



DR. JASON BOONE
ASSISTANT SUPERINTENDENT
SOUTHMORELAND SCHOOL DISTRICT

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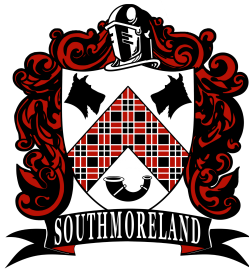
1-to-1 Chromebook Protocol and Repair Notification

In the Fall of 2020, the Southmoreland School District began providing Chromebooks to each student attending any of our four buildings. As a district, we believe these devices are essential to our students' overall success and their ability to access information, assignments, and assessments. Additionally, these devices are a vital communication tool in the K-12 educational landscape. Every student is required to use one of these devices or a personally-owned laptop device (Chromebook or Laptop) in order to have access to our curriculum.

Over the past two years, we've learned a great deal about how to manage these devices, what repairs are needed the most, and what the costs of those repairs are when issues arise. As we look ahead to the next step of this implementation, it is important for everyone (Teachers, Administrators, Administrative Assistants, Parents, and Students) to understand the proper protocol we will adhere to in regards to issuing, repairing, and tracking these devices.

When students register in our district, they will be issued a Chromebook by our IT Department. The Chromebooks will come with a protective case and a factory charger. Those three items (Chromebook, case, charger) are the responsibility of the student from that point forward (Parents will be asked to sign the Chromebook Acknowledgement Form before a Chromebook is issued). If anything occurs to the Chromebook, the student must notify the main office of the issue. If the issue is mechanical or technical in nature, there will be no cost for the repair. In this case, the student will be issued a similar replacement. If the issue is related to willful negligence or is damaged in any other way, the student will be given a loaner Chromebook (this Chromebook will be from an older set) and the student will be charged the amounts listed in the table below for the repair. A student will only receive a replacement Chromebook similar to his/her original device once payment has been received by the main office.

"HIGH QUALITY LEARNING FOR ALL"



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Item	Cost
Factory Charger	\$32.00
Protective Case	\$35.00
Keyboard	\$35.00
Screen	\$50.00
Chromebook Case (Palm rest/Back of Screen)	\$50.00-\$75.00
Total Replacement	\$248.00

When a student withdraws from the Southmoreland School District or graduates, records will not be released to a new school until the student turns in the district-owned chromebook, protective case, and factory charger. Any student that does not return the device will be charged the total amount of \$248.00 for the device. In the event that the device and related items are not received, the Southmoreland School District reserves the right to pursue its legal options through the magisterial district court to collect the device and/or cash value in the form of a personal judgment or other appropriate relief.

Sincerely,

Dr. Jason A. Boone
Assistant Superintendent
Southmoreland School District
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