

Woodlawn Community High School

1:1 Handbook

The policies, procedures, and information within this document apply to all Chromebooks used in the Woodlawn Community High School District by students, staff or guests.

Woodlawn Community High School District: 1:1 Learning Overview

The focus of the 1:1 Learning Initiative in the Woodlawn Community High School District is to provide tools and resources for the 21st century learner. The 1:1 Chromebook program will cultivate, foster, and support learning that reflects contemporary exchanges and interactions. With access to a Chromebook and the ability to connect via a wireless environment, students and teachers will actively participate in the consumption and production of media, build and contribute toward social networks, and be active participants in developing ideas that can be utilized to solve complex problems.

Stakeholders will have access to their Chromebooks 24/7, and are permitted to use the device outside of the school building. In creating 1:1 learning environments, the integration of technology is spontaneous or “in the moment” and mirrors authentic and contemporary applications of technology.

The exchange of information has been redefined by an expanding global digital infrastructure, as well as through the evolution of mobile technologies. In the 21st Century, information is produced and consumed at a rapid rate, which is facilitated via a range of media outlets and through complex social networks that are streamed to devices that fit in the “pockets” of individuals. In contrast to prior centuries where a select few managed the flow of media, the 21st Century has witnessed an explosion in sources of information. Information is presented in real-time and feedback is offered through transparent portals.

The Chromebook serves as a tool to advance the manifestation of 21st Century Skills. Already reaching two decades into the 21st Century, we have to come to see the set of skills prized by the global community; skills that include cooperation, inventive thinking, and networked problem-solving. The 1:1 Chromebook initiative is designed to nurture 21st Century skills and dispositions. Additionally, the use of Chromebook supports flexible instruction. Supported by a marketplace of third party applications, teachers are better positioned to differentiate based on the unique inventory of each learner. Students can tap into applications and websites to increase available avenues for expression and rely on a multimodal approach to present critical understandings.

The policies, procedures, and information within this document apply to all Chromebooks and other technology devices used in the Woodlawn Community High School District.

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1. Receiving and Returning Your Chromebook

a. Receiving your Chromebook

All students in grades 9-12 will be issued Google Chromebooks at the start of each school year for educational use in school and at home with proper paperwork on file. Woodlawn Community High School District retains sole right of possession of the Chromebook. Woodlawn Community High School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Woodlawn Community High School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Students will keep the same Chromebook their entire stay at Woodlawn Community High School District

b. Returning Your Chromebook

Students that transfer out of or withdraw from Woodlawn Community High School must turn in their Chromebooks, carrying case, and chargers/power adapters to the Main Office on their last day of attendance. Failure to turn in the Chromebook will result in the students being charged the full replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Woodlawn Community High School District events. The District may also file a report of stolen property with the local law enforcement agency.

2. Taking Care of Your Chromebook

a. General Precautions

Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken or fail to work properly must be taken to the Main Office as soon as possible to be evaluated. *District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.*

- No open food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.

- Chromebooks should be powered down when not in use to conserve battery life.
- Chromebooks must remain free of any permanent writing, drawing, paint, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

b. Protective Cases

Each student will be issued a protective case for his/her Chromebook that should *remain on the Chromebook when not in use*. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

Always transport Chromebooks with care and in the school issued protective cases. Failure to do so may result in disciplinary action.

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Never carry Chromebooks with the screen open.

d. Screen Care

Chromebook screens can be easily damaged. The screens are sensitive to damage from excessive pressure on the screen.

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Do not poke the screen.
- The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or papers).

