**2023-2024 Academic Year**

**Terms**

Users will always comply with the CUSD Technology Handbook policies. Any failure to comply may result in termination of user rights and immediate repossession of the device. Any lost, stolen, and/or damaged devices must be reported to school authorities immediately.

**Title**

The district always has legal title to the property. The user’s right of possession and use is limited to and contingent upon full and complete compliance with this agreement, the CUSD Student Technology Handbook policies, and all CUSD policies and procedures.

**Loss, Theft, or Full Damage**

If a device is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. At that time, the parent/guardian will be instructed to complete a Lost/Damaged/Stolen Device Report and may be advised to file a police report. If a device is lost, stolen, or damaged as a result of irresponsible behavior, the parent/guardian may be responsible for the full replacement cost. Further, the Parent/Guardian may be responsible for the full replacement cost of the device if not reported to CUSD personnel within three (3) calendar days of missing the device.

In the event that the device is lost, stolen, or damaged, the device user will be assessed a $50.00 fee for the repair or replacement of the device for the **first occurrence** per device.

In the event that there is a second occurrence of loss, damage, or theft, the device user will be assessed a $75.00 fee for the repair or replacement of the device.

In the event that there is a third occurrence of loss, damage, or theft, the student will not be issued another device to take home.

In the event that the power adapter and/or cable are lost, stolen, or damaged, the device user will be responsible for a $20.00 replacement fee.

In the event of a lost or stolen device, the parent/guardian will file a police report and provide a copy to the school administration. After the police report has been filed, the CUSD technology department, in conjunction with the police department, may deploy location software that may aid authorities in recovering the device. It is imperative that a lost or stolen device must be reported immediately. If a stolen/lost device is not reported within three (3) calendar days to CUSD personnel, the parent/guardian will be responsible for full replacement cost.

Students who leave Chester Upland School District during the school year must return the chrome book, along with any other issued accessories, at the time they leave the school. Any fees collected as part of this initiative will not be refunded.

**Students who do not return the device to the school prior to leaving the district must pay the full replacement fee prior to the school releasing any official records (report cards, transcripts, etc.)**

**Seniors who do not return the device to the school prior to graduation must pay the full replacement fee prior to the school releasing final school documents (transcripts, diplomas, etc.) or allowing the student to participate in commencement services.**

**Repossession**

If the user does not fully comply with all terms of this agreement, the CUSD Student Technology Handbook, and the CUSD Acceptable Use Policies, CUSD shall be entitled to declare the user in default and come to the user’s place of residence, or other location of the property, to take possession of the property.

**Terms of Agreement**

The user’s right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by CUSD or upon withdrawal/transfer from Chester Upland School District.

**Unlawful Appropriation**

Failure to return the device in a timely matter and the continued use of the device for non-school purposes without the district’s consent may be considered unlawful appropriation of the district’s property.

**Handling and Care of the Device**

Users should take the following measures to ensure proper handling of their devices:

* Keep the device in the district-issued case.
* Keep devices and cases free of any writing, drawing, stickers, or labels that are not applied by CUSD.
* Use the device on a flat, stable surface.
* Do not place books on the device.
* Do not have food or drinks around the device.
* Wipe surfaces with a clean, dry soft cloth.
* Avoid touching the screen with pens or pencils.
* Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

**Power Management**

**It is the user’s responsibility to recharge the device’s battery, so it is fully charged by the start of the next school day.**

* Devices with no battery life must be charged in the classroom. The student forfeits use of the device for the entire time it takes to charge the device.
* All classwork missed because of uncharged batteries must be made up on the student’s time.
* The device must always remain on (awake or sleep mode) at school, with no exceptions.

**Transport**

**Users should follow the guidelines listed below concerning the transport of devices:**

* The user should transport the device in its protective case and sleeve.
* The user should not leave the device in a vehicle for extended periods of time or overnight.
* The user should not leave the device in an unattended vehicle.
* The user should never remove the sticker or hard case from the chrome book

**Monitoring and Supervision**

* The user should not leave the device unattended in an unlocked classroom or during an extracurricular activity.
* The user should not lend the device to a classmate, friend, or family member.
* Any attempt to “jailbreak” or remove the CUSD profile could result in disciplinary action.
* **Students are responsible for the safety and security of the device and any activity on the device.**

**Chromebook/iPad Fees**

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| **Fee** | **Amount** | **Notes** |
| Lost, Damaged, Stolen Device Fee – First Incident | $50.00  | Must be received and accompanied by a lost/stolen/damaged device report prior to the issuance of a new device. |
| Lost, Damaged, Stolen Device Fee – Second Incident | $75.00 | Must be received and accompanied by a lost/stolen/damaged device report prior to the issuance of a new device. |
| Lost or Damaged Power Cord | $20.00 |  |
| Full Replacement Fee | $150.00 |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_