

# **Troy High High School**

## **Insurance for Chromebooks**

Troy High School is pleased to announce that the Fullerton Joint Union High School District School Board of Trustees and Cabinet have approved the distribution of Chromebooks for each student. This Chromebook will be issued to your child for their use at school and home. We are excited to make this powerful tool available to our students. We also understand that both students and parents are naturally concerned about keeping these tools secure and in good working order.

Like textbooks, team uniforms and other school property issued to your child, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent a cost to the district and consequent liability to students and parents. We have a warranty in place to cover the Chromebooks covered for manufacturing defects, but we know loss and accidents may also happen, even when students take good care of the device. In these instances, district policies, state regulations and practices require a fine be levied to cover the repair or replacement cost of district property. With Chromebooks, the cost of loss or damage is lower than many other technology tools, but it can still be significant.

In response, the district has developed a **voluntary** FJUHSD Insurance Program for Chromebooks as follows:

- Prior to Chromebook distribution, parents make a payment of **\$25** to enroll in the FJUHSD Insurance Program for the current school year. This payment is reduced to **\$10** if a student qualifies for free lunch.
- In the event a student's Chromebook is accidentally damaged, the fine for repair costs (typically between **\$30** and the full **\$350** value of the Chromebook) will be waived, and the Chromebook will be repaired at no cost to the family (the number of covered repairs per year is capped at two). Willful damage will still result in a fine. Damage assessment will be at the sole discretion of the District.
- In the event a Chromebook is lost or stolen, the fine for full replacement valued at **\$350** will be reduced to a **\$40** deductible. Upon payment of this fine (or creation of an approved payment plan), the student will be issued a replacement Chromebook. However, the parent will not be eligible to enroll in the FJUHSD Insurance Program for a second time in the same school year, and will be financially responsible for replacement or repair costs associated with the second Chromebook. **If the Chromebook is stolen off-campus, file a police report within 24 hours and bring a copy to school.**
- If the lost or stolen Chromebook is recovered in good working condition, the fine will be refunded.
- Families who choose to enroll, and have more than two children receiving Chromebooks will only be required to pay for a maximum of two FJUHSD Insurance payments to cover all devices per school year.
- **Exclusions** - The charger, and any other peripherals issued with the Chromebook are NOT covered by the FJUHSD Insurance Program. If these items are lost or damaged, a fine will be issued for replacement cost. An equivalent replacement item may be accepted in lieu of the fine at the sole discretion of Fullerton Joint Union High School District representatives.
- If a family leaves the District, but does not return the Chromebook, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts will apply. Law enforcement may be involved for the purpose of recovering district property.

**If you choose not to enroll in the FJUHSD Insurance Program, you will be financially responsible for the full cost for repair or replacement of the Chromebook.**

# Troy High School

## FJUHSD INSURANCE FOR CHROMEBOOKS ENROLLMENT FORM

Yes, I would like to participate in the FJUHSD Insurance Program for Chromebooks. I understand this is a voluntary program which will reduce the fines and replacement cost that I may be subject to if the Chromebook on loan to my student is damaged, lost, or stolen.

No, I would like to waive my option to purchase chromebook insurance through the school.

### PAYMENT SELECTION:

The standard payment to enroll in FJUHSD insurance is \$25 per school year for each child in a household. This amount is reduced for students on free lunch. Please select the payment amount below. Your receipt is proof of insurance, and will be required to file a claim. Please make checks payable to Troy High School:

Standard Payment - \$25.00 per year  
*(Cash, Check to Troy High School or Credit Card Online)*

Reduced Payment- \$10 per year- (currently eligible for free lunch)  
*(Cash, Check to Troy High School or Credit Card Online)*

I have already made FJUHSD insurance payments for two other students in my household- \$0.00  
(list students already enrolled)

**Name:**

**ID #:**

**Name:**

**ID #:**

I certify that the information provided above concerning free lunch or payments for the other children is true and correct. (This information will be verified by district staff in accordance with federal law.)

I have read and understand the rules and financial responsibilities of the FJUHSD Insurance Program for Chromebooks. I agree to all terms and conditions of the program and voluntarily enroll my student(s) for the current school year.

**If you DO NOT pay for insurance before checking out a Chromebook, you agree to be financially responsible for all fines or the full replacement cost associated with the loss or damage of the Chromebook while checked out to your child.**

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
ID #

**PURPOSE:** Fullerton Joint Union School District (FJUHSD) may provide and assign students a Chromebook for use at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement provides guidelines and information about expectations for students and families who are being issued these one-to-one (1:1) devices. In addition to this agreement, the use of district-provided technology also requires students to abide by the Student Code of Conduct and all policies related to technology acceptable use.

Our expectation is students will responsibly use District technology and network resources. We also expect students will keep their District-issued devices safe, secure and in good working order. This agreement includes the following specific responsibilities and restrictions.

