



# GRASS LAKE COMMUNITY SCHOOLS

*Individual Excellence Inspired by Tradition and Innovation*



## K-12 Student Technology Handbook 2023-2024

# Student Technology Handbook

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## INTRODUCTION

The policies in this handbook refer to the use of an individual student computing device which is to include a Chromebook, iPad, etc... In addition to this Student Handbook, students are required to follow all the policies and guidelines outlined in Grass Lake Community School "Responsible Use Policy". As Grass Lake's one-to-one initiative centers on new devices, software, computer applications, instructional methods and new learning opportunities, additional policies will be continually reviewed and this set of policies updated. Please refer to the Grass Lake Schools' website ([www.grasslakeschools.com](http://www.grasslakeschools.com)) for the most up-to-date information.

## **EXPECTATIONS AND CARE**

### CARE AND MAINTENANCE OF THE CHROMEBOOK, ETC (DEVICE).

**1. Do not attempt to gain access to the internal electronics or repair your device.**

If your device fails to work or is damaged, report the problem to your school's Main Office as soon as possible. Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.

**2. Never leave a device unattended.**

When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's Tech Department.

**3. Never expose a device to long term extremes in temperature or direct sunlight.**

An automobile is not a good place to store any technology.

**4. Avoid applying liquids to the device.**

Technology does not respond well to liquids. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device.

**5. School owned technology MUST remain in the provided case at all times.**

The student will be charged for any damage to the device outside the school issued case. If the device is not in the case, any damage incurred will not be covered under the Electronic Device Insurance Protection Plan.

**6. Avoid placing weight on the device.**

**7. Never throw or slide any technology.**

**8. Student-issued device accessories are the responsibility of the student.**

Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.

**9. District owned devices have the ability to be remotely located.**

Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.

**10. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.**

Modifying or attempting to remove the labels is a violation of the acceptable use policy and grounds for disciplinary action.

**11. Do not lend your device to another person.**

Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.

**12. Your device is an electronic device and care must be exercised when handling.**

Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects. The device should never be stored in a locker where damage may be unintentionally inflicted due to weight or other issues which may damage the device.

**13. Your device(s) should be charged at home.**

Your device is designed for daily use; therefore, each device must be charged and ready for use each school day.

**14. The District-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment.**

The school district may provide stickers that have been approved for use by the school administration for identification of a school issued device.

**COST OF CHROMEBOOK, SOFTWARE, APPS AND ACCESSORIES**

The entire package replacement cost of:

The Chromebook is approximately \$290.00 and includes: the device, case, charger, software applications, apps and assorted programs/accessories specific to individual classes; and

The iPad is approximately \$390.00 and includes: the device, case, charger, software applications, apps and assorted programs/accessories specific to individual classes.

Device Replacement without charger and power cord:

iPad Device Replacement = \$300.00

Dell Chromebook Replacement (Grades 2-12) = \$285.00

**GRASS LAKE COMMUNITY SCHOOLS ELECTRONIC DEVICE INSURANCE  
PROTECTION PLAN**

**2022-2023 School Year Annual 1 Year Plan**

Families shall purchase an insurance agreement through Grass Lake Community Schools Electronic Device Insurance Protection Plan (See Attachment C). This insurance agreement only covers the chromebook and/or iPad devices. Cases and chargers for the devices are the responsibility of the student and if damaged or lost will have to be replaced at the full cost.

1. In the event of damage due to intentional abuse or misuse, it is the parent/guardian responsibility to cover the cost of replacement cost as follows:

- iPad Replacement = \$300.00
- Dell Chromebook Replacement (Grades 2-12) = \$285.00
- Power Charger and Cable = \$30.00
- Case = \$20
- GL Stickers on chromebooks = \$5.00
- Price to replace various components (LCD screens, keyboards, etc.) are subject to market value at time of repair.

