

**GLENDALE SCHOOL DISTRICT  
CHROMEBOOK INSURANCE PLAN**

**Updated: 10-18-22**



# Technology Plan Options

Please read this entire document to determine if this program is needed for you and your child's protection against damage of the loaned Chromebook/Chrome Tablet equipment. **The complete agreement packet is on the district's website. A hard copy is available upon request.** Please refer to the Incident Assessment Chart to see how the whole plan, charges, and incident reporting work. This form must be completed and marked YES or NO before the Chromebook will be provided to the student.

## Coverage and Benefit

The administration will review all damages determined to be from misuse or negligence and will assess the student's continued privilege of taking the Chromebook to and from School. This agreement covers the Chromebook/Chrome Tablet loaned to the student against a single incident of accidental damage. The following items are not covered:

1. A Chromebook or Chrome Tablet that is lost or stolen.
2. Damage caused by negligence, neglect such as leaving it outside or in an automobile, by food or drink, caused by pets, rough handling, excessive sliding across rough surfaces, damaged while out of the provided case.
3. Intentional misuse of one's own or peer's device.
4. More than one accidental incident including more than one broken screen or accessories.

## Effective and Expiration

This coverage is effective from the date this required form and premium payment are received by the Glendale School District through the date in which the device is required to be returned in good order to the school district.

## Premium:

The total premium cost is \$30.00 annually. Partial semesters/years are not refundable. It is agreed and understood that:

- The Protection Plan is offered to all students.
- Participation in the Protection Plan is totally Voluntary
- A separate signed application will be needed for each device covered.
- It will be the right of the building principal or his/her designee to determine if damages were due to negligence or accidental

## There are three options to choose from:

**Parent/Guardian: Check one below and sign.**

**YES, I would like the protection plan** - This option will cover any damage/loss to the chromebook for the entire school year. I will be given the option to buy a chromebook when my child graduates at a discounted rate.

**NO, I decline the Protection Plan** - I understand I am responsible for 100% of any damage or loss to the loaned Chromebook. The current replacement cost of a Chromebook, power adapter, and cord is \$260.00. I will be given the option to buy a chromebook when my child graduates at a discounted rate.

**NO, I decline the plan and device** - I would not like to be responsible for damage or loss to the loaned Chromebook. I also understand that my child will not be able to bring a Chromebook home from school, and will be given a loaner device while in class only.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**\*No cash will be accepted**

**\*\*Please make all checks/money orders payable to: Glendale School District**

**\*\*\*Payments can also be made on the district website**

**DEADLINE TO BUY INSURANCE IS SEPTEMBER 30 of EVERY YEAR (additional time available upon request)**

\_\_\_\_\_ Check      \_\_\_\_\_ Moneyorder      \_\_\_\_\_ Website

# STUDENT/PARENT/GUARDIAN DEVICE AGREEMENT SIGNATURE PAGE

To be completed, signed and returned to the building principal with a signed Technology Protection Plan form before receiving your equipment.

## Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Building \_\_\_\_\_ HomeroomGrade \_\_\_\_\_ Student ID# \_\_\_\_\_

## Parent/Guardian Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

## Student Agreement

I, \_\_\_\_\_, (print student's first/last name) agree to the following:

- I have read the GSD Internet Acceptable Use Policy and the Chromebook/Chrome Tablet Handbook . I will follow all of the school policies and this handbook at all times, while at school as well as outside of the school day. Policy is online or available at the office.
- I understand I am responsible for any damage, vandalism, loss, or theft of the device, power adapter, cord, and accessories whether due to accident, neglect or intent.
- I will notify IT support staff or administration in case of damage, theft, vandalism, and loss of device within 24 hours; further I will file a report with local police or school resource officer in case of theft, vandalism, or loss of device within 48 hours.
- I agree to return the device, power adapter, cord and any accessories provided by the District in good working condition at the end of the school year, if I am removed to an alternative education placement, or withdrawn from GSD.
- I understand I must clear all fees before participating in school-related events, including attendance at sports, dances, field trips, and graduation, nor will I be issued a new device until all costs are paid.

## Parent/Guardian Agreement

I, \_\_\_\_\_, (print parent's first/last name) agree to the following:

- I have read the GSD Internet Acceptable Use Policy and the Chromebook/Chrome Tablet Handbook. I will follow all of the policies and regulations in the handbook at all times, and will hold my child accountable to these policies and regulations. Policy is online or available at the office.
- I understand that this Chromebook/Chrome Tablet is designated for educational purposes and therefore my child's violations of this agreement may be cause for the removal of his/her computer privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the device, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposefully damages or breaks another student's device, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement. **I understand I have an option to purchase a \$30 Technology Protection Plan, good for one accidental incident.**
- I will assume full responsibility for any harmful or illegal content on the Chromebooks or Chrome Tablets and will monitor my child's use of the device at home.
- I understand that the devices are District owned and all content stored on them is subject to review at any time.
- I accept these responsibilities when I accept a Chromebook or Chrome Tablet on loan from the District.
- I give permission for my child to be assigned an @GSDVikings.com Gsuite for Education Account.

