

## **TRIO Wolf Creek Distance Learning Charter School #4095**

### ***Procedure 113 – Chromebook Checkout Procedure & Agreement***

#### ***Overview***

Wolf Creek Online High School is pleased to offer a Chromebook 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 coursework for Wolf Creek Online High School.

#### ***Limits & Availability***

- Wolf Creek students with *full-time* status can only check out the Chromebooks.
- Students/families must complete all needed Wolf Creek enrollment forms, including the annual Educational Benefits Form, before checking out a Chromebook.
- 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 checkout when they are going to have a significant amount of time to use them 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 short-term accessibility issues 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 checkout to the distance staff is able to drive to retrieve the Chromebook if necessary.
- 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 it on campus 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 #524.
- 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's policy will cover the equipment in their possession.

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#### ***Loan Period, Fees, & Renewals***

- The checkout period for each Chromebook is approximately 2 quarters/5 months; note the due date on the Agreement.
- Prior to device checkout, all paperwork must be completed in the proper manner.
- \*A \$100.00 deposit is required for all checkouts. This allows check out for two terms (approx. \$20 per month). Any damage fees are the responsibility of the student in possession of the computer.
- NSF checks will result in the request for the immediate return of the device to Wolf Creek.
- Upon successful return of the 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 that at all times the check will be written to the person who wrote the original check.
- A checked-out device may be renewed, given that no other eligible students are waiting to check out a Chromebook, and fees are paid.
- Students qualifying for educational benefits/free & reduced lunches will have fees waived. (*WC Board: 8/8/17*)

#### ***Check-in Procedure***

- The device must be returned on or before the designated due date. If the device 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 everything is 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 check out 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 an abuse of privileges and may result in fees, the suspension of privileges, and temporary or permanent suspension of checkout privileges.
- The 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.
- After 5 days an unreturned device will be considered stolen or lost and disabled.
- The student is responsible for making sure that the Chromebook is in working order and without physical damage when they are checked out.
- The student is responsible for the devices that are checked out. Keep the devices in a secure location, do not loan it to others, and do not leave the device unattended. If the device is lost or stolen, contact the 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.

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- Students are financially responsible for all damages to or loss of equipment, 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:

Power Adapter/Cord: \$20.00

Replacement cost for lost, stolen, unreturned, or un-repairable Chromebook: \$400.00

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.  
Jolene Comstock at 651-213-2060 or [jcomstock@wolfcreekhs.org](mailto:jcomstock@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 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: \_\_\_\_\_

Learning Manager \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Equipment checked out: \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

Model #: \_\_\_\_\_

Serial #: \_\_\_\_\_

Device must be returned on or before: \_\_\_\_\_

Equipment	Checked - Out	Checked - In		DEPOSIT INFO
Chromebook				Paid \$100
Power cord				cash/ check/credit
Bag				

- *After 5 days an unreturned device will be considered stolen or lost and the device will be disabled.*
- *Devices 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/ 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 Chromebook Checkout Procedure:**

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_