2. It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse.

3. District-issued software applications (apps) are needed for student learning and should not be deleted.

4. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

**DAMAGED, LOST, OR STOLEN DEVICES**

1. If the Chromebook or iPad is malfunctioning or damaged, the student must report the malfunction via the ticket form link located on the Grass Lake Schools website and deliver the device to the office for repair. In order to streamline the repair, the district is requesting students/parents to fill out a repair ticket that will be available on the district website.

2. In the event that a device is intentionally damaged the parent/guardian will be assessed a fee up to \$300.00 for the replacement of the device or may be billed for repairs.

3. In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is mandatory for insurance claim processing. In addition, an Electronic Device Insurance Claim Form must be completed (See Attachment D). In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.
4. In the event that a police report is filed for a lost or stolen device, Grass Lake Community Schools may aid the police in recovering the device. All devices are tagged with an asset label. The label is not to be tampered with or removed.
5. Students who leave the district during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's main office. Failure to return a device in a timely fashion may result in legal action or a prorated amount (up to \$300.00). Students who leave the district prior to January 15th will be reimbursed a prorated amount of insurance paid during the current school year. There will not be a refund after January 15th.

### **STUDENT USE OF DISTRICT TECHNOLOGY**

1. **The student should have NO expectation of privacy of materials found on any District owned technology or a school supplied or supported email service.**  
All District owned technology is the property of Grass Lake Community Schools and as a result may be seized and reviewed at any time.
2. **Students must obtain school permission to publish a photograph or video of any school related activity.**  
Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group.
3. **Students are responsible for bringing their device to school every day unless otherwise directed by a staff member.**  
Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student will be subject to disciplinary action.
4. **Students are responsible for bringing their device to school fully charged.**  
A student's repeated failure to bring their device charged may result in disciplinary action.

5. **Inappropriate or provocative images are prohibited** including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images. Such actions are subject to disciplinary action. Personalized screen-savers or backgrounds are permitted.
6. **Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.**
7. **The device affords limited electronic storage space.**  
As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Students may save files to their Google Drive or District Home Directory.
8. **The District issued device is designed as a tool for learning.**  
Misuses of the device may result in disciplinary action.
9. **All students should recognize and guard their personal and private information.** While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
10. **A student should not share their personal security passwords with anyone.**  
Responsibility for the contents/actions of the device rests solely with that individual.
11. **Grass Lake Community Schools expects students to take their device home at night for class work and recharging.**  
All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.
12. **Grass Lake Community Schools makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise.**  
Backing up files is recommended using the student's school Google Drive account.
13. **School personnel have the right to limit use of the device at home.**



## **RETURNING THE CHROMEBOOKS/iPads**

Students are expected to return the chromebooks/iPads to the school on the designated return date at the end of each school year.

## **PARENT RESPONSIBILITIES**

Your son/daughter has been issued either an iPad or a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of this computer:

Supervision of the student's use of the device at home.

A discussion of the family's values and expectations regarding the use of the Internet and email at home.

Supervision of the student's use of the Internet and email.

Please do not attempt to repair the device, or attempt to clean it with anything other than a soft, dry cloth.

Report to the school any problems with the device.

Make sure the student charges the device nightly.

Make sure the student brings the device to school every day.

Understand that if the student repeatedly comes to school without the device, a plan will be developed that may require you to bring the device to school if it is left at home or disciplinary action may occur.

Make sure the student has a good bag or backpack to transport the device to and from school.

Understand that it is the responsibility of the parent to return the device to school when requested and upon child's withdrawal from Grass Lake Community Schools.

## **COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)**

In order for Grass Lake Community Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Grass Lake Community Schools utilizes several computer software applications and web based services, operated not by Grass Lake Community Schools but by third

parties. These include Schoology, Powerschool, Google Apps, Apple ID, Moodle, Edmodo, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Grass Lake Community Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Grass Lake Community Schools to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web operators: Schoology, Powerschool, Google, Follett, DeMarque, B.E. Publishing, Apple, and to the operators of any additional web-based educational programs and services which Grass Lake Community Schools may add during the upcoming academic year.