**MANDATORY FORM – MUST BE RETURNED BEFORE CHROMEBOOK CAN BE ISSUED**

**RESPONSIBILITIES - The student will:**

1. Bring their Chromebook to school each day with a full charge.
2. Communicate responsibly and ethically using school appropriate language, speech and images.
3. Report any instance of cyberbullying, personal attacks or threats toward anyone made to school personnel.
4. Follow copyright laws and fair use, and proper care guidelines.
5. Upon request, make the Chromebook available for inspection by any administrator or teacher.
6. Understand all electronic communication, activities and files accessed on District technology or networks are not private and may be viewed, monitored or archived by the District at any time.
7. Students will use their Chromebook during class time for academic purposes only.
8. Students will only use FJUHSD wireless network connections at school and will not connect to any cellular network or non-district wireless access point while at school.

**RESTRICTIONS - The student will not:**

1. Mark, deface, or place non-removeable stickers on the Chromebook.
2. Reveal/post identifying personal information, files or communications to unknown persons through email or other
3. Bypass or otherwise change the Internet filtering software, device settings, or network configurations.
4. Tamper with hardware or software, attempt unauthorized entry into and/or vandalize or destroy the computer or computer files.
5. Attempt to locate, view, share, or store any materials that are unacceptable in the school setting. This includes but is not limited to pornographic, obscene, graphically violent, racist, or vulgar images, sounds, music, language, video or other material that violates District policies, procedures, guidelines or student codes of conduct. The criteria for acceptability is demonstrated in the types of material made available to students by staff and the school media center.

**I also understand that it is impossible for the Fullerton Joint Union High School District to restrict access to all controversial or inappropriate materials, and I will not hold the District responsible for materials acquired at school or at home. I understand that I am responsible for any fees/fines for inappropriate use of District provided Wi-Fi. Student 1:1 devices, in compliance with Federal Law, are configured so Internet content is filtered at all schools within FJUHSD. When students are using the device off school grounds, FJUHSD will not be able to monitor student use.**

By signing this agreement, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of FJUHSD technology. You understand should you fail to honor all the terms of this agreement, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Student misuse will be subject to disciplinary action outlined in the FJUHSD Student Code of Conduct.

As the parent/guardian, my signature indicates I have read and understand this Responsible Use and Safety Agreement, and give my permission for my child to have access to and use District-issued technology.



\_\_\_\_\_

**Print Parent/Guardian Name**

**Signature**

**Date**

As the student, my signature indicates I have read or had explained to me and understand this Responsible Use and Safety Agreement and accept responsibility to abide by the terms and conditions outlined.



\_\_\_\_\_

**Print Student Name**

**Signature**

**Date**

# **Troy High High School**

## **Proper Care and Handling of Chromebooks**

### **Protect Your Chromebook!**

You are strongly encouraged to use a case as added protection for your Chromebook.

### **Charging**

Troy High School's Charging Policy is that all students must bring their Chromebook to school each day with a full charge.

### **Heat**

The bottom of your Chromebook is a cooling surface; it needs proper airflow to perform properly. Keep your Chromebook well ventilated.

### **Gravity**

Don't drop them. This can break the hinge, latch, or worse. Keep your Chromebook away from the edges of tables and desks.

### **Liquids**

Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily. Always put water bottles or any other liquids on the floor while using.

### **The Screen**

Your Chromebook's LCD Display is a very expensive component, and physical damage to it is not covered by warranty. If you drop your Chromebook or slam the lid shut, it may crack. Make sure you don't have anything between the screen and keyboard as you close the case such as a pencil. Don't place items on top of your Chromebook as the weight can cause damage to the screen. Always keep magnetic devices away from your Chromebook.

### **Keep It Clean**

Don't use your Chromebook while you eat. Make sure your hands are clean when using your Chromebook. To clean, shutdown your Chromebook and disconnect the charger. Use a damp, soft, lint-free cloth to clean the computer's exterior and screen. Avoid getting moisture in any openings. Do not spray liquid directly on the computer. Don't use aerosol sprays, solvents, or abrasives. **DO NOT PERMANENTLY MARK YOUR DEVICE IN ANY WAY! VIOLATION OF THIS POLICY WILL RESULT IN A FINE.**

### **Proper Way to Carry Your Chromebook**

Be sure to use both hands if you are moving your Chromebook. Never lift or carry by the screen as you can either break the screen or damage the hinge. It is safer to close the Chromebook before moving.

### **Authorized Users**

The school Chromebook is assigned to you for your use alone. Please don't allow others to use your device. Remember you are responsible for any damage or misuse.

### **Keep Your Chromebook Secure**

Please keep Chromebook in a secure area when not in use. Do not leave your Chromebook sitting in an empty classroom or any other area without adult supervision.

### **Malfunctions/Repairs Needed**

Under no circumstances should you attempt to repair your Chromebook. Touching the wrong components may not only damage the computer and may seriously hurt you. Report the failure to your teacher.

### **Returning Your Chromebook**

You may keep the Chromebook the entire time you are enrolled at Troy including through the summer. You may return the chromebook for the summers but you will not receive the exact same chromebook when check another out for the school year. When you graduate, transfer, or disenroll from Troy, you are expected to return the Chromebook.