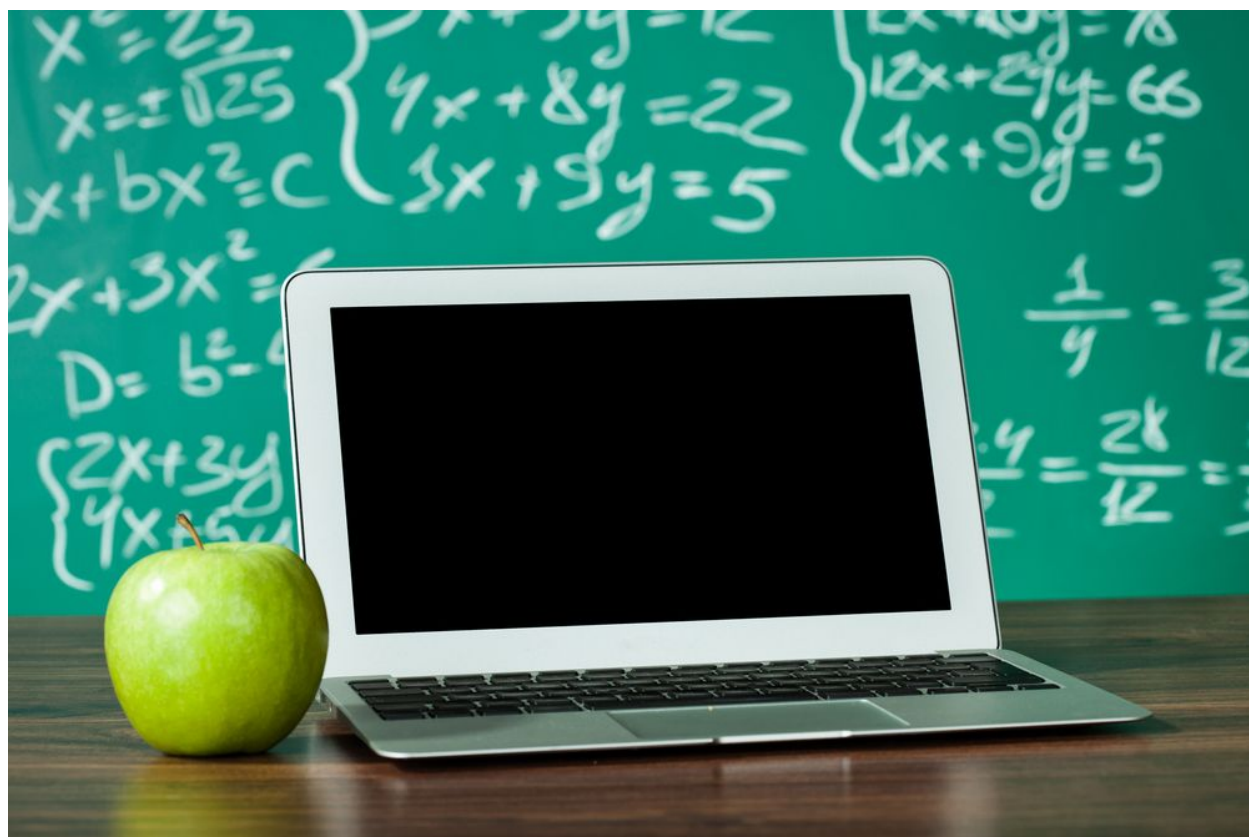# Chillicothe R-II School District

Chromebook Policy and Usage Handbook
Chillicothe High School
_____

2017-2018

Our Mission:

The Chillicothe R-II School District's goal is to provide students in grades 6-12 personal, portable devices to ensure that all students have access to curriculum and tools to develop the skills necessary to be successful in a global society. The mission of the 1:1 program is to personalize learning and establish instructional learning environments that support individualized instruction in classrooms and continued learning at home.

Prior to the 1:1 initiative, the Chillicothe R-II Technology Department reviewed the infrastructure and increased bandwidth in each building. In addition, all teachers were issued a Chromebook and provided training on the use and integration of Chromebooks in their classrooms. Google for Education was implemented in 2011 for use by faculty and administration and 2015 for use by students.

