



**Marshall County Central Schools
Independent District 441
Chromebook Handbook
2018-2019**

Introduction:

Marshall County Central School district began a new stage in technology integration for the 2015-2016 school year when we introduced Chromebooks to students in grades 10-12. The school district parents overwhelmingly supported the school district looking towards one to one learning for students. In a survey conducted during the 2013-2014 school year 86.1% of parents supported the school district looking at one to one computer options for our students.

The first year of the initiative was successful. Students and teachers shared work in new ways and classrooms learning was improved as Chromebooks provided additional tools for learning, new ways to communicate, and increased collaboration. In 2016-2017 school year, we expanded the initiative to include students in grades 9-12.

We started an option in 2017-2018 for seniors to buy their Chromebook at the end of the school year for a nominal fee.

Why 1 to 1 and why a Chromebook?

Our society is increasingly engaging in learning and work using computer technology whether it be a tablet, smartphone, or laptop. Our school mission: Building a Foundation of Educational Excellence, one student at a time, makes it a prime goal for the district to ensure our students have a firm foundation in learning that will lead them to success upon graduation and beyond. We want our school setting to provide educational opportunities and experiences to emulate the real world and providing a computing device will help give Marshall County Central students a tool to experience digital learning and 21st century work skills.

Our district choose Chromebooks because they are affordable, easy-to-use, turn on quickly, have a long battery life, and they work seamlessly with Google applications which the district has been using for some time.

Google applications are free for student and education use allowing students to use digital tools to create and collaborate. Providing Chromebooks and allowing students to use them at home will give students the opportunity to answer questions, problem solve, locate useful information, and interact with teachers and peers to gain a deeper understanding of their subject matter.

The policies, procedures, and information within this handbook apply to all Chromebooks used at Marshall County Central Schools. These policies may also apply to any device considered by Administration to come under this policy. Please note teachers may set additional requirements for computer use within their own classroom.

Receiving your Chromebook

Chromebooks and accessories will be distributed to students at Back to School night once parents and students have completed Chromebook orientation and have completed the acceptable use forms and insurance requirements. Failure to complete acceptable use and insurance forms will prevent a student from taking the Chromebook off the school grounds.

Returning Chromebook

Chromebooks and accessories will be returned the final week of school. If a student transfers, is suspended, expelled, or ends enrollment within Marshall County Central Schools for any other reason students must return their school issued Chromebook on the date of termination of enrollment.

Failure to return the Chromebook and accessories at the end of the school year or upon termination of enrollment at Marshall County Central Schools, will subject that student and or his/her parent guardian to criminal prosecution or civil liability for the replacement cost of the computer and all accessories. Failure to return the Chromebook will result in a theft report being filed with the Marshall County Sheriff's Department.

Furthermore, students will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Protection Insurance plan and must return the Chromebook and accessories to the school in satisfactory condition upon the end of the school year.

TAKING CARE OF THE CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to Mrs. Lund for an evaluation of the device.

→ General Precautions:

- ◆ Remember the Chromebook is the property of the school and all users will follow the acceptable use policy for technology.
- ◆ Only use a clean, soft cloth to clean the screen. Do not use cleansers of any type (i.e. clorox wipes).
- ◆ Cords and cables must be inserted carefully into the Chromebooks to prevent damage.
- ◆ Chromebooks must remain free of any writing, drawing, or stickers.
- ◆ Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- ◆ Chromebooks must never be left in a location susceptible to extreme cold or hot weather.
- ◆ Students are responsible for keeping the Chromebook's battery charged for school each day.

→ Carrying the Chromebooks:

Each student will be issued a protective carrying sleeve. The sleeve provides sufficient padding to protect the Chromebook from normal usage and provides proper protection while carrying the device in school and to and from home. Students are responsible for paying for any lost or damaged carrying sleeves.

- ◆ Chromebooks should always be transported using the carrying sleeve provided by the district.
- ◆ Students should use sleeve only for Chromebooks. Chargers, headphones, and other objects should not be placed in protective sleeves.

