

TRIO Wolf Creek Distance Learning Charter School #4095

Procedure 113 - Chromebook Checkout Procedure & Checkout Agreement

Overview

Wolf Creek Online High School is pleased to offer a Chromebook computer checkout service to our students. Chromebooks are available on a limited basis for students to check out. These devices may be used only for the purpose of completing course work for Wolf Creek Online High School.

Limits & Availability

- Wolf Creek students with *full-time* status can only check out the Chromebooks.
- Students must be in good academic standing and have successfully completed one term.
- Students who have overdue materials or fines are ineligible to use this service.
- Chromebooks will be available on a first-come, first-serve basis.
- Chromebooks are most likely to be advantageous to a student for check out when they are going to have a significant amount of time to use it during that period. Please consider this when checking out devices.
- If it is discovered that a student is not making weekly progress as determined by Wolf Creek standards while in possession of the device, students will be requested to return devices immediately for other students to check out.
- Chromebooks are a great solution for a short-term computer accessibility issue for students. It is not meant to be a long-term solution due to the limited availability. Wolf Creek encourages the use of computers on campus, as well as at local libraries and Wi-Fi hotspots in all areas of Minnesota for additional usage.
- An eligible student is allowed to check out one device at a time.
- Devices will not be available for summer term without prior approval.
- Printing is not available from devices.
- Chromebooks are locked operating systems – no additional software may be installed.
- Wolf Creek reserves the right to limit the distance of check out to the distance staff is able to drive to retrieve the Chromebook if necessary. Wolf Creek devices are not allowed to leave Minnesota for any reason.
- Devices are checked out to students using the procedures outlined in this document at all times, which means that students are not able to “check out” the Chromebook for one day and use the in lab with no deposit and no forms turned in.

Checkout Procedure

- A student checking out a Chromebook should read and agree to abide by this and all school policies, specifically the Internet/Technology Use Policy.
- A student and parent/guardian must sign the Chromebook Checkout Agreement.
- At the time of checkout, the device will be inspected by a staff member to make sure it is intact and functioning properly.
- All files used on the Chromebook are linked to a student’s Google Drive account. Students are required to use their Wolf Creek Google information for this reason.
- Prior to taking the Chromebook home, the user should contact their insurance company to determine if their homeowner policy will cover the equipment in their possession.

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Loan Period, Fees, & Renewals

- The checkout period for each Chromebook is approx. 2 quarters/5 months; note due date on Agreement.
- Prior to device checkout, all paperwork must be completed in the proper manner.
- *A \$50.00 deposit is required for all checkouts. This allows check out for two terms (approx. \$10 per month). Any damages fees are the responsibility of the student in possession of the computer.
- NSF checks will result in the request for immediate return of the device to Wolf Creek.
- Upon successful return of device, by the due date, any overage money will be returned to the student/family. A period of 7-10 days is required for check reimbursement from Wolf Creek. Please note, at all times the check will be written to the person who wrote the original check.
- A checked out device may be renewed period, given that no other eligible students are waiting to checkout a Chromebook and fees are paid.
- Students qualifying for educational benefits/free & reduced lunches will have fees waived. (*WC Board: 8/8/17 Google docs/Chromebook*)

Check-in Procedure

- The device must be returned on or before the designated due date. If the computer is late for check-in the opportunity to check out the computer in the future and the damage deposit will be in jeopardy.
- When returning, the student should allow time for the staff member to check the equipment.
- A staff member will verify that all parts are present and that the computer and all accessories are in good working order.
- The device will be booted up and checked for history and functionality upon return.

Fines & Liability

- A student's privilege to checkout a device may be removed at any time deemed necessary by Wolf Creek staff. We reserve the right to refuse checkout or demand immediate return for any reason including, but not limited to: abuse of checkout privileges, current outstanding fines, enrollment status, etc. Late returns will be considered abuse of privileges, and may result fees, the suspension of privileges, and temporary or permanent suspension of checkout privileges.
- Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. Wolf Creek reserves the right to monitor the use of this system to ensure security and to respond to specific allegations of misuse and/or tampering.
- A fine of \$5.00 per week will be levied for overdue devices. After 5 days an unreturned device will be considered stolen or lost and disabled. Public Safety will be notified and an investigation may be initiated.
- The student is responsible for making sure that the Chromebook is in working order and without physical damage when it is checked out.

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- The student is responsible for the device that is checked out. Keep the device in a secure location, do not loan to others, and do not leave the device unattended. If the device is lost or stolen, contact Staff immediately to disable the device.
- It is the student's full responsibility and fiscal liability for all costs associated with damage to the device or its associated peripheral equipment during the period it is checked out or its replacement costs should it be lost or stolen.
- Students are financially responsible for all damages to or loss, including loss as a result of theft, of equipment.
- If devices are not returned on time, or if parts are damaged or missing, late fees and/or repair and replacement fees will be automatically charged to the student record. Below are the fines and charges that apply:
Overdue fees: \$5.00 per day will be levied
Power Adapter/Cord: \$50.00
Carrying Case: \$50.00
Replacement cost for lost, stolen, unreturned, or un-repairable Chromebook: \$300.00
Damage charges will be assessed for the actual repair costs.

Troubleshooting Problems & Questions

- If students experience problems with device hardware or applications or have questions, they should contact Wolf Creek staff.
BRENDA SWANSON at 651-213-2037 or bswanson@wolfcreekhs.org
- The student will be fiscally responsible for any damage to a Chromebook if he/she tries to troubleshoot problems.

Disclaimer

- Wolf Creek is not responsible for damage to any removable drive (i.e. flash drive) or loss of data that may occur due to malfunctioning hardware or software.

Violations

- Any breach of this policy will be considered an official violation. Students have financial responsibility for any losses of or damage to checked-out devices, whether due to theft, negligence, or other factors.

Please fill out the Checkout Agreement on the next page.

**Minn. Stat. § 123B.36 (Authorized Fees)*

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Student Name: _____ Phone: _____

Student Email: _____

Parent Name: _____ Phone: _____

Parent Email: _____ Driver's License Copy: _____

Address: _____

Equipment checked out: _____

Model #: _____ Serial #: _____

Device must be returned on or before: _____ (This date may be adjusted by Wolf Creek Staff.)

Equipment	Checked - Out	Checked - In
Chromebook		
Power cord		
Bag		

A fine of \$5.00 per week will be levied for overdue devices.

- *After 5 days an unreturned device will be considered stolen or lost and the device disabled. Public Safety will be notified and an investigation may be initiated.*
- *Device must be returned on or before the designated due date. If the device is late for check-in the opportunity to check out devices in the future and the damage deposit will be in jeopardy.*
- *Only Wolf Creek students with full-time status can check out the Chromebooks.*
- *Students must be in good standing with Wolf Creek/meeting expectations as a Wolf Creek student.*
- *If it is discovered that a student is not making weekly progress as determined by Wolf Creek standards while in possession of the device, then the machine will be requested for immediate return.*

I have read and understand the Wolf Creek Online High School - Chromebook Checkout Procedure:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Authorized by: _____ Date: _____