The policies, procedures, and information within this document apply to all devices used at Chillicothe R-II School District by students through our 1:1 initiative.

Chillicothe R-II School District retains sole right of possession of the Chromebook. Chillicothe R-II School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Chillicothe R-II administrative staff and faculty retain the right to log, supervise, access, view, monitor, record, collect and/or inspect Chromebooks at any time for any reason related to the operation of the school , including via electronic remote access and to alter, add or delete installed software or hardware. By using a Chromebook, users agree to such access, monitoring, and recording of their use.

1. <u>**Chromebook Check In and Check Out**</u>

Receiving Your Chromebook:
All parents/guardians are required to watch the orientation video/presentation during registration and sign the Chillicothe R-ll School District Chromebook Agreement before a Chromebook will be issued to their student. Orientation will be offered during student registration prior to the fall semester in order to distribute devices to students the first week of school.

Parents and students must sign and return the following documents before a device can be issued to a student:
1. District Acceptable Use Policy
2. Email User Agreement-return or complete online
3. Chromebook Responsibility Agreement
4. Insurance Agreement-return or complete online

Transfer/New Student Distribution:
All transfer/new students must participate in a school orientation on campus and parents must watch the orientation video and sign the Chillicothe R-II School District Chromebook Agreement before a Chromebook will be issued to the new/transfer student.

Parents and students must review and return the following documents before a device can be issued to a transfer/new student:
1. District Acceptable Use Policy
2. Email User Agreement-return or complete online
3. Chromebook Responsibility Agreement
4. Insurance Agreement-return or complete online

Asset Tags and Logos:
All Chromebooks and chargers will be labeled with a school asset tag and Chillicothe R-II School Logo. Asset tags and logos may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook and/or charger for tampering with a school asset tag or logo or for turning in a Chromebook and/or charger without the assigned school asset tag or logo.

Chromebook Identification Records:
The school maintains a log of all Chromebooks and assigned asset tag numbers, which includes the Chromebook serial number, Chromebook asset tag code, charger asset tag code, and the name and ID number of the student assigned to the device/charger. Each student will be assigned the same Chromebook and charger for the duration of his/her time at Chillicothe R-II School District.Therefore, it is essential that each student maintains and cares for his/her assigned device and charger appropriately.

Returning the Chromebook and Charger:
Before last week of school at the end of the school year, all students will turn in their Chromebooks and all peripherals and charger. If a student fails to return the device at the end of the school year or upon termination of enrollment, the student or parent will be responsible for paying full replacement costs for the device and charger. Any loss or damage to a Chromebook or charger is the responsibility of the student and will be handled in a manner consistent with the school policy.

2. Chromebook Care
Students are responsible for the general care of the Chromebook they have been issued by the school. The school district will offer training on general device care tips. These care tips will also be available on the school website for students and parents to view.

Chromebooks that are broken or fail to work properly should be taken to the Library Media Specialist in the Chillicothe High School Library Media Center for troubleshooting assistance, device repair, or replacement checkout. Students who are issued a replacement device will be allowed to take the replacement device home until their device is repaired and returned to the students.

School issued devices should NEVER be taken to an outside vendor for repairs.

General Precautions:
1. The Chromebook is school property and all users will follow this policy and the Chillicothe R-II School District acceptable use policy for technology.
2. Only use a clean, soft cloth to clean the screen (do not use liquid or cleansers of any type).
3. Cord and cables must be inserted carefully in the device to prevent damage.
4. Chromebooks and cases must remain free of any writing, drawing, or other unacceptable markings. School issued only vinyl stickers may be allowed.
5. The Chromebook should always be locked or supervised directly by the student to whom it is assigned. For instance, the Chromebook should never be left in an unlocked locker or any unsecured area. Vehicles are not a good storage place either due to temperature control measures.
6. No food or drink should be next to the Chromebook.
7. Students are responsible for keeping their devices charged for school each day.

Carrying Your Chromebook:
The protective cases provided with our Chromebooks will protect the devices from normal usage wear. The guidelines below should be followed:
1. The Chromebook should always be within the protective case provided by the district.
2. No other items should be stored or carried within the Chromebook case to avoid screen breakage.
3. Never store or transport your Chromebook with the power cord plugged into it.

