2026-2027

JOHNSTOWN-MONROE LOCAL SCHOOLS

USE OF TECHNOLOGY DEVICE HANDBOOK

STUDENT-PARENT AGREEMENT

Use of Technology Device Handbook

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Use of Technology Device Handbook

Purpose and Rationale

Chromebooks are an important instructional tool at Johnstown-Monroe Local Schools. Students access high-quality texts and resources through their devices, and research is clear that access to quality instructional materials is a meaningful factor in student learning. We are committed to ensuring that technology supports authentic learning experiences rather than replacing them. A Chromebook is a tool, and like any tool, its value depends on how and when it is used.

The One-to-One Computer Device Initiative is designed to create a consistent, collaborative learning environment that supports critical thinking, research, creativity, communication, and personalized learning. We also take seriously our responsibility to prepare students to use technology safely and responsibly. While the district addresses cybersecurity, device care, and responsible online behavior at school, we rely on families as partners in helping students develop those habits.

Chromebook Devices

- Use technology as a tool to enhance learning and teaching.
- Help create a secure and consistent digital environment for all students.
- Students in grades K-5 use devices in their classroom when directed by their teacher as part of a lesson or learning activity.
- Students in grades 6-8 have a device to use while at school and may carry devices from class to class.
- Students in grades 9-12 are able to take their devices home.
- All devices will be returned at the end of the year for general maintenance and updates.

Use of Technology Device Handbook

Student and Parent Responsibilities

The Chromebook is the property of Johnstown-Monroe Local Schools. The student and parent will:

- Follow all policies outlined in the Student Handbook, Use of Technology Device Handbook, Board Policy, and all Student Technology Acceptable Use and Safety
- Only use your Chromebook for educational purposes.
- Make sure your Chromebook is at school every day with a full charge.
- Protect your network accounts and passwords. Under no circumstances will you share your login credentials or passwords with others.
- Not alter, add, or delete any of the applications placed on your device.
- Not in any manner disable or circumvent the protection tools or the web filter.
- Immediately relinquish your Chromebook for inspection if requested by staff.
- Obey and follow all local, state, and federal laws.
- Sign the device agreement forms.
- Pay the annual technology fee.
- Keep your Chromebook in a safe and protected location.
- Immediately report any damages or repairs needed.
- Immediately return the Chromebook at the end of each school year or upon withdrawal from the school district.
- Not attempt to repair the Chromebook.
- Not lend or let family, friends, or acquaintances borrow your device.

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Technology Device Fees

An annual fee will be charged for each Chromebook based on the grade level of your student. Fees will be as follows:

Grade Level	Annual Fee
Grades K-5	$20.00
Grades 6-8	$30.00
Grades 9-12	$40.00

This fee helps to defer the costs for the following:

- **Accidental damage to the device.** The school will repair or replace the device once per year if the damage to the device is deemed accidental. The costs for any subsequent accidental damage to the device during the year will be the responsibility of the parent. Any damage sustained from intentional or negligent acts will not be covered and the repair costs will be the responsibility of the parent. Power adapters that are damaged or lost are the responsibility of the parent.
- **Management licenses** used to manage the student devices inside and outside of the district. Google also requires a management license for each device.
- **Software services** required for protecting the device.
- **The sustainability of our program**. A refresh cycle is part of our program and guarantees that our students will not use devices past their useful lifespan.

Device Assignment by Grade Band

Students are assigned to a Chromebook for a multi-year period depending on their grade band. The grade band in which a student receives their device determines how long they will use that specific device and how replacement value is calculated if the device is lost or damaged beyond repair due to student fault.

Grade Band	Device Type	Notes
K-3	Classroom Cart Chromebook	Devices remain in the classroom. Students use devices when directed by the teacher and do not transport them independently.
4-5	Classroom Cart Chromebook	Devices remain in a classroom cart that travels with students room-to-room. Students use devices when directed by the teacher and do not transport them independently.
6-8	Assigned Personal Device	Students receive a device at the start of 6th grade and use that device through 8th grade.
9-12	Assigned Personal Device	Students receive a device at the start of 9th grade and use that device through 12th grade.