Please be advised that without receipt of this signed form, your enrollment package will not be considered complete as Grass Lake Community Schools will be unable to provide your student(s) with the resources, teaching and curriculum offered by our learning management system.

## **FREQUENTLY ASKED QUESTIONS FOR THE ONE-TO-ONE INITIATIVE**

**Q:** Who will receive a device?

**A:** All students in grades K through 12 will be assigned a device. Dependent on the grade level, the students will be allowed to take the device home for use on school related work or projects.

**Q:** Who will receive an iPad?

**A:** All students in grades K through 1 will be assigned an iPad. A determination will be made in the future as to the amount of time the iPads may be used at home.

**Q:** Does my student really need a Chromebook/iPad?

**A:** The answer to this question is yes. Today's students learn differently than students did even ten years ago. Technology, which some are completely amazed by, is taken for granted by today's student population. We are in the midst of a change on how material should be presented to the students. There are new learning approaches being introduced into the classrooms across the nation such as blended classrooms, virtual classrooms, just to name a few. Teachers are constantly being challenged to devise new strategies and project-based learning that will present their content in a manner that connects to the students. Digital instruction is progressing faster and faster each year. Devices that are capable of connecting to the internet in order to deliver instruction in today's learning environment are essential. They provide learners with more control over the manner in which they learn such as time, place, and pace for studying.

**Q:** Is there insurance for the devices?

**A:** The school district has prepared an insurance plan/program to enable students to use the devices. Students/Parents need to enroll in the Grass Lake Community Schools Electronic Device Insurance Protection Plan. *The Electronic Device Insurance Protection Plan is for the device only. Any cost for damage to the case or to the power cord that requires repair or replacement will be the responsibility of the student.* Staff and students are responsible for returning the equipment in good working condition.

**Q:** How much does the insurance program provided by Grass Lake Community Schools cost?

**A:** Insurance is \$25 per device per year with a \$75 total cap per family per year for grades K-12. If the device is damaged, the first claim is free. If there are subsequent claims, a \$10.00 copay will be collected for the second claim and \$20 after the third. After three claims, the parent/guardian will be responsible for the full cost of repair limited to parts and not including labor. 13th year students will pay \$25.00 and are not included in the family cap. *Families who are eligible for the free and reduced food services programs need to contact the building offices for further information. (Please see attachment C)*

**Q:** What happens if my device is damaged, lost, or stolen?

**A:** The technology device is the responsibility of the student. Each Chromebook and iPad comes with a limited warranty program. Should a Chromebook or iPad be damaged, lost, or stolen the student and parent/guardian should immediately notify school administration. The filing of a police report may be required to complete the “One-To-One Device Insurance Claim Form”. If the Chromebook or iPad is damaged intentionally, the student will be charged the total amount needed to repair or replace the device, case, and software that has been purchased by the school. The filing of a police report may be completed if vandalism is suspected. If the Chromebook or iPad is stolen, the filing of a police report by the parent/guardian will be required. The Grass Lake Community School District may deploy software that may aid in the recovery of the device.

**Q:** Is the Chromebook/iPad durable enough to stand up to typical student usage?

**A:** All Chromebooks and iPads are being issued with a protective case to help prevent damage, but need to be handled with care.

**Q:** Do parents need/have to sign a contract?

**A:** Parents and students must sign a *Parent Responsibility Agreement* whether the device stays on campus or not, and an *Insurance Form*.

**Q:** What happens if I do not sign the agreements for my child?

**A:** Your student will not be issued a device.

**Q:** Will the digital devices contain all of the student’s textbooks?

**A:** While movement to digital textbooks is in our plans, we are not ready to totally replace student textbooks with digital textbooks at this time.

**Q:** What about the impact of reading a computer screen vs. a hard copy of material?

**A:** The teachers in the district will continue to utilize hard copy material as needed.

**Q:** Will the Chromebooks/iPads be filtered for student-accessed content?

**A:** Grass Lake Community Schools belongs to the Jackson Intermediate School District Technology Consortium. The consortium has invested in iBoss which is a filter that is provided both on campus and off campus including the home.

