Learner and Parent Guidelines and Agreement
Chromebook Procedures and Information for Learners and Parents
Plano ISD Academy High School

Chromebook Loan
The Chromebooks are owned and maintained by Plano ISD. Your use is limited to and conditional upon your full and complete compliance with Plano ISD Student and Parent Guidelines and Agreement and the Plano ISD Student Code of Conduct, including the Guidelines for Acceptable Use of Technology Resources (available at http://k12.pisd.edu/student-center/contributions/372-acceptable-use-for-technology-resources).

Insurance
You are encouraged to purchase personal insurance coverage for accidental damages, theft, fire, flood, natural disasters and vandalism from your insurance company (personal articles policy). Your homeowner’s insurance may cover the Chromebooks, but it may be subject to a deductible amount. The district has contracted with a third party insurance agency to provide optional coverage for you to purchase. The cost is $34.40 per year and covers all support, breakage, and loss. Buy insurance here: https://my.worthavegroup.com/ahs

Loss or Damage
If the Chromebook is damaged, lost, or stolen, you are responsible for the reasonable cost of repair or the fair market value of the Chromebook on the date of loss. A table listing pricing estimates for a variety of repairs is included later in this document. Learners must pay all fees promptly. Loss by theft must be reported to Plano ISD by the next school day after the occurrence, and a copy of the police report must be provided to the district. If the Chromebook is stolen, and the learner reports the theft by the next school day, and a police report is filed, then the learner will not be charged.

Chromebook Repair
Learners are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be reported to a teacher. Loaner Chromebooks may be issued to learners when they turn their Chromebooks in for repair. Learners are also responsible for the care of the loaner while in their possession.
Learners will be charged if the Chromebook is lost, damaged, or vandalized.

Chromebook
$300

Repair - Loss, Deliberate Damage, or Neglect
  Broken Screen $90
  Keyboard $52
  Power Adapter and Cord $32

* The costs of any other parts needed for repairs will be based on manufacturer’s current price list. Learners must clear all records and pay all fees promptly.

School Use
Chromebooks are intended for use at school each day. Learners are responsible for bringing their Chromebooks to school unless advised not to do so by their facilitators.

Using your Chromebook Outside of School
Learners are encouraged to use their Chromebooks at home and other locations outside of school. A wireless Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.

Privacy
Learners have no expectation of confidentiality or privacy with respect to any usage of a Chromebook. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of learner Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, learners agree to such access, monitoring, and recording of their use. Facilitators, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on learner Chromebooks.

Operating System
Learners may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by Plano ISD. The Chromebook operating system, ChromeOS, updates itself automatically. Learners do not need to manually update their Chromebooks.

Term of Agreement
Your right to use and possess the Chromebook terminates no later than the last day of the school year, unless terminated earlier by Plano ISD.
**Charging Batteries**
Chromebooks should be brought to school each day in a fully-charged condition. Learners need to charge their Chromebooks each evening. In cases where use of the Chromebook has exceeded battery life during the course of the day, learners will be able to connect their computers to a power outlet in an area of the school if available.

**Storing Your Chromebooks**
Learners must take their Chromebooks home every day after school regardless of whether or not they are needed. Learners must also store their Chromebooks in cases when moving from one area of the building to another.

**Printing:**
*At School:* Chromebooks will not support a physical printer connection. Users may print using the Google Cloud Print service. Printing functionality will be available and subject to classroom requirements. Teaching strategies will facilitate digital copies of work.

*At Home:* The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. (See [http://google.com/cloudprint](http://google.com/cloudprint) for more information.)

**Managing Your Files and Saving Your Work**
The majority of learner work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection. Learners should always remember to save frequently when working on digital media. The district will not be responsible for the loss of any learner work.

I agree to follow the guidelines and agreement contained in this document and also understand that the acceptable use guidelines for the Chromebooks are contained within the Student Code of Conduct and the PISD Acceptable Usage Guidelines.

Learner's Name: (PRINT) ___________________________

Learner's Signature: _____________________________

Learner's I.D. # _____________________________

Parent Signature: _____________________________