4. Vents cannot be covered.
5. Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

Screen Care:
Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
1. Do not lean on the top of the device when it is closed.
2. Do not place anything near the Chromebook that could put pressure on the screen. This includes placing an object (pens, pencils, etc.) on the keyboard before closing the lid.
3. Do not place any objects or materials in the carrying case that will press against the cover.
4. Clean the screen with a soft, dry cloth.

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

Chromebooks Left at Home:
If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their device present. Students who forget to bring their Chromebook are able to obtain a Chromebook for checkout from the school library as available or phone home to have their device brought to them. These loaner devices can only be checked out for the day and must be returned to the school library at the end of the day. **These devices are not to be taken home. Leaving a Chromebook at home for three or more times will result in a conference with an administrator.**

Charging Your Chromebook:
ALL CHROMEBOOKS MUST BE BROUGHT TO SCHOOL EACH DAY FULLY CHARGED! STUDENTS NEED TO CHARGE THEIR DEVICES AT HOME EACH EVENING!

Chillicothe High School has charging stations available to students in the cafeteria and in the Library Media Center for before school and after school use. Students may not go to teachers' rooms before school to charge a device.

Wallpapers, Screensavers, Themes and Background Photos:
Inappropriate media may not be used as a wallpaper, screensaver, theme, or background photo. The presence of guns, weapons, pornographic material, inappropriate language, alcohol, drug, or gang related symbols and pictures will result in disciplinary actions.

Sound on Your Chromebook:
The sound on your Chromebook must be muted at all times unless permissions is obtained from the teacher for instructional purposes. **You will be required to bring in your own earbuds for programs and materials that are required with sound.** Headphone/earbud use at other times is at the discretion of the teacher.

Printing From Your Chromebook:
Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished at home or with the assistance of a staff member. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: http://www.google.com/cloudprint/learn/.

School Internet Access:
The Chillicothe R-II School District will provide filtered wi-fi access to all district assigned student Chromebooks. No personal student hotspots, including using a mobile device as a hotspot will be allowed for wi-fi connection while on school grounds.

Home Internet Access:
Students are allowed to set up wireless networks on their district assigned Chromebook. This will assist them with device use while at home. **Students are NOT required to have wireless access at home as much of the work required for school can be accessed offline as well.**

4. Using Your Chromebook Outside of School
Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used without an Internet connection. Students are bound by the Chillicothe R-II School District Acceptable Use Policy, Administrative Procedure, and all other guidelines in this document wherever they use their Chromebooks.

5. Managing Your Files and Saving Your Work
The majority of student work will be saved in Google Drive or Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. You are also allowed to use the offline features in Google Drive and sync documents to your Drive account when you have WiFi access.

6. Content Filtering
The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Parents/guardians are responsible for filtering and monitoring any Internet connection students receive that is not provided by the school and when using their Google Accounts at home.

7. <u>Software on Chromebooks</u>
The software and applications installed by the Chillicothe R-II school District must remain on the device in usable condition and be easily accessible at all times.The licenses for this software require that the software be deleted from the device at the end of the year. From time to time the district may add software or applications for use in a particular class. Students are responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Chillicothe School District technology staff. Chromebooks and accounts will periodically be checked to make sure students are incompliance. From time to time students may be asked to update and sync to newest versions of district deployed software and apps. The Chromebook operating system, Chrome OS, updates itself automatically. Students to not manually update their Chromebooks. Users of Chillicothe School District technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications or devices and are given no guarantees that data will be retained or destroyed. Virus protection is not necessary. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

Additional Software:
Students are NOT ALLOWED to load extra software, games, operating systems, or other programs to their Chromebooks. The Chillicothe R-II District will manage the Chromebooks so they contain the necessary applications for educational purposes. Students will be asked to sign in on District issued devices using only the account provided by the Chillicothe R-II School District. If technical difficulties occur or non approved software and applications are installed, the Chromebook will be restored to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to this re-imaging process. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, Computer Crimes, etc. will result in criminal prosecution or disciplinary action by the District.