Proper Care:

- ◆ The keyboard and exterior can be wiped with a clean, slightly damp (not saturated) cloth as needed.
- ◆ Do not lean, push, or step on the top of the Chromebook when it is closed.
- ◆ Do not overextend the hinge by opening the Chromebook too far.
- ◆ Do not place anything (papers, pencils, etc.) inside the Chromebook before closing.
- ◆ Do not place anything on/near the Chromebook that could cause under pressure (important when placing Chromebook in your backpack).
- ◆ Clean the screen with a soft, dry cloth or anti-static cloth.
- ◆ Do not bump the Chromebook against lockers, walls, car, etc.
- ◆ Do not carry books or other heavy objects on top of Chromebook

USING THE CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed by their teacher not to do so.

Chromebooks in the Classroom

When the teacher is instructing Chromebooks are to remain closed unless students are directed to open them for learning or working on homework.

Chromebook Left at Home

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. Multiple failures to bring Chromebook to school could result in the student losing the privilege to bring the device home or other consequences.

Chromebook Undergoing Repair

Chromebooks that need repair should be brought to Mrs. Lund in the computer lab. Chromebooks usually take about 2-3 weeks to be prepared. A loaner will be provided but there may be occasions when a loaner is unavailable. Students without a Chromebook due to repairs, will be given paper copies of text/assignments until their Chromebook returns.

Charging Chromebook's Battery

Chromebooks must be brought to school each day adequately charged to work throughout the school day. Students need to charge their Chromebooks each evening by plugging them into an electrical outlet. It is the student's responsibility to have the battery charged. Students who fail to charge the device adequately are responsible for getting the coursework completed in classes as if they had a working Chromebook present. Chargers should be left at home for the school year.

Screensavers/Background Photos

Students are permitted to personalize their school issued Chromebook by changing the background or screensaver. Inappropriate media may not be used as a screensaver or background photo. Presence of violent content, pornographic materials, inappropriate language, alcohol, drug, or other inappropriate pictures will result in disciplinary action.

Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may be allowed to use personal headphones at school if a teacher allows. Students and families may install apps as needed for the purpose of customizing their learning experience. Students are not permitted to play internet games on the computer during school hours unless given permission from classroom teacher when they are finished with their work. Chromebooks are intended for learning purposes. Inappropriate use or disruptions during class periods could result in consequences.

Home Internet Access

Students are allowed to access home wireless networks on the Chromebook. This will assist them with Chromebook use at home. However, the District Technology Acceptable Use Policy must be followed at home, using the district owned device. Parents should monitor and are responsible for child's internet use at home.

Deficiency List

A student on deficiency list will have social media sites and multimedia sites (music/movies/gaming) access blocked until he/she has returned to good academic standing.

MANAGING FILES AND SAVING WORK

Each student has a school issued Google Account providing storage through a program called Google Drive. The student account ends with @mccfreeze.org. Students will access and save documents in their Google Drive. It is recommended that students save all data to their Google Drive. This will automatically backup their data and keep data from filling up the school issued Chromebook.

Submitting School Work to Teacher

The Google Drive platform allows students and teachers to exchange course related materials through Google Drive. Students may also e-mail their teacher their work using their school issued @mccfreeze.org account if the teacher wishes to use that method for collecting assignments. Some teachers may use other internet based services to transfer school information back and forth. Schoology, Edmodo, Google Classroom, and Moodle are common platforms teachers may use.

Cloud Based Storage

Students may also use other cloud based storage: Dropbox, Box, OneDrive, but the school district is not responsible for technical support of these non-district provided services or the data that the students may store using these services.

Network Connectivity

Marshall County Central Schools makes no guarantee that our school network will be up and running 100% of the time. In the rare case the school network is down, the District will not be responsible for lost or missing data.

Software

The software and applications originally installed by Marshall County Central Schools must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required applications. If a student is missing an application that is required and should be on the machine, the student is responsible for work using the software. The student must see Mrs. Lund to get program reinstalled. Deliberate or multiple occurrences of missing software will result in consequences.

Students may be required to download additional applications through the Chrome web store as instructed by teachers. Any application requiring a cost will be downloaded by the school district and distributed directly to student machines. Students may install personal applications as needed for the purpose of customizing their learning experience, however, inappropriate use or disruptions during class periods could result in consequences including loss of the privilege of taking the device home.

Circumvention of Managed Settings

The school district uses management software to properly set up, secure, and update all Chromebook devices. Any attempts by students to circumvent any district management settings through software restoration or jailbreaking will result in the confiscation of the Chromebook and disciplinary action.

Inspection

Students may be selected at any time to provide their school issued Chromebook for inspection.

