



SNOWY RANGE ACADEMY 1:1 HANDBOOK & DEVICE AGREEMENT

Snowy Range Academy recognizes the prominent role technology plays in our world and community. Our goal is to continue to integrate 21st century technology skills into the daily curriculum in ways that benefit learning rather than distract from it. To meet this goal, each student will be issued a device to be used under the direction of classroom teachers. Students will use these devices for research, assignments, communication, virtual learning (when applicable) and state testing. Students will also be required to use devices during technology and typing instruction. **This handbook is intended to promote the responsible and productive use of technology devices as a primary learning resource for students attending SRA.**

Receiving Your Device

Receiving Your Device and Identification

- All students are assigned a device for their educational use. Students will be responsible for the care and use of the device and will be liable for any misuse. Students are not to lend their device to other students or family members.
- Devices for students in grades K-3 will be housed in the classroom; these are not intended to be taken home. Students will not be issued power adapters, as these will remain in the classroom.
- Devices issued to students in grades 4-5 will also be housed in the classroom, but may be taken home periodically, under teacher discretion, only when the device agreement is signed by both the student and parent(s) and insurance fee is paid or waiver is signed. Power adapters will be issued when agreement is signed.
- Devices issued to students in grades 6-8 will not be housed in classrooms. Parents and students in grades 6-8 must sign and return the 1:1 Handbook and Device Agreement form and pay the insurance fee or sign the insurance waiver in order to receive their device. If a family chooses to *not* take a device home, they need to have access to a device at home for schoolwork.

Device Identification

- All devices will be labeled in the manner specified by Snowy Range Academy and can be identified by: record of serial number, ACS1 asset tag, and Snowy Range Academy asset tag.
- Snowy Range Academy will maintain an inventory of all devices with label identification, student assignment, and serial numbers.
- Under no circumstances are students to modify, remove, or destroy identification labels.

Device Return

- Devices will be collected at the end of each school year for maintenance, cleaning, and software installations.
- If a student leaves SRA during the school year, the device must be returned at or before checkout.
- Devices not returned will be treated as theft of school property.

Damages and Fines

- If at any point during the year there is damage or loss, the student must contact his/her teacher immediately. The teacher will record the damage and allow the student to check out a temporary device if necessary.
- Any technical issue with the device must be reported immediately. Teacher will record the issue and submit a tech ticket. Again, a temporary device may be loaned to the student if necessary.
- Original power adapters will be checked out with devices to students in grades 5-8. Students are responsible for the replacement cost of adapters if they are not turned in at the end of the year. NOTE: Third-party adapters turned in will not be accepted.
- Accidental damage will be covered as follows:
 - 1st incident will be covered for students utilizing SRA's Chromebook insurance program. For students not utilizing the insurance, repair/replacement costs will be the responsibility of the student.
 - 2nd + incident(s) will be the responsibility of the student, regardless of participation in the insurance program.
- Intentional damage will be the sole responsibility of the student. Students and parents will be charged for damage to devices that is a result of misuse or abusive handling. The charges will include parts and labor.
- All repairs will be performed by SRA's IT services. Under no circumstances should students seek repairs through a third party.
- Snowy Range Academy will be responsible for repairing (at no charge to the student):
 - Computers that malfunction due to manufacturing or software defects.
 - Devices that suffer damage from appropriate typical wear and tear.
 - Any issue covered under manufacturer warranty.

Protecting/Storing Your Device

Password Protection

- Student devices will be password protected. This password will be assigned by the District and/or Snowy Range Academy. Passwords are not to be shared under any circumstances.
- Students should follow Internet safety guidelines, school rules, and district policies when using devices.

Storing & Carrying Your Device

- Proper care, storage, and transportation of the device is the responsibility of the student.
- Under no circumstances should a device be stored in unsupervised areas. If a device is stolen, a report of the theft must be reported to the building administration immediately. The student and parent must file a police report with the Laramie Police Department and a copy of the report must be provided to Snowy Range Academy. SRA will assist the Police Department in an attempt to recover the device. If available, a loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided.
- It is the student's responsibility to be sure that the device is sufficiently protected while carrying it from place to place. Devices should be transported in a backpack with a padded device pocket or secure carrying case.

Taking Care of Your Device

General Precautions

- All devices are school property and should be treated as such.
- No food or drink is allowed next to your device.
- Cords and cables are not to be wrapped tightly.
- Students should never carry their device while the screen is open.
- Etching and permanent alteration of the device is prohibited.
- Devices are sensitive to extreme temperatures. Do not leave them in heat or cold.
- Students in grades 6-8 are responsible for charging their devices each night and bringing them to school fully charged each day.
- Carefully plug cables and accessories into the Chromebook; avoid jamming or forcing accessories into ports.