Inspection of Devices:
Students may be selected at random to provide their Chromebook for inspections. The device is property of the Chillicothe R-II School District, and any staff member may confiscate any Chromebook or other district owned device at any time for any purpose. Any student who clears a browser's history is admitting to guilt or fault. These rules apply to all use of the device, including use outside of Chillicothe High School.

8. <u>Acceptable Use Policies and Procedures</u>
The use of Chillicothe R-II School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Chillicothe R-II School District is not allowed by anyone outside the district. This privilege also terminates when a student is no

longer enrolled in the chillicothe R-II School District. This policy is provided to make sure all users are aware of the responsibilities associated with ethical and lawful use of technology. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary actions shall be applied. The Chillicothe R-II School District Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable law enforcement agencies may be involved.

Parent/Guardian Responsibilities:
- Talk to your students about values and standards that your students should follow while using technology and the internet, just as you do on the use of all other media sources.
- Should you want your student to opt out of taking a Chromebook home, you will need to sign a form indicating this and understand that your student is still responsible for meeting all course requirements.

School Responsibilities:
- Provide Internet access at school and provide individual Google Apps for Education accounts to its students.
- Provide internet filtering on district networks.
- Immediately report and inappropriate digital content to building principal.
- Provide network data storage options; however, Chillicothe R-II School District reserves the right to review, monitor, and restrict information stored on or transmitted via Chillicothe R-II school District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in the use of the device and help ensure student compliance of the acceptable use policy.

Student Responsibilities:
- Use technology in an ethical and responsible manner.
- Adhere to the Chillicothe R-II School Acceptable Use Policy
- Use all school resources in an appropriate manner so as not to damage school property. This damage includes but is not limited to the loss of data resulting from misuse or service interruptions caused by the student's own negligence. Use of any information obtained by Chillicothe R-II School District's Internet System is at your own risk. The Chillicothe R-II School District specifically denies and responsibility for the accuracy or quality of information obtained through its service.
- Help the Chillicothe R-II School District protect our computer system by contacting any staff member about any security problems they may encounter.
- Monitor all activity on their Google Apps accounts and or device.
- Students should always secure their Chromebook and Google Apps account by logging off after use and putting Chromebook in protective wear provided by the district.

- Return the Chromebook at the end of the year, not doing so will result in a charge to student school accounts until returned, and/or potential criminal infraction.
- Students who withdraw, are suspended or expelled, or terminate enrollment in the Chillicothe R-II School District for any other reason must return their individual device, protective case, and charger on the date of termination.

Activities that are Strictly Prohibited:
- Illegal installation or transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any action that violates existing Board policy or public law.
- Use of outside data disks (including flash drives) or external attachments.
- Spamming by sending mass or inappropriate emails.
- Gaining access to other students accounts, files, and/or data.
- Use of the schools internet and email accounts for financial or commercial gain for any illegal activity.
- Students are NOT allowed to give out personal information over the internet-with the exception of teacher directed instances.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypass the Chillicothe R-II School District web filter through a web proxy filter.

9. <u>Bring Your Own Technology</u>
With classroom teacher and administrator approval, students may use their own devices in the classroom to access, interact, and save information from the Internet, communicate with other learners, and productively use tools to create assignments. For those who bring their own devices, Chillicothe R-II will provide access to the Internet via Chillicothe R-II local area network.
- To be granted access, students must sign in using the BYOT wireless network with a login created by the district.
- Students must also accept the Terms and Conditions of the Chillicothe R-II school District Technology Acceptable Use Policy (AUP).
- By accepting the Terms and Conditions, users will be expected to uphold the contents of the AUP as well as Student Code of Conduct on their own devices while on Chillicothe School District property.
- Additionally, in compliance with the Children's Internet Protection Act (CIPA), Chillicothe R-II School District will filter all content for users connected to CR-II's network. While the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access.

The district believes, however, that the availability and value of the Internet and email far outweighs the possibility that users may procure inappropriate or offensive material. It will be the student's responsibility to follow the rules for acceptable and responsible use. Access to the Chillicothe R-II Schools network is a privilege, not a right. Administrators and faculty may review files and messages to maintain system integrity and ensure that all users are acting responsibly.