Software Restoration

If technical difficulties occur or illegal software is discovered, the Chromebook will be restored from backup. The school district does not accept responsibility for any loss of software, documents, or data due to the restoration process. In addition, if illegal software is found, this may result in confiscation of Chromebook and further disciplinary action.

MARSHALL COUNTY CENTRAL TECHNOLOGY ACCEPTABLE USE POLICY

Learning is enhanced through technology's endless possibilities. Students at MCC have the opportunity to use technology to enhance their learning by gathering information, collaborating with fellow students and faculty, communicating with people all over the world, and by producing high quality academic work. Marshall County Central Schools is proud to provide students with the use of iPads, Chromebooks, computers, internet use, e-mail, printers, digital cameras, and other technology tools.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. The technology equipment and software available to MCC students is designed to be used as a tool to assist with the instructional objectives of the school district. **The use of the technology Marshall County Central Schools provides is a privilege, not a right.** If a person violates any of the User Terms and Conditions named in this document or the Marshall County Central Schools Chromebook Handbook, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Marshall County Central Schools' Student Discipline policy shall be applied for all student infractions.

MCC Schools:

- Provides internet, e-mail access, Google apps accounts, and online storage to its students.
- Provides internet blocking of inappropriate materials as able. (Parents should also set internet controls at home).
- Supervises and monitors student's computer usage at school.
- Provides students with understanding and skills needed to use technology in an appropriate manner.

Students must:

- Use school issued technology in the appropriate manner.
- Obey general school expectations concerning behavior and communication when using school technology.
- Use all technology appropriately as it is intended to be used
- Help MCC Schools by reporting any security problems or abuse by others to a teacher or school administrators.
- Keep any school issued technology safe and secure.
- Reporting any derogatory/inappropriate e-mails or messages to a teacher, a parent, or a school administrator immediately.
- Return any technology equipment and accessories checked out to them in good working condition

Parents:

- Talk to your children about values and standards they should follow when using the internet just as you do with use of other information sources such as television, movies, and radio.
- Help the school district by ensuring your child is using school issued e-mail, software, or technology equipment appropriately at home
- **Parents/Guardians must sign the form found at the end of this policy, which requests that the student may participate in the use school technology & software before students will be able to use a school computing device.**

Prohibited uses of technology and software include, but are not limited to:

1. Copying, distributing, plagiarizing, copyrighted materials or accessing any site selling or sharing student school work.
2. Revealing personal information of others and or themselves, such as home address, phone number, etc.
3. Sending, accessing, uploading, downloading, or displaying offensive, defamatory, inaccurate, abusive, obscene, profane, sexually explicit, threatening, racially offensive, harassing, or illegal materials.
4. Downloading inappropriate/unauthorized apps or software.
5. Bypassing Marshall County Central Schools internet filter through a web proxy.
6. Password sharing or gaining access to other students accounts, files, and/or data or using another student's user accounts.
7. Vandalism of school equipment & network (attempt to harm or destroy hardware, software, data; i.e. distributing a virus).
8. Use of school's internet/email accounts for financial gain, commercial gain, financial fraud, forgery, or for any illegal activity.
9. Leaving an account or device open or unattended.

Prohibited uses of technology and software (cont.)

10. Anonymous e-mail/chat without the approval of the school district.
11. Removing/defacing any identification labels or serial numbers of any school issued equipment.
12. Use of internet games/computer games without teacher permission.
13. Spamming (sending mass or inappropriate e-mails).
14. Any action that violates existing school board policy, local, state, or federal law.

MCC Schools Rights and Responsibilities:

1. The school district reserves the right to monitor all activity and use of all devices on the school network.
2. The school district reserves the right to block any material on the internet made available at school.
3. The school district reserves the right to deny access of school technology and software to any individual.
4. Security of the school network and school devices is a high priority. The superintendent or designee shall establish procedures that will maximize the computer system security.
5. No warranties are given with respect to any service, data, or software contained within the school network and its systems.
6. Opinions, advice, services, and all other information expressed by students, staff, information providers, service providers, or any other third-party personnel on the Network provided are those of the individual and do not represent the position of MCC Schools.
7. Accounts which are inactive for more than 30 days may be removed along with the user's data without prior notice.
8. School district staff members are responsible for supervising student use.
9. School district reserves the right to search school owned devices at any time
10. MCC Schools reserves the right to limit storage usages by an individual to any of its servers.