- Clean the screen with a soft, dry antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

3. Using Your Chromebook

Students are expected to bring *a fully charged Chromebook to school every day* and bring their Chromebooks to all classes unless specifically advised not to do so by the teachers. The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. While at school, students are provided WiFi, however, when students are not at school, the district is not responsible for any data/usage charges incurred by the device. Student issued chromebooks are issued to each individual student and should not be shared among family members or peers.

a. Chromebooks left at home

If a student leaves his or her Chromebook at home:

- The student will be allowed to phone their parent/guardian to bring it to school.
- The student may also go to Room 105 and check out a loaner for the day, provided one is available. A student borrowing a device will be responsible for any damage to or loss of the loaned device, just like it was his/her original device.
- The student who obtained the loaned device must return the device back to Room 105 within 5 minutes of the end of the day.
- The student is still responsible for getting the course work completed as if their Chromebook was present at teacher discretion.
- The staff in Room 105 will document the number of times a loaner is issued to each student for not having their own device and send reports to the principal's office for those students who have more than 3 occurrences during the school year.

b. Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students after completion of parent agreement for the loaner Chromebook. Students should leave Chromebooks in need of repair in the Main Office.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device, just like it was their original school issued device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- Students will be contacted when their devices are repaired and available to be picked up from the Main Office. The loaner Chromebook must be returned when the repaired Chromebook is picked up.

c. Charging Your Chromebook

Chromebooks must be brought to school each day fully charged. Students need to get in the habit of charging their Chromebooks each evening. A fully charged Chromebook battery should last throughout the entire school day. Chargers should remain at home. Additional chargers at school will be available during a student's PE hour.

d. Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug references or pictures will result in disciplinary actions.
- The Woodlawn Community High School Administrative staff reserve the right to change a background or theme on a Chromebook at any time for any reason.
- Protect your password. Do not share your password.

e. Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of the teacher. Headphones must be provided by the student.
- All games must meet the requirements of the Acceptable Use Policy

f. Printing

- Students are encouraged to digitally publish and share their work with their teachers and peers.
- Students will not be able to print directly from their Chromebooks at school. All printing at school will have to be done in the library from a desktop.

g. Home Internet Access

Students will be able to access the internet at home and anywhere else outside of the district. Students may be prompted to supply a password to access the internet.

4. Managing and Saving Your Digital Work

Students may save work to their Google Drive (cloud based storage medium) via their Chromebook. Google Drive can be accessed by a variety of different platforms with an internet connection (e.g. desktops, laptops, Chromebooks and tablets).

- The Chromebook's hard drive has limited storage capability. Students are encouraged to save files to their Google Drive as much as possible.
- Files left on the hard drives of the Chromebooks will not be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- The schools will not be responsible for the loss of any student work.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

5. Software (Apps/Extensions) on Chromebooks

a. Originally Installed Software

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications deemed useful for academic purposes.

- The Chrome OS will automatically install updates when the device is powered down and restarted.
- The extensions/apps originally installed by Woodlawn Community High School District must remain on the Chromebook in usable condition and be easily accessible at all times.

- Occasionally, the Woodlawn Community High School District will add necessary software and apps to the student's computer.
- Applications that are no longer needed will automatically be removed by the school.

b. Additional Software and Restricted Apps

- Students are unable to install additional software on the Chromebook other than what has been approved by the Woodlawn Community High School District.
- Students are allowed to load extra extensions/apps on their Chromebook that are pre-approved. Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and other media must be appropriate per the school's acceptable use policy and code of conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the Chromebook using the official school approved email address.

c. Virus Protection

Virus protection is unnecessary on the Chromebook.

d. Inspections

- Students may be selected at random to provide their Chromebook for inspections.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability and various violations of student acceptable responsibilities when using the Chromebook.
- Inappropriate use or content at any time will be subject to disciplinary action.

e. Procedures for Restoring Your Chromebook:

- If technical difficulties occur, the Chromebook may be restored to its original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image the device.
- All data stored on the hard drive of the Chromebook will be removed if the device has to be restored to its original settings. This does not have an effect on data stored in the cloud.

f. Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.