BYOT Student Code of Conduct:
- Students must login and use the Chillicothe R-II Schools filtered wireless network.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must adhere to all laws and statutes related to issues of copyright as to not infringe by accessing, transmitting, copying, or creating material that is unauthorized.
- Students must not waste or abuse school resources through unauthorized system use. This includes but is not limited to playing online games, downloading music, or streaming videos.
- Student must not alter computers, networks, printers, or other school district equipment. Technology, including electronic communication, should be used for appropriate educational purposes ONLY and should be consistent with the educational objectives of the Chillicothe R-II School District.
- Students must not release personal information on the Internet or via any electronic communication. Personal login information should not be shared with any other student nor should any attempt be made to access another student or staff member's account.
- Students must behave ethically and responsibly at all times while accessing the district's technology resources. If a student finds an inappropriate site or image, he or she must immediately report threatening or offensive material.

BYOT Theft, Loss or Damage:
Chillicothe R-II school District, or any employee of the district, is not liable or responsible for any theft, damage, or loss of any non-district device or the information on any such device. It is the responsibility of the owner of the device to ensure that the device is safe and secure.

BYOT Communication/Data Plan Fees:
Chillicothe R-II School District is not responsible for any fees associated with using any personal devices. All fees and charges related to texting or Internet use on any student-owned device is the sole responsibility of the owner.

BYOT Common Guidelines and Expectations:
Each classroom teacher will choose whether or not mobile devices will be used within their classroom on a day to day basis, depending on the instructional practices being used. Each teacher will be responsible for communicating expectations for mobile device usage regarding their classroom, just as they would with any other classroom expectation. All mobile devices being used in the classroom must be muted and on silent mode during school hours. In the classroom, students will place all handheld devices being used face down on top of their desk or

table in clear view. Devices not on tabletops will not be allowed to be used for any purpose during that class period. Recording audio, video, or photographic images without the subject's permission is not allowed in any area of the school. These actions alone can be a violation of state and federal law. Distributing such recordings can lead to further legal action.

BYOT Devices:
Technologies in the BYOT program include tablets such as iPad and Android tablets with a 7"in screen or larger, laptops of any variety that connect via wi-fi, e-readers such as Kindle and Nook, etc. Cell phones are not permitted as a Bring Your Own Technology!

10. <u>Copyright and File Sharing</u>
Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Ignorance of these laws is not immunity. If you are unsure, ask a teacher or parent. Downloading, sharing, and posting online illegally obtained media is against the Chillicothe R-II School District Acceptable Use Policy.

11. <u>Digital Citizenship Appropriate Uses and Digital Citizenship</u>
While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself.** I will show respect for myself through my actions. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life I post as it is public. I will not be obscene. I will act with integrity.

- **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, or harass people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

- **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. I will request to use the software and media others produce. I will

purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

12. <u>Repairs:</u>

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for through an insurance policy. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device

Damage to a student's Chromebook should be reported immediately to the CHS Library Media Specialist in the Library Media Center via [Chromebook Tech Help Link.](#) At that time the Help Desk will evaluate the damage and create a ticket for repair. Parents will be notified in writing via mail or email upon submission of an insurance claim.

Loaner Chromebooks may be issued from the Library Media Center to students when they leave their Chromebook for repairs as available. Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen. All loaner Chromebooks must be returned to the Library Media Center as soon as student device is repaired and returned.

13. <u>Chromebook Insurance Protection;</u>

This insurance provides protection against breakage, damages, loss, and theft, and is mandatory. The cost per device is $20.00 annually and covers one claim in full for accidental damage or breakage of any Chromebook parts. The second claim within a school year will require a $50.00 deductible. Payment of each deductible is required before the unit will be repaired. Subsequent claims beyond the second claim within the school year will be the full replacement cost to the student. Insurance Protection must be paid in full before the first claim can be processed. Insurance will not be offered after breakage or damages have occurred. Prorated insurance reimbursement will be given for students who move out of district at a rate of $10. Reimbursement shall not exceed $10 at any time.