**Q:** Will the Chromebooks/iPads be password protected?

**A:** Pass codes/words will be required at the time of the setup for all Chromebooks and iPads to protect the security of the students and their work.

**Q:** Will students be able to download apps?

**A:** All requests for additional software and or apps should be requested through the student's teacher. Applications to be installed will be provided by the District Technology Team.

**Q:** Who will repair the inoperable Chromebooks/iPads?

**A:** The Grass Lake Community Schools staff and the Jackson Intermediate School District staff will be responsible for scheduling any repairs for the devices. The school district has an I.T Technician on staff to assist with device repair for both the students and the staff. When devices are sent out for repair, another device will be provided on loan for the student until repairs are completed. A repair ticket form has been made available through the website for the students and/or parents to fill out to communicate the problem the device is having.

**Q:** What if I don't want my child to bring their Chromebook/iPad home?

**A:** Each school building will provide an area where students can store and charge their Chromebook/iPad overnight. However, students will be encouraged to use the devices at home as they will be an integral part of student instruction homework and will be needed to understand the material and complete work.

**Q:** Should the charger and cord be brought to school?

**A:** No, the charger should be kept at home and not brought to school. This will ensure that there is less opportunity for damage to the charger and cord. The devices should be charged at home every night.

**Q:** What if I wish to use my personally owned device instead of the Districts?

**A:** Parents will have the option of having their student use a personal device at home, but all students will be expected to use the district assigned Chromebooks/iPads at school to allow teachers to plan for uniform and consistent instruction.

**Q:** Will students be able to keep their Chromebooks/iPads during the summer?

**A:** No. Students will have to turn in their Chromebooks/iPads by the end of the school year so the IT staff can service and update them for the following school year.

**Q:** If we do not have Internet access at home, are there other options for my student?

**A:** Grass Lake Community Schools will be open from 7:30am - 4:00pm Monday through Friday and additional times as posted. Students are welcome and encouraged to use the libraries in the morning and afternoon.

**Attachment A**



# Grass Lake Community School District

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## Parent/Student Responsible Use Agreement

899 S. S. Union St., Grass Lake, MI 49240  
(517) 867-5540 [www.grasslakeschools.com](http://www.grasslakeschools.com) Fax (517) 522-8195

All use of technology and the identified electronic devices shall be consistent with the goals of the educational and instructional goals of Grass Lake Community Schools. This Responsible Use Agreement describes the expectations for Grass Lake Community Schools students for all use of electronic devices on school grounds, whether district provided or privately owned.

The Electronic Device Policy may be accessed on the school district website at [www.grasslakeschools.com](http://www.grasslakeschools.com)

### I Understand:

- I will always supervise my electronic device(s) and when I am not using my electronic device it will be stored in a secure or locked environment.
- My electronic device(s) will always be in the provided case. However, I understand electronic devices are still vulnerable to damage if dropped, thrown, smashed, or crushed. I will use care when carrying it and placing it in a carrying bag or backpack.
- I will not apply any permanent marks, decorations, or modifications to an electronic device other than those provided by Grass Lake Community Schools.
- I will not remove any identifying barcodes or stickers on electronic device(s).
- I will only use the electronic device that has been assigned to me, unless directed otherwise by a teacher or other staff member.
- I am responsible for the care and protection of electronic devices, and I will report any damage or malfunction of an electronic device immediately to a teacher or school district employee.
- I will not attempt to repair any district provided electronic device or gain access to the internal electronics.
- I will report the loss or theft of an electronic device immediately.
- I agree to return the district provided electronic device issued to me and the case, plug, and cord in excellent condition at the end of the school year or upon termination of enrollment in Grass Lake Community Schools for any reason.
- I will not expose my electronic device(s) to fluids or excessive temperatures (hot or cold) or other environments that can damage the battery or electronics. Should exposure to extreme temperatures occur I will allow electronic devices to reach a normal room temperature before restarting them.
- If I identify a security problem on my electronic device, I will notify school staff and will not show the problem to other users.
- I will keep my account and password confidential.
- I will not use another individual's account. I will only use authorized accounts set up by the school district and my own, personal account(s).