6. Acceptable Use

a. General Guidelines

- Woodlawn Community High School Technology usage policy
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Woodlawn Community High School District.
- Access to the Woodlawn Community High School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges, as well as other disciplinary action as defined by the Woodlawn Community High School Acceptable Use Policy, Plan of Discipline, or other policies.
- It is up to the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies outlined in the 1:1 Learning Initiative Handbook.

b. Privacy and Safety

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for education purposes.
- Do not open, use or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords or passwords of other people.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a teacher.

c. Legal Property

- All students and staff must comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Woodlawn Community High School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Woodlawn Community High School District Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

d. Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Woodlawn

Community High School District. The network is heavily monitored by the district's technology department and is subject to filtering of inappropriate content.

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class.
- Email is subject to inspection at any time by the school administration.
- District issued student email accounts will only be able to communicate with other Woodlawn Community High School students and staff.

e. Consequences

- Students will be responsible for accounts and/or computer hardware issued to them.
- Non-compliance with the policies of the 1:1 Learning Initiative Handbook or the Woodlawn Community High School Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the year.

7. Protecting and Storing Your Chromebook

a. Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the Woodlawn Community High School District. Chromebooks can be identified in the following ways:

- Record of serial number
- Record of QNS service number
- Student Identification number
- Student ID computer card attached
- Students should not remove labels and/or serial number labels that are placed on the device or protective case.

b. Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locked locker or their person.

- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Nothing should be placed on top of the Chromebook when stored.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

c. Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Main Office and may result in disciplinary action.

8. Repairing/Replacing Your Chromebook

a. Chromebook Damage/Loss/Theft Fee.

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact the main office immediately.
- Any technical issue with the device must be brought to the attention of the main office immediately. This includes but is not limited to; Chrome OS (operating system), battery issues, loss of internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however, any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the Woodlawn Community High School District and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the 1:1 Learning Initiative and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.
- Fees may be updated throughout the year as necessary.

b. Insurance

- Additional insurance may be purchased for the Chromebook. More information can be found on the last page of this document.

Issue	Action(s) Necessary	Cost/Claims with Fee
Accidental Damage (1st Instance)	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued.	\$25 covered by district, student responsible for remaining fees
Accidental Damage (2nd Instance)	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	All costs of whatever kind that are associated with replacing or repairing device.
Accidental Damage (3rd and additional instances)	A report must be made immediately to administration. The device and case must be returned to the school. However, a spare device may not be issued. The student must wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: Limiting participation in the 1:1 Learning Initiative Program or the student may not be permitted to take the device home. This may also result in a referral and disciplinary action.	All costs of whatever kind that are associated with replacing or repairing device.
Intentional Misuse or Negligence	A report must be made immediately. The device and case must be returned to the school so that a new device may be issued. Deliberate damage will result in a disciplinary referral. Students will be subject to appropriate disciplinary action and will be responsible for reparations to damage to school property as appropriate and set forth in applicable existing or future Board policies or school building policies.	All costs of whatever kind that are associated with replacing or repairing device.
Loss	A report must be made immediately to administration	Possible replacement cost pending review and investigation
Theft	A report must be made immediately to administration and a police report must be filed with the Jefferson County Sheriff's department.	Possible replacement cost pending review and investigation
Replacement power cord or case due to loss	A report must be made to the main office.	Replacement cost

c. Estimated Cost of Repairs

All repairs and/or replacements must be run through the Woodlawn Community High School District.

- Replacement of the Chromebook \$225-\$300 depending on the model
- Motherboard \$160
- AC Adapter and Power Cord \$20
- Battery \$48
- Protective Case \$30
- Screen Replacement \$70
- Screen hinges (L&R pair) \$20
- Top Cover (A-Side) \$25
- Screen Bezel (B-Side) \$18
- Keyboard (C-side) \$52
- Bottom casing (D-Side) \$20
- Power port \$8
- LCD video cable (motherboard > screen) \$18
- USB Board \$18
- Speakers \$10
- Camera \$20
- *****THESE PRICES NEED TO BE CHECKED WITH QNS*****

9. Chromebook Technical Support

Room 105 will be the first point of contact for the following:

- Distribution of loaner Chromebooks
- Password identification and reset
- User account support

The Main Office will be the first point of contact for the following:

- Collection of Chromebooks that need repair
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

Woodlawn Community High School District Chromebook Agreement

This agreement refers to all Woodlawn Community High School owned devices and accessories used as part of the 1:1 Learning Initiative:

Terms- You will comply at all times with the Woodlawn Community High School District's 1:1 Learning Initiative Handbook and its guidelines as well as the Woodlawn Community High School Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.