Current Chromebook Replacement Costs
Replacement Costs are Subject to Change

Item	Replacement Cost
Chromebook (Includes device and management software)	$230
Charger/Power adapter	$40
Screen	$50
Keyboard/touchpad	$45
Main System Board	$125
Carrying Case	$35
Asset Tag	$5
Full Replacement Cost	**$270**

Chromebook Responsibility Agreement

I.   Family Responsibilities
- Talk to your students about values and standards when using the Internet and other media sources such as television, cell phones, movies, and radio.
- Acknowledge that you have read and understand the procedures outlined in the Chillicothe School District Chromebook Handbook. (Handbook is available on the Chillicothe R-II School District website)
- Chromebook Insurance Protection
  > This insurance provides protection against breakage, damages, loss and theft, and is mandatory for students. The cost per device is $20.00 annually and covers one claim in full for accidental damage or breakage of any Chromebook parts. The second claim within a school year will require a $50.00 deductible. Payment of the deductible is required before the unit will be repaired. Subsequent claims beyond the second claim within the school year will be the full replacement cost to the student. Insurance Protection must be paid in full before the first claim can be processed. Insurance will not be offered after breakage or damages have occurred. Prorated insurance reimbursement will be given for students who move out of district at a rate of $10. Reimbursement shall not exceed $10 at any time.

Annual is determined to be the first of school year distribution until the end of the regular school year. If you need financial assistance to help cover the cost of the $20.00 insurance fee, you may apply for a scholarship in the Chillicothe High School office.

Current Chromebook Replacement Costs
*Replacement Costs are Subject to Change

Item	Replacement Cost
Chromebook (Includes device and management software)	$230
Charger/Power adapter	$40
Screen	$50
Keyboard/touchpad	$45
Main System Board	$125
Carrying case	$35
Asset tag	$5
Full Replacement Cost	**$270**

II. Student Responsibilities

- Signing and Abiding by Chillicothe R-II School District Acceptable Use Agreement and Email Agreement
- Charging their Chromebook nightly and bringing it to school daily
- Attending each class with their Chromebook, earbuds and school issued protective case
- Logging in under their assigned username and password and not sharing their passwords with others
- Using proper care and maintenance of the Chromebook
- Report any Chromebook damage or technical issues to the school technology Help Desk in a timely manner
- Using the Chromebook in a responsible and ethical manner
- Obeying general school rules concerning behavior and communication that apply to computer usage
- Monitoring all activity on their accounts and Chromebooks
- Students should always log off all applications on their Chromebook after they are finished working to protect their work, information, and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning the school issued Chromebook and protective case at the end of the school year
- Students who withdraw, are suspended or expelled, or terminate enrollment in the Chillicothe School District for any reason, must return their individual school issued Chromebook and protective case on the date of termination.

III. Community Responsibilities

- The community of Chillicothe supports the growth of technology in our schools by allowing students open access to wi-fi at the Livingston County Library and other business for the sake of educational purposes. The list of local businesses provided have open wi-fi for use for students:

    Livingston County Library
    McDonalds
    Zito Media-hotspots for subscribers only
    YMCA

1:1 Chromebook
Insurance Protection Enrollment Form

Chromebook Insurance Protection Enrollment provides protection against breakage, damages, loss and theft, and is mandatory for students. The Insurance Protection cost per device is **$20.00 per regular school year** and covers one claim in full for accidental damage or breakage of any Chromebook parts. The second claim within a school year will require a $50.00 deductible. Payment of each deductible is required before the unit will be repaired. Subsequent claims beyond the second claim within the school year will be the full replacement cost to the student to the student. Insurance Protection must be paid in full before the first claim can be processed. Insurance will not be offered after breakage or damages have occurred. Prorated insurance reimbursement will be given for students who move out of district at a rate of $10. Reimbursement shall not exceed $10 at any time.

Current Chromebook Replacement Costs

Item	Replacement Cost
Chromebook (Includes device and management software)	$230
Charger/Power adapter	$40
Screen	$50
Keyboard/touchpad	$45
Main System Board	$125
Carrying case	$35
Asset tag	$5
Full Replacement Cost	**$270**

I acknowledge that I have read, understand and agree to all the terms outlined on this form and **CHOOSE TO ENROLL** in the Chromebook Insurance Protection. (Please return this form and payment to the School Office)

Parent Signature_____

**If you need financial assistance to help cover the cost of the $20.00 insurance fee, you may apply for a scholarship in the Chillicothe High School or Chillicothe Middle School office.