



Chromebook 1:1 Instructions and Procedures

General Rules of Use:

Students and parents are expected to complete and return the **Chromebook 1:1 Agreement Form**.

1. All Chromebooks are provided with a charging cord. Because **Chromebooks remain the property of WRDSB**, please ensure the Chromebook and charging cord are always ready to be returned in their original condition. Use of temporary identification stickers on the device is allowed and encouraged.
2. **Please bring the Chromebook to school each day, fully charged.**
3. Students are responsible for the care of the Chromebooks. **Please report any damage or issue with your Chromebook immediately.**
4. What happens if a **Chromebook is lost or damaged?**
 - When the first broken Chromebook is brought in, it will be replaced, unless the damage is deemed intentional or malicious, for a \$50 charge to the student
 - If the damage is deemed to be intentional or malicious, the student will be charged the full replacement cost (*currently \$300.00*).
 - In order to replace a second broken device there would be another \$50 charge.
 - The third and subsequent broken devices would require a full replacement cost. The student would not be able to keep the damaged device.
 - The damaged device would be returned to the school and a replacement device of similar age - or as close as possible to the age - as the one that has been damaged would be provided.
 - Lost devices would be handled in the same way as any other piece of Board equipment that has been lost. In general, the student will be charged the full replacement cost.
 - Collection of any funds to cover the replacement of a device will be managed through the School-Day (an online cashless system for use by parents, teachers and office administrative staff).
5. If a **student leaves their school**, they will either:
 - Keep the Chromebook if they are moving to another WRDSB school.
 - Return the Chromebook to Administration (as with any textbook) if they are moving out of WRDSB.
 - Return the Chromebook at the end of their final school year if they are a student who will be graduating (as with any other equipment or textbooks).

Parents and Students can find out more about the Chromebook 1:1 Initiative by visiting:

<https://www.wrdsb.ca/learning/programs/secondary-school-information/chromebook-project/>



Chromebook 1:1 Agreement

Please read the information carefully and complete the required fields. Return this completed Acknowledgement on the first day of school, when you pick up your Chromebook in the library.

Student Information:

Name: _____ Home Room: _____

Please read the following and sign below indicating that you understand:

- Borrowing a Chromebook is a privilege.
- The Chromebook is to be used as a tool for school work.
- Students must read and agree to follow the WRDSB's Responsible Use Policy, found on-line at <http://www.wrdsb.ca/rup/>
- Students and Parents must read and understand the General Rules outlined in the *Instructions and Procedure above*.
- The Chromebooks are reliable, but should you experience a hardware issue, please deal with it at school at the earliest possible opportunity.

Student Signature: _____ Date: _____

Parent Name (please print): _____

Parent Signature: _____ Date: _____