

Avicenna Academy



Chromebook, iPads & Keyboards Pledge Care, Lost or Damaged Information

CHROMEBOOK, IPAD PLEDGE & GENREAL CARE FOR YEAR 2021-2022 USE

1. I will take good care of my Chromebook/iPad.
2. I will use my Chromebook /iPad in ways that are appropriate for education.
3. I will know where my Chromebook/ iPad is always.
4. I will never leave my Chromebook /iPad unattended in an unsecured or unsupervised location nor stored in a vehicle.
5. I will never loan my Chromebook /iPad ok 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 /iPad with my username and password.
8. I will charge my Chromebook /iPad battery to full capacity every night I have it at home.
9. I will keep food and beverages away from my Chromebook /iPad since they may cause damage to the device. 10. I will not take apart my Chromebook /iPad.
11. I will not attempt to repair my Chromebook /iPad.
12. I will protect my Chromebook/ iPad by carrying it in a secure manner to avoid damage. 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.
13. I will not place decorations (stickers, markers, writing, etc.) on the Chromebook /iPad.
14. I will keep move cords, cables, and removable storage devices carefully.
 - When carrying the iPad set: Close the screen and carry it close to your body.
 - Insert the iPad set in the protective case if you have one.
 - Be aware of others in places where horseplay may occur.
15. I will expose your iPad set to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the iPad set.
16. Always bring your iPad set 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 iPad set.
2. Do not place anything near the iPad set 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 iPad set.

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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.

LOST OR DAMAGED CHROMEBOOK/IPAD

- 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.

CHROMEBOOK/IPAD REPAIR

1. For Chromebook/iPad that are broken or fail to work properly Please contact the office via email mk@avicennaacademy.org and type what kind of damage is happening.
2. You can bring in your damaged iPad set by appointment between 1:00 a.m. and 2:00, 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 2nd 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 3rd and 8th 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.

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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/IPAD ASSESSMENT

The damage assessment of an iPad set includes the following items.

- Visually check.
- Case for chips, dents, or cracks (even hairline cracks)
- Power cable for damage or cord separation
- Power on unit, visually make sure screen is not damaged.
- Plug unit in, make sure battery icon working for charging.
- Test headphone jack with headphones
- Visually check keyboard (loose or missing keys, scratches/carvings)

If your Chromebook/iPad is damaged and needs repair during the remote learning, bring it to Avicenna Office to check. We do not have a loaner to replace it. When repaired the parent will be notified the Chromebook/iPad is at Avicenna Office and can be picked-up when the repair charges are paid.

COST TO REPAIR AN IPAD SET

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 \$70.00
- AC adapter and cord \$20.00
- Keyboard \$50
- Loss of the Chromebook or iPad set \$300.