

## **Dale High School 1:1 Handbook**

This contract handbook has been developed for students and families attending Dale High School who participate in the One to One Chromebook Initiative. This is part of the Dale High School Board's goal to initiate e-learning in the Dale High School District. This e-learning initiative will allow access to textbooks and related materials through the use of technology. The district will loan a Chromebook, power cord and cover to each student for the duration of the school year per the chromebook policy. The student is expected to maintain the device and use it as required by the Dale School Board of Education and the teachers to improve learning opportunities and experiences. The following pages outline the district's expectations for safe and effective use of the Chromebooks through this initiative. Students and parents/guardians are responsible for reading and implementing all the policies found in this contract..

### **Chromebook Checklist**

1. Chromebooks are the property of Dale High School and are to be used ONLY for school related work. School related work refers to any assignments made by the students' teachers including but not limited to homework, research, projects, Powerpoints, etc.
2. Chromebooks are loaned to each student upon the completion of the attached contract page being signed and returned.
3. Students are to comply with all rules, policies, and expectations at all times to retain eligibility to borrow a Chromebook for school use and work.
4. The loaned Chromebook is subject to monitoring of use and the search of contents at any time, thus there can be no expectation of privacy.
5. As stated in the DHS Board Policies, compliance with the Acceptable Use Policy (AUP) is required of all students.
6. Students/parents/guardians assume and accept full responsibility for the safety, security, use, and care of the borrowed chromebook, power cord, and assigned case.
7. Lost, stolen and/or broken Chromebooks, power cords and assigned cases must be reported to the proper authorities including personal insurance and school personnel within 24 hours. The student may be financially responsible for the cost of replacing the borrowed Chromebook and accessories in a timely manner.
8. A user's right to use and possess the borrowed Chromebook terminates no later than the last day of the stated school year unless terminated earlier by DHS for non compliance of rules or withdrawal from actively attending Dale High School.
9. Students are REQUIRED to take the Chromebook to each class each day with a fully charged battery. It is the student's responsibility to charge the Chromebook each night. Failure to charge the Chromebook will result in the student being unable to participate fully in all daily educational opportunities.
10. Users must respect the intellectual property rights of others by crediting sources and following all copyright laws.
11. Students are to treat this equipment with as much care as if you had purchased it with your own money.
12. The Chromebook is borrowed/loaned and must not be changed in any way including the outside case appearance as well as the operating systems. No personalization is allowed.

13. No one but the assigned student is allowed to use the Chromebook. The Chromebook is on loan to a specific student for school work only. The Chromebook and assigned accessories must remain in the possession of the assigned student at all times.

14. Identifying tags including the serial number tag and DHS asset tags must remain undisturbed on the Chromebook. DHS schools keep records and inventory of all Chromebooks and accessories each year.

15. Each student is responsible for the specific items loaned to him or her.

16. If a student's Chromebook is confiscated for inappropriate use, students will be given the opportunity to keep up with their work. Teachers will work with the students to provide accommodations to assist students in not falling behind in their assignments. This may consist of paper copies or instructions to use a personal device at home or whatever other methods the teacher and student agree to use.

17. Students are required to use the provided cover to transport their assigned Chromebook. Students are responsible for the cost of any chromebook that is lost, damaged, or stolen. This includes the actual chromebook, chromebook screen, charger cord, or plastic cover. Charges for any losses, damages, or thefts will be determined on an individual basis and referred to administration.

## **Dale High School Chromebook Care and Use**

### General Handling

The Chromebook is a computer and must be handled with care. There are things you can do to make the Chromebook last longer and offer you a trouble-free and rewarding learning experience.

### Care

One of the best features of the Chromebook is the fact that it is portable. It enables you to take your homework and information wherever you go. When transporting the Chromebook, there are a few simple things you can do to protect it.

- Do not throw the Chromebook.
- Keep the Chromebook in its protective case (do not place it in a backpack laptop sleeve) at all times when not in use.
- Keep the Chromebook dry, and protect it from rain and snow and any liquid. Do not eat or drink near the Chromebook.
- Do not leave the Chromebook in a hot or freezing vehicle. Extreme temperatures cause problems with the Chromebook.
- Close the lid of the Chromebook before carrying it from one location to another. This ensures all mechanical and moving parts are not damaged during transit.
- Close the Chromebook carefully--from the center of the screen---do not slam it shut.
- Do not use the Chromebook as a folder to store papers.
- Do not insert things, especially metal objects, into the openings of the Chromebook.
- At the end of each day the Chromebook must be plugged in so that the battery is fully charged for the next day.

### Cleaning

- Wipe surfaces lightly with a *dry*, clean, soft cloth.
- If using a touchscreen device make sure hands are clean.

### Power Cable

- Power Cords should be lined up straight with the connector when inserting and removing.
- Be careful not to jerk / pull / twist your Chromebook around when the cables are attached.

### Wireless Internet

- Your Chromebook is a wireless only device.
- A wireless network is required to use the device
- There are free wireless “Hot Spots” in Pottawatomie County including the public library.