Screen Care

- Do not lean on the top of the device when it is closed.
- Do not place a device in a "loaded" backpack or bookbag or shove into a locker.
- Avoid stacking books or other heavy material on top of your device.
- Do not place anything on the keyboard before closing device (e.g. pens, pencils)
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the device against lockers, walls, floors, etc. as it may break the screen.
- Do not use window cleaner or liquid to clean the device.

Snowy Range Academy Device Protection Plan

SRA Protection

Snowy Range Academy students will be assigned a device for their educational use. Device protection is available for all 1:1 students in grades K-8 to cover device repair or replacement in the event of theft (police report required) or accidental damage. The protection plan is offered to families of K-3 students for the cost of \$10/student. For families of 4-5 grade students the cost is \$20/student. For families of 6-8 grade students the cost is \$30/student.

- It is **OPTIONAL** but highly recommended that each family purchase this plan for their students.
- If a family waives the SRA Protection plan, the student/parent is fully responsible for any repairs or replacement of the device resulting from damage due to accidental or inappropriate use.
- If the family purchases the plan, the first incident of accidental damage to the device is covered under the school's protection plan.
- Please note: this plan covers repair and replacement of the device only. Power adapters are **NOT** covered by this plan. Adapter loss or damage will be the responsibility of the student. Third party adapters cannot be returned to the school.
- Damage to a second, third, fourth, etc. device will be the responsibility of the student and/or the parent. The school will determine the appropriate course of action and/or restitution in situations such as this.
- Any intentional or deliberate damage to the device will not be covered by SRA's protection plan.

The student/family without this insurance will be responsible for:

- Repair cost due to accidental damage.
- Full cost if replacement is necessary.
- Repair/replacement cost due to any intentional or deliberate damages.
- Vandalism may be charged if a destroyed device isn't fully paid for by the responsible party.
- Full cost of lost or damaged power adapters. Third party adapters will not be accepted by the school.
- Parents who don't pay for their broken/repared device in a timely manner will be subject to being turned into a collections agency.

| What are the approximate costs of repair/replacement? | Charges | |
|--|-----------------------------|-------|
| | Chromebook Full Replacement | \$275 |
| | Power Adapter Replacement | \$45 |
| | HotSpot Replacement | \$125 |

Student/Parent Device Agreement Form

- I /we understand that devices are intended primarily for educational use.
- I/we understand the responsibilities regarding the care and maintenance of the device.
- I/we understand the terms and conditions of the insurance coverage (Device Protection Plan) for the device.
- I/we understand that students, depending on classroom expectations, may take devices home in the evenings for school related use; however, students must have devices in school every day.
- I/we understand that students must return devices at the end of the school year in the condition received with the exception of normal wear.
- I/we understand that Snowy Range Academy reserves the right to conduct unannounced inspections of student devices.
- I/we understand that problems or damage to the device must be reported immediately.
- I/we understand that the use of devices will be governed by all terms and conditions of Snowy Range Academy policies and regulations, including but not limited to Albany County School District #1's Student Responsible Use Guidelines.
- I/we have read SRA's 1:1 Handbook and Device agreement and agree to abide by this agreement.

Snowy Range Academy Device Protection Plan

| SRA DEVICE PROTECTION PLAN COST PER STUDENT | |
|---|------|
| K-3 | \$10 |
| 4-5 | \$20 |
| 6-8 | \$30 |

Signature and Agreement

| Our choice for Device Protection Plan for the school year <u>22-23</u> : |
|--|
| <input type="checkbox"/> We accept for the following children/grade: <input type="checkbox"/> We decline for the following children/grades: |

| |
|---|
| I/We have read SRA's 1:1 Handbook and Device agreement and understand the stipulations set forth in the plan. (initials) |
| I/We have watched the "How to Take Care of Your Chromebook" video and have passed the quizzes. (initials) |

| | |
|------------------------|-----------------------|
| Student #1 Grade: | Date: |
| Print Student #1 Name: | Student #1 Signature: |

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|------------------------|-----------------------|
| Student #2 Grade: | Date: |
| Print Student #2 Name: | Student #2 Signature: |

| | |
|------------------------|-----------------------|
| Student #3 Grade: | Date: |
| Print Student #3 Name: | Student #3 Signature: |

| | |
|--------------------|-------|
| Print Parent Name: | Date: |
| Parent Signature: | |