- I will only access educationally appropriate applications or websites as instructed by school staff.
- I will only connect with groups, online forums and wikis, blogs, web pages, subject area experts, other schools, etc. after getting permission from parents or teachers and while being supervised by them.
- Even with filters in place, my parent or guardian will monitor my use of district provided electronic devices outside of the school environment in order to protect me from potentially dangerous or inappropriate content.
- I will follow the policies of the Grass Lake Community Schools, the guidelines outlined by my school and classroom teachers, and this Responsible Use Agreement at all times.

### **Educationally Beneficial Behavior**

- I will come to school each day with my electronic device fully charged.
- During instructional time I will only access and utilize applications or websites to which I am directed or instructed either by my teacher or as required by my assignments.
- I will not use an electronic device(s) to engage in academic dishonesty (cheating).
- I will not use an electronic device(s) to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

### **Being Respectful with an Electronic Device**

- I will only use a technology device(s) in a manner that promotes positive, kind, respectful, and appropriate communication between teachers, students, parents, and members of our community.
- I will use good judgment when using the camera and microphone. I will not use them to take obscene, inappropriate, illicit, embarrassing, or sexually explicit photos, videos, or recordings. I understand that use of any camera in a bathroom or locker room is strictly prohibited and illegal.
- I will make no attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network.
- I understand that the electronic device issued to me remains the property of Grass Lake Community Schools.

Student conduct is being monitored and evaluated by district staff, which includes, but is not limited to: administrators, teachers, school resource officers, coaches, chaperones, and bus drivers. All staff members, students, community members or parents can make a report if a user may have possibly violated the policies of the district regarding the use of technology. The failure of any user to follow these expectations may result in that user's privileges being denied, revoked, or suspended at any time. **In the event of disciplinary action, completion of all classwork remains the responsibility of the students.**

**Parent/Student Responsible Use Signature Page**

**Attachment B**

*(To be turned in prior to using electronic devices at school or receiving a student device.)*  
Parents/Guardians and students should read through the packet together and each sign this form.

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**Parent or Guardian:**

As the parent or guardian of \_\_\_\_\_, I have read, understand, and agree with the stipulations outlined in the Grass Lake Community Schools Responsible Use Policy and the Grass Lake Community Schools Electronic Device Insurance Protection Plan.

I understand that such conditions include:

- ❖ Filters will be installed on district provided electronic devices and on the district networks.
- ❖ Filters will also be installed whenever logging into the district network.
- ❖ Internet usage will be monitored for all electronic devices logged onto the network while on the school premises.
- ❖ Supervising electronic device use away from school, including filtering, is my responsibility as a parent or guardian.
- ❖ As part of instructional practice, a district-provided electronic device will be issued to my student for use at school even if I choose not to have the device come home.
- ❖ Participation in the Electronic Device Accident Protection Plan or equivalent is required.
- ❖ I understand that my signature below signifies that this form is binding throughout my student’s school career at Grass Lake Community Schools.

---

Parent or Guardian's Name (please print)

---

Parent or Guardian's Signature

---

Date

---

Parent or Guardian's Name (please print)

---

Parent or Guardian's Signature

---

Date

---

---

**Student:**

- ❖ I will follow the rules, policies and procedures described in the Grass Lake Community School Electronic Device Handbook and by District staff at all times.
- ❖ I understand that any use of an electronic device at school is also governed by Grass Lake Community Schools policies.
- ❖ I understand that violating these rules, policies and procedures through electronic device misuse may result in disciplinary actions as explained in the Grass Lake Community Schools Handbook and Grass Lake Community School Board of Education policies.
- ❖ I understand that my signature below signifies that this form is binding throughout my educational career at Grass Lake Community Schools.