### **REPLACEMENT FEES FOR LOST/DAMAGED ITEMS:**

Students are provided a Chromebook free of charge from the Dale School District to use as an educational tool. However, students are responsible for keeping their assigned Chromebook in working condition. Do not attempt to gain access to the internal electronics to repair your Chromebook. If your device fails to work or is damaged, report the problem to the school’s main office as soon as possible.

The Technology Department will assess and charge repairs/damage to Chromebooks throughout the school year. When Chromebooks are returned to the district, replacement fees may be charged for damages beyond “normal wear.” Noted damages of misuse, accidental or intentional drops and spills, cracked screens, missing keys, missing charging cord, or damage that impedes the use of the Chromebook will be charged. All replacement fees assessed will be charged to your child’s account. A letter notifying of the replacement fee will be sent home.

Chromebooks and Chromebook chargers are issued according to the barcode number and corresponding serial number. Therefore, students must return the same Chromebook and charger that was issued to them. The barcode numbers should match. Students are responsible for the Chromebook issued to them. If another student uses their device and it is lost or damaged, the assigned student may still be held responsible. However, if there is clear evidence that another individual caused the damage or loss, that student and their guardians may be held financially responsible. Fees rolled over from previous school years will still be on your child’s account and need to be paid.

## Damage, Loss & Misuse Policy

Incident	Example	Consequence
1st <b>Accidental Damage</b>	Cracked screen, liquid spill	Warning + repair covered by school or partial student payment
2nd <b>Accidental Damage</b>	Broken hinge, keyboard damage	Up to 50% of repair/replacement cost paid by student
3rd <b>Repeated or Negligent Damage</b>	Multiple incidents over time	Full replacement cost + possible loss of take-home privileges
<b>Intentional Damage</b>	Keys removed, device smashed, defacing	Full replacement cost + 1–3 day device suspension
<b>Lost/STOLEN Device</b>	Not reported promptly	Full replacement cost unless theft is documented
<b>Unauthorized Use</b>	Bypassing filters, gaming, VPNs	Device privileges revoked + disciplinary action
<b>Repeated Uncharged Device</b>	Not charged despite reminders	Warning → parent conference → detention or privilege loss

### Fee Schedule (if not covered by warranty/insurance)

Screen replacement: \$75

Keyboard replacement: \$50

Charger replacement: \$25

Full device replacement: \$250–\$300 (model-dependent)

### CHROMEBOOKS UNDER REPAIR:

When a student's Chromebook is in for repair, they will be issued a daily loaner Chromebook from the Dale School Library until their device is repaired. The student will borrow a device before school and then return the device after their last class on the same day. The same expectations apply to Chromebooks on loan during repair periods as for Chromebooks issued to students at the beginning of the year.

**Dale High School**  
**Student/Parent Chromebook Responsibilities**

Parent Responsibilities	Student Responsibilities
<p>Your student has been issued a Chromebook computer to improve and personalize e-learning opportunities for her/his education. It is required that these responsibilities are followed to ensure the safe, efficient, and ethical operation of this device. <i>I</i> refers to parents.</p> <ul style="list-style-type: none"> <li>● I will supervise my student’s use of the Chromebook at home.</li> <li>● I will supervise my student’s use of the Internet.</li> <li>● I will report to the school any problems with the Chromebook and will not attempt to repair the Chromebook.</li> <li>● I will make sure that my student charges the Chromebook nightly.</li> <li>● I will make sure my student brings the Chromebook to school every day.</li> <li>● I understand that if my student comes to school without the Chromebook, I may be called to bring it to school.</li> <li>● I agree to make sure that the Chromebook is returned to the school when requested and upon my student’s withdrawal from the District.</li> <li>● I am financially responsible for any physical damage to the Chromebook or for the loss or theft of the chromebook or accessories.</li> </ul>	<p>Your Chromebook is an important e-learning tool and is for educational purposes only. In order to take your Chromebook home each day, you are required to accept the following responsibilities. <i>I</i> refers to the student.</p> <ul style="list-style-type: none"> <li>● When using the Chromebook at home, at school, and anywhere else, I will follow the policies of the District and abide by all local, state, and federal laws.</li> <li>● I will treat the Chromebook with care.</li> <li>● The Chromebook is my responsibility and will stay in my possession at all times.</li> <li>● I will not modify software on the Chromebook.</li> <li>● I will not release personal information to strangers when using the Chromebook.</li> <li>● I will bring the Chromebook to school every day.</li> <li>● I will keep all accounts and passwords assigned to me secure and will not share these with any other students.</li> <li>● I will charge the Chromebook each night.</li> <li>● I will return the Chromebook when requested and upon my withdrawal from the District.</li> <li>● I will leave the Chromebook in the protective case provided by DHS.</li> <li>● I am financially responsible for any physical damage to the Chromebook or for the loss or theft of the Chromebook or accessories.</li> </ul>