If my student fails to return to the District the Chromebook, Chrome Tablet, power adapter, cord, and accessories provided by the District at the end of the school year, enrollment to Alternative Education, or upon termination of enrollment in a GSD school, I will pay the replacement cost of the device, power adapter, cord, and accessories provided by the District. Failure to do so may result in a criminal and/or civil court prosecution.

Student Signature: \_\_\_\_\_

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

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

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

# Glendale School District

1466 Beaver Valley Road, Flinton, PA 16640-8901

Telephone: ES (814) 687-4263 HS (814)687-4261

Mr. Sean Gildea  
*Superintendent*

Mrs. Kate Bacher  
*Elementary Principal*

Mr. Brian Stacey  
*Jr/Sr High Principal*

## Chromebook & Chrome Tablet Loan Agreement

A Chromebook or Chrome Tablet and accessories in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the property of the Glendale School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use of the Chromebook or tablet. The equipment will be returned when requested by Glendale School District at the end of the school year or sooner if the student's rights to the device change or the student withdraws from the District prior to the end of the school year.

The District property may be used by the student only for non-commercial purposes in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

Students may install Chrome apps from their personal account at their own expense. But please note that personal apps, videos and photos may be deleted if required to free up space for District apps and documents.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The Glendale School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the device.

GSuite for Education is a protected and contained environment for students' access to Core GSuite for Education apps and additional services. A district provided GSDVikings.com GSuite account and services are essential to providing students with 21st century learning opportunities. It is our goal to keep students safe and focused on learning while providing students with the benefits of using technology. An email account-a school licensed Gmail account @st.gsd1.org will be available for each student to use for appropriate academic communication with other students and staff members. This email is for communication related directly to School District official business and instruction.

The student agrees to use best efforts to assure that the District property is not damaged or rendered inoperable by any electronic virus while in the student's possession.

### What is a Chromebook or Chrome Tablet?

Chromebooks are digital devices similar to laptops, and they run the Chrome Operating System by Google. These devices have virtually no hard drive, they boot in seconds, and they are designed to be connected to the Internet. Chromebooks require most applications and data to run in the cloud or on remote web servers. To store and access files with a Chromebook, a user must have access to cloud-based storage and productivity software.

# Responsibilities

## **Student Responsibilities:**

The Chromebook or Chrome Tablet is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, students must be willing to accept the following responsibilities.

- When using my device at home, at school, and anywhere else I may take it, I will follow the policies of the Glendale School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat my device with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend my device to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District-owned programs or files from my device.
- I will charge my device nightly so that it has a full charge at the start of school every day.
- I understand that if I leave my device at home or do not charge it, I am still responsible for getting course work done as if my device were present and charged.
- I will bring my device to school every day. If I leave my device at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of my device.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair my device. If it is not working properly, I will immediately notify IT support staff, teachers, or administrators.
- I will bring my device to the IT support staff or administrator if it needs repair. If it needs repair, my device repair record will be checked, a loaner may be used if I am eligible and a device is available, and appropriate fees will be charged to the student/family.

## **Parent/Guardian Responsibilities:**

Your student has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

- I will supervise my child's use of the Chromebook/Chrome Tablet at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook or Chrome Tablet, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook or Chrome Tablet.
- I will not delete any District software.
- I will make sure my student recharges the Chromebook or Chrome Tablet nightly.
- I will make sure my student brings the Chromebook or Chrome Tablet to school every day.
- I understand that if my student comes to school without the Chromebook or Chrome Tablet, I may be called to bring it to school.
- I agree to make sure that the Chromebook or Chrome Tablet is returned to school when requested or upon my child's withdrawal from the Glendale School District.

