

# CPSD Chromebook Protection Plan Enrollment Form

The Chromebook Protection Plan is an optional insurance plan available to cover Chromebook replacement in the event of reasonable accidental damage, such as drops, cracked screens or spills/water damage. Pricing for this protection plan is \$20 per school year per Chromebook. The plan covers up to two claims per policy in a single school year.

First and Second Accidental Damage Incidents	Third or more Accidental Damage Incidents
<ul style="list-style-type: none"><li>★ Screen replacement: \$0</li><li>★ Keyboard/touchpad replacement: \$0</li><li>★ Other parts not listed: \$0</li><li>★ Total Chromebook replacement: \$0</li></ul>	<ul style="list-style-type: none"><li>★ Screen replacement: \$50</li><li>★ Keyboard/touchpad replacement: \$50</li><li>★ Other parts not listed: Cost of part</li><li>★ Total Chromebook replacement: \$350</li></ul>
<b>IMPORTANT NOTES:</b> <ul style="list-style-type: none"><li>● Claims will be denied if the damage is determined by administration to be malicious or the result of negligent use or treatment.</li><li>● Theft will be covered with an appropriate police report and if the device is not recovered.</li><li>● Lost Devices will NOT be covered.</li></ul>	

**Please fill out the following information:**

STUDENT'S FIRST NAME (Printed) \_\_\_\_\_

STUDENT'S LAST NAME (Printed) \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_ GRADE \_\_\_\_\_

GUARDIAN FIRST & LAST NAME (Printed) \_\_\_\_\_

**Please check the applicable box:**

- I opt into the CPSD Chromebook protection plan and will pay \$20
- I decline the CPSD Chromebook protection plan and accept full responsibility for damage or loss of the district device.

GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**OFFICE USE ONLY** \_\_\_\_\_

Student ID Number \_\_\_\_\_

Deposit Received: YES    N/A

Device Serial Number \_\_\_\_\_

School Representative Initials \_\_\_\_\_

## **Optional Protection Plan Information**

<b>First and Second Accidental Damage Incidents</b>	<b>Third or more Accidental Damage Incidents</b>
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- Replacement Chromebooks may be issued while a student is having their Chromebook repaired. There are a limited number of spares so there may be a delay in getting one. Replacement Chromebooks will not be issued for use until all fines for damage have been paid, if applicable.

## **Taking Care of Your Chromebook**

- Students are responsible for the general care of the device issued by the school. If at any point during the school year there is damage, loss, or theft of a device the student must report the incident to his/her teacher or building administration as soon as possible.
- At the end of the year or upon withdrawal or graduation from the district students must return their device and charger to the school district in good working condition. Should any of the equipment be damaged, the student may be charged in accordance with the Conway Schools Protection Plan.
- Chromebooks should not be altered or covered in any manner.
- Do not leave the Chromebook in extreme conditions. Do not stack books or other heavy materials on top of the Chromebook or lean them on the Chromebook as that could damage the screen or keyboard. Keep food and drinks away from the Chromebook. Carefully plug cables and accessories into the Chromebook. Chromebooks should never be carried by the screen or while opened. Clean the screen with only a soft, dry cloth or anti-static cloth. No cleansers of any type should be used.

## **Security Reminders**

- Students should not share logins or passwords with anyone except their parents/guardians. Students should follow Internet safety guidelines and school rules and policy. Students should understand that the Chromebooks and network are filtered and monitored.

## **Using your Chromebook at School and Home**

- Chromebooks are intended for use at school each day; however, there may be days they are used more than others. Students should bring their Chromebooks to school fully charged each day. The Chromebook is the property of the school and the school has the right to search the Chromebook at any time.
- Students are permitted and encouraged to add their school-issued Chromebook to their home Wi-Fi network.
- Conway Schools cannot troubleshoot home network issues. If the Chromebook works at school, but not at home, try using a public location to see if the problem persists.