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## **ANNUAL CHROMEBOOK AGREEMENTS**

### **Check-Out Policy:**

- PHS Students will be issued one Chromebook and one power cord.
- If the device and/or power cord are lost or damaged, the student will be required to create a Chromebook Service request form.
- Parents can purchase a \$25 Device Protection Plan for the year to minimize the potential repair and/or replacement costs associated with the device.
- Parents and students who choose NOT to purchase the Device Protection Plan are responsible for 100% of all repair and replacement costs for the device. Repair prices are estimates, as the exact cost for each repair will be made upon further inspection of the damaged device.
- If the Chromebook has been stolen, a police report must be filed by the parent/guardian within 24 hours upon discovery of the theft. A copy of the police report needs to be turned in to the school. The student will not be issued another Chromebook until the issue has been resolved.

### **Repair Procedures:**

When a student's device is defective, damaged, or needs repair, a similar device will be issued to the student from the front office while the device is evaluated. Receiving a second "loaner" device does not absolve the student from liability for the original damaged device and they are responsible for any damage to the loaner.

### **Receiving and Returning Your Device**

If a parent wishes to have their student opt-out of receiving a student device, they will need to contact their school administration.

The device must be returned to the school:

- At the end of the school year.
- Upon withdrawal or transfer to another district school
- At the request of the school
- Summer School Chromebook procedures will be determined each year

It must be returned in working order with all parts and accessories included or the appropriate

fees will be assessed.

### **Caring for Your Device**

Proper use and care of your student device are essential. This includes caring for the power cord.

Please follow these guidelines:

- Protect your device from damage due to food, liquids, or extreme hot and/or cold temperatures.
- Do not place items on top or inside of your device.
- Do not leave your device unattended.
- Secure your device properly in your bag or backpack when not in use.
- Keep your power cord at home.
- Charge your device every night (students are expected to arrive at school with a fully charged device).
- Store your power cord in a safe place with your device.
- Do not leave your device unattended where it could be accidentally damaged by food, liquids, pets, or small children.
- Do not leave your device in a vehicle or on the school bus.
- Secure your device properly in your bag or backpack while traveling.
- Use a soft, dry microfiber or lint-free cloth to clean your device screen.
- Report any issues with your device promptly to a parent, or teacher.
- Do not remove the district barcode or school identification sticker from your device.
- Do not deface the device exterior.
- Do not attach unauthorized stickers.
- Do not eat or drink around your device.

### **Device Protection Plan (DPP)**

Parents have the option to enroll in the Device Protection Plan (DPP). Enrollment in the plan will minimize the potential repair and/or replacement fees associated with the device. By selecting this plan you agree to pay a fee of \$25 to be enrolled in the DPP. If a device becomes damaged, parents will need to notify the front office. PHS IT Services repair department will repair the device. If the device is lost, a fee of \$300 will be assessed. If the device is stolen while at school, the incident must be reported by the student to their teacher, or front office within 24 hours. If the device is stolen outside of school, the parent/guardian must file a police report within 48 hours. A copy of the report must be turned in to the school's front office. The protection plan is an annual plan and will need to be renewed each year. Devices will be periodically inspected to ensure the device is in good working condition and a claim is not being avoided. There will be no refunds given on the protection plan purchase if a student leaves PHS or at the time of graduation.

Enrollment in the Protection Plan does not begin until the \$25 payment has been received.

### What is covered under the plan?

- Accidental damage, such as cracked screens or cases, broken keyboards, etc.
- Battery replacement (if it is determined that the battery is malfunctioning)
- Replacement of stolen device with an official police report. If the device is stolen, a police report must be filed within 48 hours. A copy of the report must be sent to the school's front office
- Hardware issues (video cable, broken ports, speakers)

A lost device and intentional damage to the device and/or AC adapters are NOT covered under the plan.

### Repair/Replacement Costs

Parents and students who choose NOT to purchase the Device Protection Plan are responsible for the device if the repair or replacement cost is not due to a manufacturer issue. The following prices are estimates, as exact costs for each repair will be made upon further inspection of the damaged device. Should the student's device become damaged, the student will be provided a loaner device, while their assigned device is being repaired. Once the assigned device is repaired, the loaner will be collected. All repairs must be made by a PHS technician or authorized vendor.

	With Protection Plan	Without Protection Plan
Device Replacement (lost)	\$300	\$300
Device Replacement (stolen)	\$0	\$200
AC Adapter	\$0	\$25
Battery	\$0	\$31
Base enclosure	\$0	\$26
Touchpad board	\$0	\$16
Power connector cable	\$0	\$14
Display panel (screen)	\$0	\$30
Display bezel (front cover)	\$0	\$14
Display back cover	\$0	\$30
Display video cable	\$0	\$12
Keyboard / top cover	\$0	\$36
Wifi card	\$0	\$43
Webcam	\$0	\$29
System Board	\$0	\$85

## **Acceptable Use Policy**

At Providence High School are pleased to be able to offer our students access to computer technology, including access to the Internet, and certain online services. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

- Using only assigned accounts.
- Only viewing, using, or copying passwords, data, or networks to which they are authorized.
- Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

- Observing all school Internet filters and posted network security practices.
- Reporting security risks or violations to a teacher or network administrator.
- Not destroying or damaging data, networks, or other resources that do not belong to them, without the clear permission of the owner.
- Conserving, protecting, and sharing these resources with other users.
- Notifying a staff member or administrator of the computer or network malfunctions.

Users must respect and protect the intellectual property of others by:

- Following copyright laws (not making illegal copies of music, games, or movies).
- Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of the community by:

- Communicating only in ways that are kind and respectful.
- Reporting threatening or discomfoting materials to a teacher or administrator.
- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct or honor code (such as messages/content that is pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not using the resources to further other acts that are criminal or violate the school's code of conduct or honor code.
- Not accessing social media sites for personal use such as Facebook, Instagram, Snap Chat, Twitter, etc.
- Avoiding spam, chain letters, or other mass unsolicited mailings.
- Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

- Communicate electronically via tools such as email, chat, text, or videoconferencing.
- Use the resources for any educational purpose during school hours.

### **Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed by the school's code of conduct and honor code up to and including suspension or expulsion depending on the degree and severity of the violation.

The school reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The school also reserves the right to limit the time of access and use.

**PHS LAPTOP #** \_\_\_\_\_

**Make:** \_\_\_\_\_

**Serial Number:** \_\_\_\_\_

**Product ID:** \_\_\_\_\_

**Accessories:** \_\_\_\_\_

**User Information:** \_\_\_\_\_

**Password:** \_\_\_\_\_

Please print your first and last name on the statements below.

I, \_\_\_\_\_, understand that this property has been loaned to me and is the sole property of PHS. I am expected to exercise due care in my use of this property and to utilize such property only for school-related purposes. Negligence in the care and use will be considered cause for disciplinary action, which may result in discharge.

I, \_\_\_\_\_, also understand that this property must be returned to PHS at the time of my departure. I Understand that I may be charged for any PHS property issued to me that is not returned to PHS, loss, or damages.

I, \_\_\_\_\_, acknowledge that I have received a copy of the PHS computer, e-mail, and internet usage policy.

I, \_\_\_\_\_, acknowledge that I have read and will follow the PHS Device Care policy.

