

Chromebook Unit Contract

For the purposes of this contract, "Unit" refers to the chromebook, chromebook case, and power cord.

1. Financial Requirements

a. Chromebook Insurance Fee

i. **A \$40.00 non-refundable Chromebook insurance fee is required per unit in grades K, 3, 6, and 9 and for all new students (grades K-12)**

1. Units will only be disbursed after the insurance fee has been paid in full.

ii. Upon graduation, seniors will either receive the remaining balance in their Chromebook fee account or the Chromebook issued to them (free and clear).

1. This determination to refund the Chromebook insurance balance or gift the Chromebook to the graduated senior will be determined on a year by year basis.

2. Presidio's IT Support and Services Manager will clear all Chromebooks for graduated seniors so that they are formatted for personal use.

b. Add ons

i. Straps for unit cases are available to purchase for \$5/strap.

2. Insurance Claims

a. \$10 will be deducted from your \$40 Chromebook insurance balance for **each repair of any part** of the unit and/or replacement of the case and/or power cord.

i. Responsible parties have 10 business days to find the missing items without penalty.

ii. After 10 business days, \$10 will be deducted from the Chromebook insurance balance and a replacement item will be issued.

b. The Chromebook insurance balance can fluctuate between \$20-40, but must not be below \$20

i. When the Chromebook insurance balance reaches \$10, the responsible party must bring the Chromebook insurance balance back to \$40.

3. Lost or Stolen

a. Lost or stolen units will violate this contract which will result in the student being responsible for the full replacement value of the unit.

4. Rights and Responsibilities

a. Units are for the exclusive use of the student to whom it is assigned. Units remain the property of Presidio School and will be restricted in manners that are consistent with Presidio School's policies.

1. Any attempt to get around such restrictions could lead to a loss of unit privilege and possible disciplinary action.

ii. Acceptable Use Policy (located in the Student Handbook)

1. Violations and/or serious infractions of student behavior policies may suspend the student's eligibility to use their unit.

2. Presidio reserves the right to lock-down units at any time for concerns about misuse, theft, and/or safety. Should this happen, reactivation may only take place by Presidio School's IT Services and Support Manager.

3. Reactivation necessitates returning the unit to Presidio School.

4. If a locked-down unit is not returned the next school day, it will result in forfeiture of future usage.

a. Any attempt to get around such restrictions could lead to a loss of unit privilege and possible disciplinary action.

5. Students are not to remove, deface, or alter the Presidio identifying stickers, labels, or barcodes in any way, shape or form; nor shall the student change

- identification within the Chromebook Unit, such as the Chromebook Units internalized identification signature.
- iii. Enrollment
 1. Students must be enrolled as full time students at Presidio School in order to be eligible for a unit.
 2. Students who withdraw from Presidio must return the unit in full working condition (no broken/missing parts). Failure to return units will violate this contract which will result in the student being responsible for the full replacement value of the unit
 - iv. Damaged Chromebooks/Unauthorized Repair Attempts
 1. Damaged or malfunctioning units need to be returned to Presidio School IMMEDIATELY.
 2. Attempts to repair the unit by UNAUTHORIZED persons will violate this contract which will result in the student being responsible for the full replacement value of the unit.
 - v. Lost or Stolen
 1. Lost or stolen units will violate this contract which will result in the student being responsible for the full replacement value of the unit.
 2. Faculty will return unattended Chromebook Units to the office.
 - a. 1st Offense for Unattended Chromebook Unit
 - i. Student and guardian will be contacted
 - ii. Student will receive a warning
 - b. 2nd Offense for Unattended Chromebook Unit
 - i. Student and guardian will be contacted
 - ii. Student loses Chromebook privileges for 1 week
 1. Student may check Chromebook in/out for class assignments, but may not take Chromebook home or to AcLab.
 - c. 3rd Offense for Unattended Chromebook Unit
 - i. Student and guardian will be contacted.
 - ii. Student loses Chromebook privileges for the remainder of the quarter.
 1. Student may check Chromebook in/out for class assignments, but may not take Chromebook home or to AcLab.
 - d. 4th Offense for Unattended Chromebook Unit
 - i. Student and guardian will be contacted
 - ii. Student will receive a Behavior Contract
 - vi. Daily Requirements (for in person learning)
 1. Students are required to have their Chromebook Unit with them each day at school.
 - a. If a student forgets his/her Chromebook at home, that student may check out a school Chromebook for the day.
 - i. Students have 3 “check outs” per quarter without penalty.
 - ii. After the 3rd check out, student will not be allowed to check out a school Chromebook. Student’s grades may be indirectly affected.
 2. Students are responsible for keeping their Chromebook Units in secure locations. Chromebook Units must never be left unattended.

- 3. The Chromebook Units should not be left for extended times in places where it will be subject to extreme temperatures or humidity (i.e.: cars, or outside on cold or hot days).
- vii. Return of Chromebook
 - 1. Students will return their unit by Wednesday of the last week of school
 - 2. Students who withdraw from school must return their unit before receiving records, account balances, etc..
- viii. Violations and/or serious infractions of student behavior policies may suspend the student's eligibility to use their unit.
- ix. Reactivation necessitates returning the unit to Presidio School.
- x. If a locked-down unit is not returned the next school day, it will result in forfeiture of future usage.

REQUIRED SIGNATURES

I/We have read this contract and consent to abide by the terms and conditions as prescribed herein.

Student's Name (please print) _____

Grade _____

Student Signature (required) _____

Date _____

Parent/Guardian (please print) _____

Parent/Guardian Signature (required) _____

Date _____

For Office Use Only

_____ payment received

_____ initials of receiver

_____ date of receipt

****This contract shall be in effect for the current school year.****