



Student Chromebook Acceptable Use Agreement

York Academy Regional Charter School believes that student access to technology is vital to enhancing their learning opportunities in a global environment. To assure our students are provided with this opportunity, each student will be provided a Chromebook for educational use.

Ownership Rights

Chromebooks are owned by York Academy and are on loan to students. Students have no ownership, interest, or right to title of a technology device. Students must be able to return the assigned device, at any time requested by the Academy, for maintenance, storage, disciplinary reasons, or upon withdrawing from York Academy.

Printer Use

Chromebook use allows students to submit assignments electronically. As such, they have limited capability to connect to any school printer. Students wishing to print copies of assignments must print the copy at home or seek the permission of the instructor. York Academy cannot provide support for home printing.

Daily Requirements and Expectations of Students

- All use of the Internet, computers, or other York Academy electronic resources is to be in support of educational activities.
- Teachers will determine when and how Chromebooks will be used in class. Chromebooks are a tool to be used to complete various instructional assignments.
- Students are expected to save their work to the student's Google Drive account. Electronic storage areas, such as Google Drive, will be treated like school lockers. The privacy of electronic mail cannot be guaranteed. Teachers and administrators have the right to retrieve and review files to maintain the integrity of the district network and ensure that individuals are using the system responsibly and in compliance with this policy and applicable laws.
- Email or any other computer-generated communication is only to be used for school-related activities.
- Student Chromebooks must be connected to the York Academy network while at school and students may not bypass the network at any time while on school property. In addition, the use of personal Hotspots while on school property is prohibited.
- Students who do not have a charged Chromebook at the beginning of class, or who otherwise misuse a Chromebook will be subject to teacher and school consequences, including forfeiting use of a Chromebook for a defined period of time.
- Students, staff, parents, and teachers have a responsibility to report breaches of network security.
- Students are responsible for the proper care and use of their assigned Chromebook. It is expected that students will maintain the Chromebook in the condition it was provided. Students may not make any alterations to the Chromebook's operations or to its exterior.

Device Protection Plan/Technology Fee

York Academy Regional Charter School has invested in a 1:1 program to prepare students for success in the workplace. Student devices in grades K - 6 will remain in the school unless specified by an administrator. Students in grades 7 - 12 are allowed to take their assigned devices home; however, they remain the property of the York Academy Regional Charter School (YARCS) and are configured to maximize students' learning. Students must take care and responsibility for these devices. To ensure that the district is able to repair these devices, a Device Protection Plan is available to all students receiving a 1:1 device. This plan will cover the student for two incidents of accidental damage per school year: **only on the device itself**. Cases and other hardware are not covered and prices are listed in the table below. Students who do not purchase the device coverage will be responsible for the full cost of repair or replacement of the device in the event of damage or loss.

- Chromebooks should be protected from weather, food, water and other liquids. Students should never use their Chromebook while eating or drinking.
- No objects should be placed or stacked on a Chromebook including: books, household items, musical instruments, sports equipment, etc. This may result in damage to the screen or other components.
- Chromebooks should always be used on a flat stable surface and should not be carried in the open position. Students should never carry a Chromebook by the screen.
- The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Do not poke the screen.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
 - Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

Device Protection Plan Cost \$30 per Student

What is covered (2 incidents per year): <ul style="list-style-type: none">● Accidental drops, falls, and spills● Unintentional damage on charging devices● Theft - Coverage pays for non-negligent theft. A copy of the police report must be provided to be covered.● Fire and other natural disasters - coverage pays for loss only when an official report of the fire or natural disaster is submitted from an insurance provider or fire marshal.	What is not covered: <ul style="list-style-type: none">● Not reporting damages in a timely manner (within 2 business day of the damage occurrence)● Lost or misplaced hardware, cords and chargers● District provided case is not covered under the protection fee● More than 2 incidents of accidental damage per year● Damages caused by third party products● Lying or providing false information on the helpdesk ticket
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These fees are tracked through the Ticketing/Asset Tracking System Incident IQ Program and invoiced in MySchoolBuck for payment.

If damage is found to be due to intentional misuse or abuse the student will not be issued another device until the fee is paid or arrangements for payment are made.

Students who have outstanding technology fees, will not be permitted to participate in after-school clubs/activities until all outstanding technology fees are paid.

YARCS Device Fee Schedule For Non-Covered Incidents

Repair Type	Estimated Cost
Screen	\$50
Audio Jack	\$30
USB/USB-C Port	\$80
Keyboard	\$60
Charger Cord/Block	\$30
Full Replacement	\$200



Parent/Student Chromebook Agreement

The following information must be filled out completely prior to issuing a Chromebook to your child.

Student's Name: _____ **Student's Grade:** _____

Parent/Guardian's Name: _____

Parents/Guardians: (initial all below)

_____ I have read and discussed the Chromebook guidelines with my child.

_____ I understand the Device Protection Plan Option and Damage Fees section of these guidelines: If the Protection Plan is not purchased you are responsible for the full cost of repairs for any damages. If there is intentional damage you are responsible for the full cost of repairs; regardless if Protection Plan is purchased.

Device Protection Plan (check one)

_____ Purchase Device Protection Plan - \$30

- ☐ A check for \$30 is enclosed
- ☐ Cash (\$30) is enclosed
- ☐ Paid via MySchoolBuck account

_____ Decline Device Protection Plan

I agree to abide by this agreement and understand that receipt of York Academy technology is a privilege that may be forfeited by noncompliance with the policy. Furthermore, I understand that any violations of the York Academy Acceptable Use Policy may result in disciplinary action.

Parent/Guardian Signature

Date

YORK ACADEMY STAFF ONLY

Staff receiving agreement: Initial for payment receipt/confirmation:

Chromebook Model: S/N: