

Avicenna Academy



Chromebook & iPads Pledge Care, Lost or Damaged Information

CHROMEBOOK PLEDGE FOR YEAR 2020-2021 USE

1. I will take good care of my Chromebook.
2. I will use my Chromebook in ways that are appropriate for education.
3. I will know where my Chromebook is always.
4. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
5. I will never loan my Chromebook to other individuals.
6. I will not give my username and password to any other person.
7. I will not allow others to use my Chromebook with my username and password.
8. I will charge my Chromebook battery to full capacity every night I have it at home.
9. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
10. I will not take apart my Chromebook.
11. I will not attempt to repair my Chromebook.
12. I will protect my Chromebook by carrying it in a secure manner to avoid damage.
13. I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.

USERNAME AND PASSWORD SECURITY

Password security is always a vital part of keeping student accounts safe and protected. Because anything done under your username appears to have been done by you, you should protect your password.

1. Memorize your usernames and passwords.
2. Do not give your username and password to any other person.
3. Do not allow others to use your username and password. Any activity associated with your username (like visiting inappropriate websites) appears to have been done by you.
4. Do not allow others to use your accounts.
5. Hide your usernames and passwords. Do not post usernames and passwords on your Chromebook or any other places visible to others.

When taking your Chrome book home to use for remote learning online (eLearning assignments) during the year you need to follow these care Directions:

GENERAL CARE OF CHROMEBOOK

1. Keep the Chromebook fully charged.

Avicenna Academy



Chromebook & iPads Pledge Care, Lost or Damaged Information

2. Protect the Chromebook at school, at home, and in transit by purchasing a case that includes a thick foam pad or hard shell surrounding the computer to absorb impact caused by dropping while in use or transit.
3. If transporting the Chromebook in a backpack, purchase a backpack with a built-in protective pocket for the computer.
4. No food or drink is allowed next to your Chromebook while it is in use.
5. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
 - When carrying the Chromebook: Close the screen and carry it close to your body.
 - Insert the Chromebook in the protective case if you have one.
 - Be aware of others in places where horseplay may occur.
7. Chromebook should never be shoved into a small space or wedged into a bookbag as this may break the screen.
8. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
9. Always bring your Chromebook to room temperature prior to turning it on.

SCREEN CARE

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on top of the Chromebook.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not place anything in a carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, books). Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

STORING YOUR CHROMEBOOK

- Outside of school, when students are not using their Chromebook, they should be stored in safe, secure spaces.
- Chromebook should never be stored in a vehicle.
- Do not leave Chromebook on the floor unattended.
- Do not stretch the charging cord in a place where someone may trip, fall, or damage the Chromebook.
- Chromebooks that are found will be confiscated and taken to the office. Disciplinary action will be taken for improper care of a Chromebook.
- Nothing should be placed on top of the Chromebook/BYOD (Bring Your Own Device) at any time.

LOST OR DAMAGED CHROMEBOOK / IPAD

Avicenna Academy



Chromebook & iPads Pledge Care, Lost or Damaged Information

- If a student's device is damaged, the student is responsible for the cost of repair. While a device is being repaired the student will be provided another device to continue the learning process.
- The rented device is the property of the Avicenna Academy. Therefore, the device must be repaired by Avicenna technology staff.

DURING THE YEAR

During the school year Chromebooks assigned to a student that incur minor chips, cracks, and small dents to the case and continues to be fully functional are not sent in for repair. Damage more severe such as, missing keys, damaged screen, large cracks in the cover or bezel, or loss of functionality, must be repaired immediately and the cost of parts charged to the parents. Large cracks in the case are defined as anything big enough to allow damage to the circuit board or screen.

CHROMEBOOK REPAIR

1. For Chromebooks that are broken or fail to work properly Please contact the office via email ms.muneezaavicenna@gmail.com and type what kind of damage is happening.
2. You can bring in your damaged Chromebook by appointment between 10:00 a.m. and 12:00 noon, Monday through Friday at the Administrative office.
3. If you are having issues with one of your individual online subjects contact your teacher directly.

AT THE END OF THE SCHOOL YEAR

- For grades kg and 1st grade, the student's iPad will be assessed for damage and refurbished, if necessary. The charge to refurbish will be incurred by the parent. The refurbished iPad will be rented to another student the next school year at the school. Note: This ensures that the next recipient receives it in good condition and eliminates the possibility of paying for damage by an earlier user.
- For grades 2 and 8 grades, the student's Chromebook will be assessed for damage and refurbished, if necessary. The charge to refurbish will be incurred by the parent. The refurbished Chromebook will be rented to another student the next school year at the school. Note: This ensures that the next recipient receives it in good condition and eliminates the possibility of paying for damage by an earlier user.
- At the end of the 1st grade the student touchscreen iPad will be assessed for damage and refurbished, if necessary. The charge to refurbish will be incurred by the parent. The refurbished touchscreen iPad will be rented to new kindergarten student the next school year at the school.

This ensures that the next recipient receives it in good condition and eliminates the possibility of paying for damage by an earlier user.

Avicenna Academy



Chromebook & iPads Pledge Care, Lost or Damaged Information

- For students being assigned the same computer or iPad the following year, minor damage will not be repaired at the end of the school year.

WITHDRAWALS DURING THE SCHOOL YEAR

Upon student withdrawal from the school the student's device will be assessed for damage and refurbished, if necessary. The charge to refurbish will be incurred by the parent.

END OF YEAR CHROMEBOOK ASSESSMENT

The damage assessment of a Chromebook includes the following items.

- Visually check
- DMI port
- Case for chips, dents, or cracks (even hairline cracks)
- Bezel for damage and bumpers
- Power brick and cable for damage or cord separation
- Power on unit, visually make sure screen is not damaged
- Test trackpad to make sure mouse moves unimpaired
- Plug unit in, make sure power light is red or blue, check battery icon for charging
- Test the 2 USB ports with implement
- Test headphone jack with headphones
- Visually check keyboard (loose or missing keys, scratches/carvings)

If your Chromebook is damaged and needs repair during the remote learning, bring the Chromebook to Avicenna Office. While being repaired, a loaner will be given to replace the Chromebook. When repaired the parent will be notified the Chromebook is at Avicenna Office and can be picked-up when the repair charges are paid.

COST TO REPAIR A CHROMEBOOK

The amount to repair a damaged Chromebook fluctuates based on part availability and vendor cost. The cost of the parts is charged to the parent to repair the damage. Labor is not included in the charge.

- Screen \$35 - \$70.00
- AC adapter \$20.00
- Top cover \$28.00 – \$40
- Bottom cover \$26.00 – \$55
- Bezel \$20