 - c. Parent/guardian/student will receive an invoice of cost and description of repair.
 - d. A record of the invoice and any payments received will be recorded at the building level and will be listed as an obligation of the student, until the cost of the repair is paid in full.

2. Device Protection Plan purchased but repair not covered; Chromebook determined to be lost, stolen, vandalized, neglected, or has multiple accident claims.
 - a. Parent/guardian/student will complete a damage report.
 - b. The Technology Department will assess damage and prepare cost to fix.
 - c. The Technology Department will provide a written explanation of why the damage was not covered by the Device Protection Plan.
 - d. Parent/guardian/student will receive an invoice of cost and description of repair.
 - e. A record of the invoice and any payments received will be recorded at the building level and will be listed as an obligation of the student, until the cost of the repair is paid in full.

Suggestions for Student Use of Electronic Devices at Home

Cyber safety is an important parent/guardian-child discussion to revisit frequently with students of all ages. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of technology devices.

Set expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents/guardians aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents/guardians wouldn't approve, such as videos or pictures, hate sites, celebrity gossip, reality TV, personal blogs and more, all of which may influence your child. Understand that your child's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your child the ability to connect to unfiltered public wireless networks (such as local businesses, by picking up a neighbor's wireless signal, or connecting to the Internet through cell phone service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectations for appropriate use and behavior.

Monitor & limit screen time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but it also has the potential to be a big distraction. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Put the electronic devices to bed, but not in the bedroom

Parenting experts suggest parking all technology devices - from cell phones and video games to iPads and laptops - in a common spot overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your child to sleep with the iPad, laptop or cell phone.

Make a place for electronic devices to charge

Since your child's device is expected to be fully charged and ready for school each morning, we recommend having a family charging station/location. Charging the device in a consistent location helps establish the routine of charging and gathering the device for school each day.

Discounted Internet Access

Survey data has shown that a large percentage of households do have internet access at home already. Comcast/Xfinity does offer discounted internet access to households with students on the free/reduced lunch plans. You can find more information and sign up at InternetEssentials.com.