Title- Legal title to the Chromebook belongs to the Woodlawn Community High School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the 1:1 Learning Initiative Handbook. Students will be given the option to purchase chromebook upon graduation with associated fees.

Loss or Damage- If the property is accidentally damaged or incurs loss due to an act of nature, Woodlawn Community High School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardians involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

Repossession- Students not complying with all terms of this Agreement and the 1:1 Learning Initiative Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.

Term of Agreement- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless terminated earlier by the School District or upon student withdrawal from Woodlawn Community High School District.

Appropriation and Payment of Fees and Fines- Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost.

_____ We understand we are responsible for fees associated with Damage/Loss/Theft

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Guardian Name (please print first and last name): _____

Guardian Signature: _____ Date: _____

Technology Usage Agreement
(Student User Agreement)

I have read the Woodlawn Community High School District Technology Usage policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and suspension or expulsion from school.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources, wherever they are accessed.

I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me.

I understand that, to the extent that I access the District's technology resources, including its network, through my own device, the District can monitor my usage to ensure compliance with its Technology Usage Policy.

Signature of Student: _____ Date: _____

Name of School: _____

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 07/21/2021
Woodlawn Community High School District, Woodlawn, Illinois

Woodlawn Community High School Student Pledge Chromebook Use

As a student of the Woodlawn Community High School District, I will:

- Take good care of my Chromebook.
- Never leave my Chromebook unattended.
- Never loan out my Chromebook to other individuals.
- Know where my Chromebook is at all times.
- Fully charge my Chromebook each night before I come to school.
- Keep food and beverages away from Chromebook.
- Not disassemble any part of my Chromebook or attempt any repairs.
- Keep my Chromebook in the district-provided case when not in use.
- Use my Chromebook in ways that are appropriate, meet Woodlawn Community High School District expectations and are educational.
- Keep my Chromebook and case free of any decorations (stickers, markers, writing, etc.).
- Not deface the serial number sticker located on the bottom side of the Chromebook.
- Understand that the Chromebook is subject to inspection at any time without notice and remains the property of the Woodlawn Community High School District.
- Follow the policies outlined in the 1:1 Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- File a police report in case of theft or damage caused by fire.
- Be responsible for all damage or loss caused by neglect or abuse.
- Maintain the district Chromebook, case and power cord in good working condition during extended break periods and return with them when school resumes.
- Pay the full replacement cost of my Chromebook, power cord with charger and case in the event that any of these items are lost or intentionally damaged.

I agree to the stipulations set forth in the above documents including the 1:1 Learning Initiative Handbook, the Chromebook and Technology Use Agreement, the Chromebook Agreement Form and the Student Pledge for Chromebook Use.

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Chromebook and Technology Use Agreement

I have thoroughly read and agree to abide by the following:	Guardian Initials	Student Initials
All Chromebook Policies and fee costs outlined in the Woodlawn Community High School District 1:1 Learning Initiative Handbook. Agreement is required in order for a student to be assigned a Chromebook.		
All Technology Usage Policies are outlined in <u>Technology Usage Policy</u> and the Student Technology Form. Agreement to this is required for a student to have access to school district technology and to be issued a Chromebook.		
Student Pledge		

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Parent Name (please print first and last name): _____

Parent Signature: _____ Date: _____

INSURANCE COVERAGE

APPLICATION VALID FOR 2020-2021 SCHOOL YEAR

www.trachromecare.com

5381 North 118th Court

Milwaukee WI 53255

Woodlawn USD #209 has chosen Chrome Care as the vendor of choice to insure school issued Chromebooks given to students. Insurance with Chrome Care will protect the device against accidental damage, fire, flood, and natural disasters. This insurance