E-mail/Internet/Applications

- To use school equipment and the school network the school has in place, students must have their parent/guardian sign the technology usage permission found at the end of this policy. Students grades 3-12 will receive a school district e-mail account. Teachers may provide access to other online accounts necessary for completion of assignments in class (i.e. Typing programs, spelling programs, Accelerated Reader, Star Testing).
- The School District Network administrator may monitor e-mail and computer usage at any time, so proper etiquette should be followed at all times. Any student(s) found misusing this e-mail system and school technology shall suffer the loss of computer privileges for a specified amount of time, or further punishment as directed by the school administration.

Cyberbullying

- Students are reminded that using electronic devices or the internet to target another student may be considered cyberbullying under the district policies #413 (Harassment and Violence), #514 (Bullying Prohibition), and #524 (Internet Acceptable Use).

Discipline

Student discipline for violation of any part of this policy shall be based on the student's age and the severity of the infraction. Student and/or any guest disciplinary action includes, but is not limited to the loss of any or all computer privileges, loss of the ability to take school issued equipment home, termination of the user's accounts, removal from class, or suspension and/or expulsion. Parent(s)/guardian(s) and/or students(s) may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.

CHROMEBOOK CARE

Students will be held responsible for maintaining their school issued Chromebook and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Students will not apply any labels to the Chromebooks and will not deface any labels or identifying serial numbers on the machines.
- Chromebook protective sleeves furnished by the school must be used and returned with the Chromebook at the end of the year with no alterations and only normal wear to avoid paying a case replacement fee.
- Chromebooks that malfunction or are damaged must be reported to Mrs. Lund in the Computers classroom. The school district will be responsible for repairing Chromebooks that malfunction and will handle any insurance claims. Chromebooks that have been damaged by student misuse, neglect, or are accidentally damaged will be repaired with expenses paid by the student/family. Students will be responsible for the entire cost of repairs to Chromebooks if they were found to be damaged intentionally.
- Chromebook damage: Students are responsible for any and all damage.
- Chromebooks that are stolen must be reported immediately to the Principal's office. The school will make the call to the Marshall County Sheriff's Department to declare the Chromebook stolen.
- Chromebook chargers need to be handed in at the end of the school year. The cost of the missing charger must be paid before the student receives their Chromebook in the fall or before graduation.
- Replacement chromebook chargers can be purchased during the school year by paying the replacement fee in the office and showing a receipt to Mrs. Lund and then a new charger will be issued to the student.

Students also must:

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If unsure, students should ask a teacher or parent.
- Plagiarism is a violation of Marshall County Central Schools' Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media not limited to internet sources, books, magazines, graphics, movies, and music.

Chromebook Identification

Student Chromebooks can be identified in the following ways:

- Record of Serial Numbers
- Asset Tag Barcode
- Case Identification number should match Chromebook

Storing Chromebook

When students are not using their student issued Chromebook, they should be stored inside the protective sleeve in their locked lockers. Nothing should be placed on top of the Chromebook when stored in the locker. Students are encouraged to take the Chromebook home each day after school, regardless of whether or not they are needed at home.

Chromebooks should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their school issued Chromebook, they make check it in for storage in the media center.

Chromebooks left in Unsupervised Area

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, media center, unlocked classrooms, gymnasiums, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office may face disciplinary action.

Bring your own Device

At this time we require students to use only school issued Chromebooks due to application licensing and the school management system for school issued devices. In the future, we may explore opportunities for student/family owned devices to be used.

CHROMEBOOK INSURANCE PLAN

Marshall County Central Schools recognizes that with the implementation of the Chromebooks for grades 9-12 initiative there is a need to protect the investment by both the school District and the families. The Chromebook Insurance Cost is \$50.00 per device and will be due upon receipt of your child's Chromebook. The Chromebook Insurance will be capped at \$125 for families with multiple students. Student qualifying for Reduced Lunch or Free Lunch will receive the insurance for \$25.00 per device.

The Chromebook Insurance will provide insurance coverage for accidental damage (drops/spills), cracked screens, vandalism, fire, flood, natural disasters, and power surges due to lightning. The insurance cost is an annual cost and is non-refundable.

Loss or theft of the Chromebook is also covered by insurance but the Chromebook must be declared stolen, a police report must be submitted, and there is a \$200 fee the student or family must pay.

