

September 2013

Dear Parent/Guardian:

Like last year, we will be assessing and charging any repairs to netbooks and Chromebooks as they occur. We will be sending home letters, and making phone calls to let families know of the damages and the costs for repair. Any repairs will be charged to your child. Damages of misuse, accidental or intentional, drops, and spills will be charged. Please read the 2013 Netbook Expectations (attached) information with your child, sign and return.

Netbooks and Chromebooks are issued according to the barcode number, and corresponding serial number. Therefore, students must return the same netbooks that was issued to them. If another student uses your child's netbook and it becomes damaged or lost, your student is still responsible. Please see the Netbook Damage Report (attached) for a list of typical damage fines and replacement costs.

Students receiving a new to them netbook or Chromebook have one week after it is issued to inspect and report any damages. Damage not reported and noted may be charged at the end of the year. When netbooks are returned at the end of the school year, fines may be charged for damages beyond "normal wear", such as missing keys, missing charging cord, or damage that impedes the use of the netbook. Parent and student are responsible for all lost items.

Students receive the same netbook or Chromebook back each year, unless it was damaged beyond repair. If that is the case, a damage assessment will be sent home to the parent.

**NEW THIS YEAR! Netbooks will NOT have filtering off the school network.**

**Chromebooks also do NOT have filtering off the school network. Computers should always be used in an open family area with supervision.**

While students are at school, and using the Merton wireless and Internet, the websites they visit are filtered to reduce the risk of visiting a website with obscene or pornographic images and material.

It is possible for you to set-up your internet at home to do the same. One of the best tools available is [OpenDNS](#). [Instructions are available for filtering your traffic at home](#). Free and paid options are available.

\*Merton receives no payments or incentives for recommending OpenDNS, which is a third party separate from Merton Community School District.

Please sign both page 3 and page 4 and return to your child's homeroom teacher.

If you have any questions regarding netbooks or Chromebooks, please contact the Director of Information Technology, Mrs. Tina Heizman at 262-538-2800.

## Netbook/Chromebook Student Expectations

### As a learner I will...

1. Ensure that my netbook/Chromebook is charged every evening.
2. Look after my netbook/Chromebook carefully all of the time.
  - a. Netbooks/Chromebook must be situated securely on the working surface.
  - b. Netbooks/Chromebook must be carried in my assigned bag.
  - c. Make sure the netbook/Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay)
  - d. Take care when the netbook/Chromebook is transported so that it is as secure as possible (i.e. not visible in a vehicle; not left unattended in school)
3. Store my netbook/Chromebook in my locker or classroom when not in use. (i.e. lunch, after-school activities, etc.)
4. **Carry my netbook/Chromebook in the closed position with two hands (this prevents damage to netbook hinges).**
5. Utilize my netbook/Chromebook as it relates to my schoolwork.
6. Will report any possible viruses to the technology department before connecting the netbook to the school network.
7. Only decorate the netbook/Chromebook with window clings.
8. Not install or download additional software, extension, or apps.
9. Use my netbook/Chromebook to access and create educationally appropriate material.
10. Remember that general school rules and expectations apply to the use of the netbooks/Chromebook, both at home and at school.

### Consequences for Violation of Netbook Rules

For each violation, the student and teacher will conference about the incident. Severe or repeated infractions will be forwarded to the Principal for review. Depending on the severity of the infraction, the following steps may or may not be used in a progressive manner:

- 1<sup>st</sup> infraction - Upon teacher discretion, student may lose netbook privileges for remainder of class or school day.
- 2<sup>nd</sup> infraction - Student will meet with the principal and he/she will determine if the student should lose netbook privileges for 1 week.
- 3<sup>rd</sup> infraction - Student will lose netbook privileges for 3 weeks.
- 4<sup>th</sup> infraction - Student will lose netbook privileges indefinitely.
- Serious infractions including, but not limited to hacking, by-passing District filters, and/or blatant misuse of the laptop, may result in immediate loss of privilege.

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Student Signature

Date

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Parent/Guardian Signature

Date

## Netbook Damage Report

The following list of prices and fines is for your information only, and to make you aware of the importance and value of keeping the netbook or Chromebook in good working condition. Prices may fluctuate based on current market availability of parts.

Please help your child complete the form by writing down the barcode number and all existing damages to the netbook or Chromebook. Information Technology records will prevail if the records are challenged and/or the attached form is not on file.

Information Technology Staff  
Merton Intermediate School

Damages	Price
Netbook screen	\$50
Keyboard	\$25
Missing Key	\$5
Battery	\$20
Charging Cord	\$10
Protective Case	\$15
Lost netbook	\$50
Water damage	\$50

Damages	Price
Chromebook Screen	\$150
Generic Charging Cord replacement	\$25
Protective Case	\$30
Hinges	Cost of Chromebook
Lost Chromebook	Cost of Chromebook
Water damage	Cost of Chromebook

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Last Name, First Name

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Homeroom Teacher

Netbook/Chromebook MCSD# \_\_\_\_\_ Serial # \_\_\_\_\_

Damages: \_\_\_\_\_

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\_\_\_\_\_

Date \_\_\_\_\_