## Use and Care of Your Chromebook

- **Bring it to school every day.** Chromebooks and Chrome Tablets are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their devices with them with plenty of charge. In addition to teacher expectations for use, school messages, announcements, calendars, and schedules may be accessed using devices. You are expected to be responsible to bring your device to all classes unless specifically instructed to do otherwise by your teacher or principal.
- **Charge your Chromebook or Chrome Tablet every night.** Be sure to have a full charge as you enter school each day. Make charging your device part of your nightly routine before going to bed on school nights.
- **Makeup is a must.** If you leave your device at school or come to class without a charge, you are still responsible for all your coursework. If you leave your device at home for multiple consecutive days, your teacher or principal may request that you bring the device in to verify possession and condition of your device. Repeatedly not having your device at hand or not having it charged for class may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on your device and may not be used as a screensaver or background image. The Chromebook or Chrome Tablet should not be used to take photos unless as part of an assignment or instruction by school staff.
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate and, without consent, is unlawful. Taking and posting pictures to the Internet is a violation of School Board policies.
- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your device, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offenses and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action.
- **Abide by media content expectations.** Parents should work in concert with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and etexts on your device. The following are NOT allowed on student devices: apps rated 17+ or ESRB M(mature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed, and any violation of this policy will result in disciplinary action.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home, it is the parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at [commonsensemedia.org](http://commonsensemedia.org).
- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the District-loaded apps on your device.** Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- **Avoid eating and drinking while using your device.** Firstly, eating and drinking while using a device is bad for your personal hygiene because germs are more likely to be spread from the keyboard to your mouth.

Secondly, doing so puts your device at risk of crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.

- **Never leave your device unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
- **Never take your device out of the provided protective case.** Removing your device from the case is considered neglect.
- **Never leave your device exposed to extreme elements.** Chromebooks are sensitive to heat and liquids; therefore, leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
- **Notify IT support, teachers, or administration if your device has a problem.** Whether your device is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your device yourself. Clean only with a dry or slightly damp cloth.
- **Limit damage.** More than one occurrence of loss, theft or damage in 30 school days will be interpreted as neglect. More than two occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.

### **No Expectation of Privacy**

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook, Chrome Tablet or GSDVikings.com Google account issued by the district, regardless of location or time. At any time, without prior consent, the District may access, supervise, view, monitor, log, and record student use of Chromebooks and/or GSDVikings.com Google accounts and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### **Monitoring and Filtering Software**

District administrators, teachers, and technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school. Monitoring of web traffic and internet history will take place during and after school hours through the use of web filtering software. This layer of security will be used to help prevent students from accessing inappropriate and/or malicious content on the Internet. District technology resources are not utilized to track the whereabouts or movements of individuals, and remotely activated location software is not utilized except where necessary to recover lost or stolen Chromebooks. While students have greatly benefited from monitoring software and services provided by the district, all software and services have limitations. We encourage and support parents who set household rules which allow them to better monitor usage of electronic devices in the home.

### **Files Downloaded onto Chromebooks**

All images, documents, files, and apps downloaded onto the Chromebook become property of the Glendale School District as allowable by law.

### **GSD School Board Policies**

All School Board policies are available online: <https://go.boarddocs.com/pa/glen/Board.nsf/Public>

## Student Code of Conduct in Relation to Technology Use:

Property Misuse/Damage	The student uses school property for a reason other than its intended purpose or participates in an activity that results in destruction or disfigurement of property.
Technology Violation	The student engages in inappropriate (as defined by school) use of cell phone, pager, music, video players, camera, computer or other device.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, threats, or name calling.
Defiance/Disrespect/Noncompliance	Student fails to follow directions, talks back, delivers rude or dismissive messages to others (insubordination).
Dishonesty/Plagiarism/Cheating/Forgery	The student delivers false statements to any school official. claims someone else's work as their own or has signed a person's name without that person's knowledge.
Harassment	The delivery of disrespectful messages in any format related To gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. Includes libel, slander, hazing, sexual harassment, and extortion.
Inappropriate Language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.

### Incident Assessment Chart and Procedures

Incident	Action(s) Necessary	Cost
<b>1st Instance Accidental Damage</b> of Chromebook, adapter or Power Cord	<p>A report must be made immediately to administration or IT support staff who will be responsible to record the incident.</p> <p>The device must be returned to school so that a new or spare device may be issued.</p>	<p>With the Protection Plan, no cost for accidental damage.</p> <p>Without the Protection Plan, cost of replacement will be assessed.</p>