All insurance claims must be reported to Mrs. Lund (tlund@mccfreeze.org). In cases of theft or other criminal acts, a police report must be filed by the student, parent, or school and a copy must be provided to the insurance company. Again, in case of loss or theft, students/parents are responsible for the insurance deductible if claim is accepted or the total cost of the Chromebook, charger, and case if the claim is not accepted.

Students whose family opt out of the insurance option will not be allowed to take the Chromebook off school property. Those machines must be checked in and out of the Media Center each day.

If a student leaves part way through the year, there is no refund of the insurance charge.

Intentional Damage

Students/parents are responsible for full payment of intentional damage to Chromebooks. School District Chromebook Insurance DOES NOT cover intentional damage of the Chromebook. Student could face disciplinary action for intentional damage to equipment.

PARENT GUIDE

We value our students and their safety is a prime priority of the district. We want all our children to succeed in learning. We want them to develop and grow into responsible citizens. We work to teach them to communicate effectively using technology and other tools. Parents play a crucial and necessary role in helping our students succeed and grow.

The following are suggestions meant to be helpful to parents when setting ground rules and allowing the use of the school issued Chromebooks at home. All home environments are different and we respect the rights of parents to set their own rules for allowing usage of electronic devices in their home. Please keep in mind students must follow all school rules and the school technology acceptable use policy even when the devices are used outside of the school setting.

Filter Software

We use a firewall and filtering software to block inappropriate content in our school buildings. There is no built in software to filter the internet inside the Chromebooks. While many potential dangers are filtered and blocked on the school's wireless network, children often have complete, unrestricted access to inappropriate sites outside of school. Experts suggest installing software at home to filter and block inappropriate content on your home wireless network. Some possible filters to consider include OpenDNS (free versions are available), SafeEyes, and other similar tools. Some of these products offer additional protection features such as cell phone filtering, text message/photo screening tools, and social network monitoring.

Set Clear Expectations

Regularly discuss your child's computer and technology usage with your child. Discuss the content they view and amount of time they spend using electronic devices. Discuss proper behavior online and share how being a good citizen should extend to the internet as well. Talk to students about risks if they connect to network that are unprotected (coffee shop, public library, open wifi). Maintain a regular, open dialogue about internet use and share your expectations for appropriate use and behavior.

Monitor and Limit Screen Time

Experts suggest having teens use the internet in a central place at home such as the kitchen or a family room rather than away from adult supervision behind a closed door. Know what your child is doing with his/her Chromebook or on other devices and how his/her time is being spent. Technology can be a great resource but it also has the potential to be a distractor of valuable time. Take time to view some of your child's student work. Review it and take time to remind them about plagiarism and respecting other people's content. Teach children how to balance their time and use technology as a useful tool. These conversations are very important and will help your child develop responsibility with your guidance before they face these things in the future when they are on their own in college and the workplace.

If your child is staying up late using their Chromebook or other devices, experts recommend having a charging station in a common room rather than in the bedroom. It is also a good idea to specify a set time that electronics are removed from bedroom. This encourages children to go to sleep and not stay up late. It also prevents unmonitored activity and sleep disruption.

Family Media Resources

Common Sense Media is a website that promotes safe family use of technology, devices, and media.

The following is a link to parent/child technology agreements that may help you set healthy expectations for your child. The agreement reminds families to stay safe, think first, and remain balanced.

https://www.commonsensemedia.org/sites/default/files/uploads/pdfs/fma_all.pdf

Additional Items to Review with your Child:

- Anything posted online or shared via social media creates a digital record that is difficult to remove. Even if a child thinks what they are storing is private, it can be saved, downloaded, shared, and reposted anywhere.
- Encourage your child to think carefully before posting information, photo, or video. If it is something you would not want a parent, teacher, principal, future employer, or college official to see, it is probably not wise to post.
- Encourage your child to “friend” or only connect with people they actually know in person.
- Talk to your child about never posting any personal identifiable information online. This information includes: full name, address, phone number, e-mail, and location.
- Learn about and teach your child about privacy settings on all web sites, apps, and social networks.
- Talk to your child about cyberbullying and not participating in that type of behavior. Encourage your child to report any incidents of bullying they see to you or a school adult.

