



Chromebook Expectations, Responsibilities, and Tips

Chromebook Expectations and Responsibilities

- With students having access to a district Chromebook, they are also responsible for the care and use of these devices. There is a fee structure in place to support the repair and replacement of Chromebooks, as needed.
- If a student needs a replacement device while theirs is sent in for repair, they should contact their School Tech Representative/Partner

MyTech Fee Structure			
Accidental Damage	Intentional Damage*	Loss	
Chromebook	Chromebook	Chromebook	Accessories: Chargers or Hotspots
\$25	\$25 - \$280	\$280	\$20
*Damage fee determined by repair tech based on required replacement parts/ device replacement.			
Fees may be paid on an alternative payment plan or waived, based on need, at schools' discretion.			

Helpful Tips to Ensure Proper Care of your District Chromebook

- Use a MyTech sticker to affix to the Chromebook and write your name on it - ask your school for a MyTech sticker if you don't have one.
- Identify a safe place at home to charge the device every night, so that students do not have the device in their room, and so that it is ready for the next school day.
- Remember to put the Chromebook safely in the backpack and leave the charger at home.
- Avoid leaving the Chromebook in high places where it could be accidentally knocked off.
- Avoid using the Chromebook around any food, liquids, or pets.
- Carefully plug and unplug the power cord into the port - never pull or yank out the plug out by the cable.
- Open and close the Chromebook when it's placed on a flat, stable surface.
- Always close the Chromebook lid before moving around with the Chromebook (do not carry the Chromebook by the screen) and secure it with both hands.
- Do not close the computer with any items inside (e.g. pencil or debris) or place heavy objects on top of the Chromebook as this can break the screen.
- If traveling with the Chromebook, never leave it unsecured or in a vehicle that is unlocked.
- Be mindful about sharing your district Chromebook with another student - **you** are ultimately responsible for the Chromebook that is checked out to you.

- If any damage occurs to the Chromebook, never try to fix it yourself - this can void the warranty and protection on the device. Please notify your school as soon as you're able.
- By practicing and developing good habits now, your student will continue to use these habits through the rest of the school year as well, minimizing any risk to their district Chromebook.

For any issues with your student's Chromebook ***during the school year***, please contact your school to inform them and they will work to swap out a working Chromebook.

For any issues with your child's Chromebook ***during the summer***, please contact the Department of Technology Services (DoTS) Student and Family Tech Support line at 720-423-3163.

Resources for Families and Students

- [Family Chromebook Take-Home FAQ](#)
- [Parent Technology Resources](#)
- [MyTech Chromebook Device Agreement](#)
- [Acceptable Use of Technology Agreement for Students](#)
- [Chromebook Expectations, Responsibilities, and Tips](#)
- [Hotspot Device Agreement](#) *(if needed for access to the Internet)*
- [Comcast Internet Essentials - Free Internet for Qualifying Families](#)