---

Student’s Name (please print)

---

Student’s Signature

---

Date





# Grass Lake Community School District

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## Electronic Device Insurance Protection Plan

899 S. S. Union St., Grass Lake, MI 49240

(517) 867-5540

[www.grasslakeschools.com](http://www.grasslakeschools.com)

Fax (517) 522-8195

Grass Lake Community School District (GLCS) is providing and administering an accident protection as part of our current digital learning initiative. Enrollment in this plan is required for anyone planning to take a school district electronic device home who has not otherwise provided evidence of coverage that is acceptable to the district and equal to or greater than what is indicated in this agreement. This plan covers “accidental damage” to the electronic device and is designed to limit individual financial responsibility for any damage as described in the coverage section below. Each school year the annual premium begins coverage for all electronic devices provided by the school district for use by individual staff members or students. In addition, each electronic device is covered under a manufacturer's warranty that covers the normal operation of the electronic device to ensure that it is functioning properly.

Program Rate & Coverage	Effective Coverage/Expiration Date
<ul style="list-style-type: none"> <li>● \$25 annual Premium (Cap \$75)</li> <li>● \$10 copay for 2nd claim</li> <li>● \$20 copay for 3rd claim</li> <li>● Parental responsibility for full cost of repair after 3rd claim</li> <li>● Limit of Liability: \$300 annually for each separate device</li> </ul>	<ul style="list-style-type: none"> <li>● Effective Date: Based on the receipt of agreement</li> <li>● Expiration Date: Last day of employment/enrollment for current school year or one year from date of last signed agreement with GLCS</li> </ul>
Coverage	Exclusions
<ul style="list-style-type: none"> <li>● Accidental Damage: Pays for accidental damage caused by liquid spills, drops or any other unintentional event.</li> <li>● Theft: Pays for loss or damage of electronic device due to theft. Claim requires a police report to be filed.</li> <li>● Fire: Pays for loss or damage of the electronic device due to fire. Claim must be accompanied with official fire report from investigating authority.</li> <li>● Electrical Surge: Pays for damage to the device due to an electrical surge</li> <li>● Natural Disasters: Pays for loss or damage of device caused by natural disasters.</li> </ul>	<ul style="list-style-type: none"> <li>● Will not pay if damage or loss occurs in conjunction with dishonest, fraudulent, intentional, negligent or criminal act. Individuals will be responsible for the full amount of repair/replacement.</li> <li>● Consumables: Including but not limited to the case or charger.</li> <li>● Cosmetic damage that does not affect functionality of the device. This includes but is not limited to scratches, dents, broken plastic ports/parts, port covers, stickers, paint or other liquids that cannot be removed.</li> <li>● Individuals will be responsible for full cost of repairs after their third claim.</li> <li>● Voiding the manufacturer's warranty by tampering with device or system software.</li> <li>● GLCS is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expense caused directly or indirectly by the equipment.</li> </ul>



# Grass Lake Community School District

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## Electronic Device Insurance Protection Plan Contract

899 S. S. Union St., Grass Lake, MI 49240

(517) 867-5540

[www.grasslakeschools.com](http://www.grasslakeschools.com)

Fax (517) 522-8195

**I WILL participate** in the Grass Lake Community School District's Electronic Device Accident Protection Plan. I agree to the provisions outlined in the policy terms and understand that:

- Enrollment in this program is required. Insurance covers runs from distribution date to last day of school unless pre-approval is given for summer school classes. **\$25 annual Premium (Family Cap of \$75)**
- **A \$10.00 copay will be collected for the second claim and a \$20.00 copay will be collected for the third claim for device repairs; subsequent repair costs will be the responsibility of the individual in full limited to parts and not including labor.**
- The policy only covers the school issued electronic device and does not cover the charger, case or stickers.
- This policy does not cover cosmetic damage that does not impair the use of the electronic device; including, but not limited to: scratches, dents, and broken plastic parts or connection ports.
- Damage as a result of a violation of the Electronic Device User Agreement is not covered; including, but is not limited to: dishonest, fraudulent, intentional, negligent, or criminal acts.
- Damage to the device is still the responsibility of the individual employee or student.
- Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- Opening the casing of the device to expose its internal components or hacking the operating system voids warranties and is not covered by this policy. Physically tampering with or hacking the operating system in an attempt to modify a device removes manufacturer protections.
- Devices covered by this protection plan must be in an approved case. Damage that occurs in transit to or from the school site or school activities when the device is not housed in an approved case is not covered under this policy.
- Enrollment in this program does not cover: Dishonest, Fraudulent, Intentional, Negligent/Criminal Acts.
- The enrollment cost is non-refundable. If student leaves the district before January 15 this amount will be prorated.

