

# **Student Chromebook Care and Expectations**

The Chromebook you have received from the Greenfield School District is for educational purposes. You will be responsible for this Chromebook for the next 4 years. You are expected to care for the device. The following are things you should or should not do:

1. Do **not** put stickers on the case or Chromebook.
2. Do **not** remove the case. Removing the case will void insurance coverage.
3. Do **not** write or etch anything on the case or Chromebook.
4. Do **not** loan your Chromebook or cord to anyone, you are responsible for both.
5. **Do** shut it down each night
6. **Do** charge it each night – if you shut it down and charge it overnight you should not need your cord at school
7. **Do** take care of your cord, keep it out of reach of pets and/or siblings
8. **Do** report any issues right away. This way we can correct/fix it before it becomes a bigger issue
  - a. You may contact the tech department at [techhelp@greenfield.k12.wi.us](mailto:techhelp@greenfield.k12.wi.us)
  - b. If you are not able to get on your Chromebook, ask your teacher or the librarian to submit a ticket for you. High School students go to the LMC and report to staff.
9. Any physical, intentional damage to the Chromebook is considered vandalism and be charged as such. This counts as adding stickers to the case/Chromebook and drawing on them.
  - a. For a lost charger, a fee of \$30 will be charged to the student
  - b. For a lost Chromebook, a fee of \$400 will be charged for the student
  - c. For a broken screen, a \$100 dollar deductible will be charged to the student
10. Students will be expected to turn the devices in if they leave the district, or at the end of their high school term.
11. The School District of Greenfield is offering an optional [Accidental Damage Protection Plan](#) for student-issued Chromebooks for **\$20/year** per device, must be purchased prior to September 30.

Families may purchase the optional protection plan as part of the online registration process in Infinite Campus when paying for student fees. If the fee is not paid by September 30<sup>th</sup>, the protection plan will not be applied to your child's Chromebook. The Protection Plan **does not cover damage caused by intentional acts (as determined by the District), including theft or lost Chromebooks.** This plan also does not include the cost of replacing a device that is not returned upon leaving the District.

Families who do not purchase the optional Chromebook Protection Plan coverage may be charged for all necessary repairs as shown below in the Schedule of Repair Costs. The repair or replacement cost(s) will be assessed and added to the student's Infinite Campus Fee account. The fee must be paid in full prior to the student taking possession of the repaired or replacement device. Unpaid balances will be handled in accordance with the District's fee collection procedures.

Schedule of Repair Costs	Chromebook Protection Plan	
Description	Covered	Not Covered
Removal of asset tag, graffiti, personal stickers		\$5
Case Damages/One-time Replacement*	\$30	
Keyboard/Trackpad Damage	\$50	
Screen Failure/Damage/One-time Replacement	\$100	
AC Adapter Failure/Damage/One-time Replacement	\$30	
Device (lost, stolen, or irreparable devices due to intentional damages)		up to \$400
Device (irreparable devices/repairs due to unintentional damage)	up to \$400	

*\*If you were given a chromebook with a case, removal of the case voids coverage for damage incurred.*

*\*\*Devices not covered by the protection plan are subject to all repair and replacement costs.*