



## **2020-21 Parent and Student Home Use Agreement: DaVinci Academy Chromebook Use**

### **Goal: Expand Digital Learning Opportunities**

The goal of our project is to improve student achievement by personalizing learning and increasing students' ownership of their learning. This document outlines an agreement between Davinci Academy of Arts and Science, parents, and students for the care and instructional use of the Chromebook.

### **Educational Resources on the Chromebook**

The Chromebook is managed by Google GSuite for Education. Along with a login for the device, Google Apps provides online tools for collaborating, writing, calculating, presenting, drawing, and many other applications. Your child may use these tools for a variety of purposes in classroom assignments. Google Apps can also be accessed with other devices or computers with an Internet connection.

### **Accessing the Internet at Home**

The Chromebook is a web-based device. While some documents created at school may be edited offline at home, Internet access is important for full functionality.

### **Care and Maintenance**

Students are responsible for the general care of their Chromebook. Chromebooks are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat the Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebook in a secure place, out of sight.
- Be gentle with the screen, keyboard, trackpad, and ports.
- Do not close the Chromebook with anything on the keyboard like a pencil or pen.
- Do not add stickers or markings to the Chromebook.
- Do not eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not take the Chromebook apart or make changes to the hardware or system software.
- Do not lend the Chromebook to anyone.
- Report any damage to your teacher immediately.

### **Chromebook Protection Plan - Damage**

DaVinci Academy recognizes that with the distribution of home learning devices for distance learning purposes there is a need to protect the investment by both the District and the Family. For this reason, we are offering a Chromebook Protection Plan for the 2020-21 school year. The participation cost for those opting to enroll in the Chromebook Protection Plan is \$35 per person. Payment is due within the first 24 hours of receiving your Chromebook. The Chromebook Protection Plan will have a family maximum cap based upon the enrollment of two students for families with multiple students. Enrollment in the Chromebook Protection Plan coverage will be provided by the school district for families that qualify for free and reduced priced lunch.

The Chromebook Protection Plan provides coverage for non-warranty repairs, accidental damage (drops/spills), cracked screens, power surges, theft (with filed police report), vandalism by others, fire, flood, and other natural disasters. The \$35 fee payment is non-refundable. This annual coverage begins upon receipt of payment and ends

at the conclusion of the regular school year. Log on to the Infinite Campus Parent Portal to pay for the coverage online under “Fees”. The Chromebook Protection Plan does not cover lost Chromebooks, intentional damage –OR– stolen, lost, or damaged charging cords.

Cost for replacement of Chromebook accessories:

- Charging cord: \$15
- Cracked or broken screen: \$50
- Chromebook replacement cost: \$300

The Chromebook Protection Plan does not have a co-payment deductible repair/replacement fee for the first instance of damage, non-warranty repair, or claim within the academic year. However, a co-payment deductible repair/replacement fee is required for multiple instances or claims made during the same period of coverage.

Chromebook Protection Plan Repair/Replacement Fee Deductible Schedule:

- 1st damage/repair claim: \$0
- 2nd damage/repair claim: \$150
- Additional damage/repair claims: Full cost of repair or replacement of Chromebook and cord up to \$300.

All Chromebook Protection Plan claims must be reported to the Main Office of your child’s school. In cases of theft or other criminal acts, a police report, or fire report in the case of fire, **MUST** be filed by the student or parent for the protection coverage to be utilized. A copy of the police/fire report must be provided to the Executive Director’s office.

Families who waive the Chromebook Protection Plan option will be held responsible for ALL damage to their Chromebook including, but not limited to: non-warranty repairs, broken screens, cracked or damaged casings or components, damaged ports or buttons, inoperability from jailbreaking, etc. Stolen or lost Chromebooks or accessories such as cases, cables, and power adapters will be charged the actual replacement cost.

## **Responsible Use**

Digital citizenship is an essential 21st century skill. During the school year, teachers will be reviewing appropriate online behavior and acceptable use of resources. It is important to maintain family dialogue about educational, recreational, and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. **Remember Chromebook use is monitored.**

**Here are a few tips:**

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your student to focus on completing tasks and assignments before any recreational activities.
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyberbullying--encourage him/her to be kind and to communicate clearly online.
- Advise your child that anything they post, text, or upload may be forwarded, copied, and published to anyone--including future education admissions offices and employers.
- Only registered DaVinci Academy users will be able to log in to the Chromebook, and all usage can be monitored.

## 2020-21 Parent and Student Use Agreement: Chromebook

*\*This form must be signed by Parent in order to receive a Chromebook*

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

### **DaVinci Academy agrees to:**

- Provide a Chromebook for each student, including a loaner device if a Chromebook needs repairs.
- Provide filtered Internet access on the Chromebook.
- Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.

### **The Student agrees to:**

- Take good care of the Chromebook in all locations.
- Bring the Chromebook to school every day, fully charged.
- Be a responsible digital citizen.
- Be gentle with the screen, keyboard, trackpad, and ports.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Report any damage or loss, whatever the cause, to your teacher as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Do NOT take the Chromebook apart or make changes to the hardware or system software.
- Return the Chromebook and cord to DaVinci Academy at the end of each school year. Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.

### **Parents/Guardians agree to:**

- Ensure your student understands appropriate care of the Chromebook in all locations.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate police department.
- Check that your child has the Chromebook in the approved case (where applicable) at all times. Damage incurred as a result of no case on the Chromebook will not be covered by the Chromebook Protection Plan.

\_\_\_\_ I agree to enroll in the Chromebook Protection Plan and pay DaVinci Academy the \$35 non-refundable fee. (\*Log in to your Infinite Campus Parent Portal to pay online under "Fees".)

\_\_\_\_ I decline enrollment in the Chromebook Protection Plan and agree to cover the cost of any damage to the Chromebook while in my possession.

Parent Name: (Please Print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_