**Employee/Student Name** \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

**Parent/Guardian Name:** \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print) (Signature)

### Office Use Only

CASH AMT. \$ \_\_\_\_\_ CHECK AMT. \$ \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_

**PAID FOR OTHER SIBS: (Write Names)**



# Grass Lake Community School District

*Individual excellence inspired by tradition and innovation*

## Device Accident Claim Form

899 S. Union St., Grass Lake, MI 49240  
 (517) 867-5540 [www.grasslakeschools.com](http://www.grasslakeschools.com) Fax (517) 522-8195

Please fill out this claim form and submit it immediately to your school administrative office. Please refer to the declaration page for coverage information. Coverage is not afforded where any person has knowingly concealed or misrepresented any material fact or circumstance concerning this protection plan.

Employee/Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Main Phone: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time Discovered: \_\_\_\_\_ ( AM / PM)

Discovered by: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

If claiming vandalism, fire, or theft, did you notify police?

a. Investigating Officer: \_\_\_\_\_

b. Case Number: \_\_\_\_\_

Describe Damages:

\_\_\_\_\_  
 \_\_\_\_\_

Describe, in detail, the circumstances of your incident:

\_\_\_\_\_  
 \_\_\_\_\_

The above statement is true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Printed

Signature

Date

### **For Office Use Only**

Claim Type (circle one):    Damage    or    Lost/Stolen

Number Prior Claims: \_\_\_\_\_



# Grass Lake Community School District

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## One-to-One Initiative Home Use Checklist

899 S. Union St., Grass Lake, MI 49240  
 (517) 867-5540 [www.grasslakeschools.com](http://www.grasslakeschools.com) Fax (517) 522-8195

### PARENT CHECKLIST FOR HOME USE FOR THE ONE-TO-ONE INITIATIVE

The following are items that this district suggests you consider in establishing guidelines for home for the use of the device assigned to your student.

Item to be Completed	Check if Completed
Have the device in a common room (not in the bedroom with the door closed)	
Establish a time limit on internet, texting, social networking sites, online gaming, etc..	
Ask and know student's personal username and password	
Establish a procedure to check internet history on the device. If any inappropriate material or you have questions about the material being accessed, please contact the building office.	
Monitor networking on social networking sites to ensure that private data is not posted online	
Ensure that the student never arranges a face-to-face meeting through skype or other venue or use inappropriate language	
Do not allow students to make online purchases without parental permission/supervision. Make sure site is secure (https:) before entering any information	
Make sure the device is charged every night. It is the student's responsibility to bring the device to school fully charged. (Charger and power cords should be kept at home and not brought to school)	
Make sure the student is physically backing up the device on iCloud, Schoology, Google, or a physical backup (Flash Drives)	



# Grass Lake Community School District

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## One-to-One Initiative Parent Checklist

(517) 867-5540      899 S. Union St., Grass Lake, MI 49240      Fax (517) 522-8195  
[www.grasslakeschools.com](http://www.grasslakeschools.com)

### PARENT CHECKLIST FOR THE ONE-TO-ONE INITIATIVE

In order to have a device (either a chromebook or iPad) assigned to your student, the following tasks must be completed.

Item to be Completed	Check if Completed
Read and sign the Parent/Student Responsible Use Agreement	
Read, complete and sign the Electronic Device Insurance Protection Plan	
Pay the annual insurance fee for the Electronic Device Insurance Protection Plan (\$25.00/student per year -- \$75.00 maximum per family per year)	