Sources for Parent Guide Information:

- **Common Sense Media** www.common sense media.org
- **Farmington Public Schools**
- **Minnetonka Public Schools**
- **Thief River Falls Public Schools**

**MARSHALL COUNTY CENTRAL SCHOOLS - CHROMEBOOKS
STUDENT/PARENT PLEDGE**

Parent:

→ I agree to monitor my student’s internet usage outside of school.

Parent/Student:

1. I will not leave my school-issued Chromebook unattended.
2. I will not loan out the Chromebook to other people.
3. I will know where the Chromebook is at all times.
4. I will bring the Chromebook to school each day, fully charged.
5. I will keep food and beverages away from the Chromebook to prevent damaging it with spills.
6. I will not disassemble any part of the Chromebook or attempt any repairs.
7. I will carry the Chromebook in the protective sleeve provided.
8. I will use the Chromebook appropriately meeting all of Marshall County Central Schools expectations.
9. I will not deface or purposely damage the Chromebook in any way.
10. I understand that the Chromebook is subject to inspection at any time without notice and remains the property of Marshall County Central Public Schools.
11. I will follow the policies and procedures outlined in the Chromebook Handbook and the District Technology Acceptable Use Policy.
12. I will report any damages, technical issues, or potential theft of Chromebook to the school immediately.
13. I am aware that I am responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the Chromebook, power cord, and protective sleeve in good working condition to the school at the date expected at the end of the school year.
 - Students who withdraw, transfer, are expelled, or terminate enrollment for any reason must return the Chromebook on the last day of their enrollment. There is no refund of insurance fee.
15. Seniors will receive the option to buy the school Chromebook at end of their senior year.
 - Rate of purchase:
 - Attended MCC 9-12 (three or more years): \$25
 - Attended MCC 9-12 (less than 3 years): \$100

I have read all the policies and guidelines in the MCC Schools Chromebook Handbook. I understand our responsibilities and agree to all stipulations set forth in the MCC Schools Chromebook Handbook, the District Technology Acceptable Use Guide, the Chromebook Insurance Plan, and the student/parent pledge for Chromebook Use. I understand that the district is to be held harmless for any activity conducted with the Chromebook outside of school and it is my responsibility as a parent to monitor that activity.

I allow my child to participate in the MCC Chromebook program.

Student Name: _____ Date: _____

Father/Guardian: _____ Date: _____

Mother/Guardian: _____ Date: _____

**MARSHALL COUNTY CENTRAL SCHOOLS
CHROMEBOOK PROTECTION - INSURANCE PROGRAM**

CHROMEBOOK INSURANCE PLAN

Marshall County Central Schools recognizes that with the implementation of the Chromebooks for grades 9-12 initiative there is a need to protect the investment by both the school District and the families. The Chromebook Insurance Cost is \$50.00 per device and will be due upon receipt of your child's Chromebook. The Chromebook Insurance will be capped at \$125 for families with multiple students. Student qualifying for Reduced Lunch or Free Lunch will receive the insurance for \$25.00 per device.

The Chromebook Insurance will provide insurance coverage for accidental damage (drops/spills), cracked screens, vandalism, fire, flood, natural disasters, and power surges due to lightning. The insurance cost is an annual cost and is non-refundable. Loss or theft of the Chromebook is also covered by insurance but the Chromebook must be declared stolen, a police report must be submitted, and there is a \$200 deductible the student or family must pay.

All insurance claims must be reported to Mrs. Lund (tlund@mccfreeze.org). In cases of theft or other criminal acts, a police report must be filed by the student, parent, or school and a copy must be provided to the insurance company. Again, in case of loss or theft, students/parents are responsible for the insurance deductible if claim is accepted or the total cost of the Chromebook, charger, and case if the claim is not accepted.

Students whose family opt out of the insurance option will not be allowed to take the Chromebook off school property. Those machines must be checked in and out of the Media Center each day.

Intentional Damage

Students/parents are responsible for full payment of intentional damage to Chromebooks. School District Chromebook Insurance DOES NOT cover intentional damage of the Chromebook.

Chromebook Protection Insurance Plan

I have read all the policies and guidelines in the Marshall County Central Schools Chromebook Handbook and understand my responsibilities.

Student Name (print): _____

Parent Name (print): _____

Parent Signature: _____

Grade in School: _____ Date: _____

For Office Use Only:

Amount of payment collected: \$25 \$50 Family Cap Reached

Collected on: _____ Collected by: _____