<p><b>2nd Instance Accidental Damage</b> of Chromebook, adapter or Power Cord</p> <p>Two (2) occurrences in thirty (30) days will be interpreted as neglect.</p>	<p>A report must be made immediately to administration or IT staff who will be responsible to record the incident.</p> <p>The device must be returned to school so that a new device or spare device can be issued; however, a spare device may not be issued for a 2nd break.</p> <p>The student may be required to wait until the original device is returned from service before having use of a Chromebook.</p>	<p>With the Protection Plan, \$30 fee for accidental damage.</p> <p>Without the Protection Plan, \$30 fee or replacement cost, whichever is greater, will be assessed. Please see Table of Estimated Repair/Damage Cost.</p>
<p><b>3rd and Additional Instances Accidental Damage</b></p> <p>More than two (2) occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.</p>	<p>A report must be made immediately to administration. The device must be returned to school so that a new device or spare device can be issued; however, a spare device may not be issued for a 3rd break. The student may be required to wait until the original device is returned from service before having use of a Chromebook.</p> <p>Some loss of privileges of using the Chromebook may occur such as the following:</p> <ul style="list-style-type: none"> <li>• limiting participation in the Chromebook program</li> <li>• may not be permitted to take the device home</li> </ul> <p>This may also result in a referral for disciplinary action.</p>	<p>With or without the Protection Plan, \$30 fee or replacement cost, whichever is greater, will be assessed.</p> <p>Please see Table of Estimated Repair/Damage Cost.</p>
<p><b>Intentional Damage/ Neglect</b></p>	<p>Upon notification or administration's knowledge of intentional damage or neglect, the device must be returned to school in order that a new or spare device may be issued if a spare device is available. Deliberate damage will be referred to the administration.</p> <p>Applicable Board policies and/or school building policies will be followed with regard to appropriate discipline for damage to school property.</p>	<p>Replacement Cost</p>
<p><b>Loss/ Theft</b></p> <p>Unless the person(s) responsible for a theft are identified, the incident will be considered a loss.</p>	<p>A report must be made immediately to the administration. In the event of theft, a police report is to be filed.</p>	<p>Replacement Cost</p>

## Procedures for Damages Not Covered

1. Annual Technology Protection Plan was not purchased.
  - a. Parent/Guardian/Student will complete the damage report.
  - b. The Technology Department will assess damage and prepare costs to fix.
  - c. Parent/Guardian/Student will receive an invoice of cost and description of repair.
  - d. Record of invoice sent and payments received will be sent to the building for the student record.
  
2. Annual Technology Protection Plan was purchased, but repair is not covered; Chromebook determined to be lost, stolen, vandalized, neglected, or have multiple accident claims.
  - a. Parent/Guardian/Student will complete the damage report.
  - b. The Technology Department will assess damage and prepare costs to fix.
  - c. The Technology Department will provide an explanation of why the damage was deemed not to be covered by the Technology Protection Plan.
  - d. Parent/Guardian/Student will receive an invoice of cost and description of repair.
  - e. Record of invoice sent and payments received will be sent to the building for the student record.

## Estimated Repair Costs

Replacement Part - Estimated Cost	Additional Parts Associated with Repairs
Power Adapter - \$40	Screw Kit - \$10
USB Daughterboard - \$30	Wi-Fi Card - \$15 to \$25
Touchpad - \$30	Speaker Set - \$15
LCD Panel - \$40	Hinge Set - \$15
LCD Back Cover - \$40 to \$50	DC In-Jack - \$15 to \$18
Battery - \$50	Bottom Cover - \$20 to \$50
Keyboard and Palm rest Assembly - \$80	LCD Cable - \$20
LCD Assembly - \$120 to \$140	LCD Bezel - \$25 to \$30
Motherboard - \$140 to \$200	Camera - \$30
Replacement Device - \$230	Stay-in Case - \$30

## Chromebook Purchase/Sale Cycle

\*New Devices will be purchased for K and 7th grade every year starting in the 2023/2024 school year. Students in K will keep the same device until grade 6. Students in grade 7 will keep the same device until grade 12

Due to the age of the current devices, students will have the opportunity to purchase the current devices in 6th and 12th grade at the following rates:

2023 - devices will be 3 years old = \$150  
 2024 - devices will be 4 years old = \$125  
 2025 - devices will be 5 years old = \$100  
 2026 - devices will be 6 years old = \$75  
 2027 - devices will be 7 years old = \$50  
 Continuing years = \$50



# Glendale School District

1466 Beaver Valley Road, Flinton, PA 16640-8901

Telephone: ES (814) 687-4263 HS (814)687-4261

Mr. Sean Gildea  
Superintendent

Mrs. Kate Bacher  
Elementary Principal

Mr. Brian Stacey  
Jr/Sr High Principal

## Glendale School District Chromebook/Tablet Damage Report

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

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

Passcode for Device: \_\_\_\_\_ Asset Tag #: \_\_\_\_\_

It has been reported that your child has had damage/breakage with their assigned Glendale School District device.

Description of Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If your child has not already paid for a Protection Plan, the cost of the repair is owed by the family. At this time, your child:

\_\_\_\_\_ did purchase and pay for the Protection Plan and the cost of the repair will be covered. Future repairs may not be covered. Please see your Protection Plan agreement or call Mr. Eric Frank at 687-4263 for questions.

\_\_\_\_\_ did NOT purchase the protection plan and the cost of the repairs is owed by the parents/guardians. Your student will be loaned an older device to use until the repair is made and paid for.

At this time the amount owed is \_\_\_\_\_. Please make payments to "Glendale School District" as soon as possible.

Homeroom Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to:

\_\_\_ Parent/Guardian

\_\_\_ Teacher

\_\_\_ Technology Director