School District ™

Use of Technology Device Handbook

Damages and Repairs

All Chromebook problems must be reported to the building principal. All damages or needed repairs must be reported immediately.

District Coverage

- The district will cover parts and repairs for system-related issues or malfunctions of the device.
- The district will cover parts and repairs for one (1) accidental damage per academic calendar year (August 1 - July 31). Accidental damage includes cracked screens, liquid damage, cosmetic damage, and similar incidents.
- If the one covered accidental repair constitutes a full device replacement, the same one-per-year rule applies. A second accidental incident during the same academic year is the financial responsibility of the parent.

Parent and Student Responsibility

- Any damage resulting from intentional acts, negligence, or misuse is not covered by the district. The full repair or replacement cost is the responsibility of the parent or guardian, regardless of whether the damage was caused by the assigned student or by another individual while the device was in the assigned student's care.
- Parents are responsible for any damaged or missing power adapters.
- If a second accidental damage incident occurs within the same academic year, the repair or replacement cost is the responsibility of the parent.
- In case of theft, vandalism, or other criminal acts, a police report must be filed with the local police department and a copy submitted to the district administration.

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Device Replacement and Depreciated Value

If a device must be fully replaced, the cost applied to the family depends on the reason for replacement and how long the student has held the assigned device.

Lost Device

If a device is lost, the family is responsible for the full replacement cost at the depreciated value for that grade year. There is no district coverage for lost devices. It does not matter when during the academic year the device is lost. The cost corresponds to the full grade year in which the loss occurred.

Replacement Due to Student-Fault Damage

If a device must be fully replaced due to intentional damage, negligent damage, or damage caused by another student while the device was in the assigned student's care, the family is responsible for the depreciated replacement cost for that grade year.

Grades K-5 (Device cycles and age vary)

Chromebook age varies in grade K-5 because of replacement cycles. The cost of replacing the device will be based on a depreciated amount of 20% per year of the age of the device.

Replacement Amounts by Grade Level

Replacement cost is reduced by 20% for each year the student has held the device within their grade band to account for the age of the device and fees already paid. It does not matter when during the academic year the loss or damage occurs. The cost is determined by the student's current grade.

Grades 6-8 (Device assigned at start of 6th grade)

Grade	Year of Device	Replacement Cost
6th Grade	Year 1	$300.00
7th Grade	Year 2	$240.00
8th Grade	Year 3	$180.00

Grades 9-12 (Device assigned at start of 9th grade)

Grade	Year of Device	Replacement Cost
9th Grade	Year 1	$300.00
10th Grade	Year 2	$240.00
11th Grade	Year 3	$180.00
12th Grade	Year 4	$120.00

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Privacy

Johnstown-Monroe Local Schools uses monitoring software that allows teachers, school administrators, and technology department staff to view screens and activity on student Chromebooks. This monitoring is used by teachers during instructional time, assessments, and assignments to support learning and ensure appropriate use of district devices and networks as well as student safety.

In accordance with Ohio Senate Bill 29, this handbook serves as the district's annual notice to families that school-issued devices are subject to monitoring for non-commercial educational purposes. Students have no expectation of confidentiality or privacy with respect to any usage of their district-issued Chromebook. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for reasons related to the operation of school or school safety.

In circumstances required by law — including response to a judicial warrant, a reported missing or stolen device, or a threat to life or safety — the district will provide written notification to the parent or guardian within 72 hours of accessing the device, including a description of the circumstance and what features of the device were accessed.

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Chromebook Care

Protecting your Chromebook is a student's responsibility. All identifying labels must remain on the device. It is a student's responsibility to secure their Chromebook when it is not in their possession. For example, do not leave your Chromebook in an unlocked locker or unsupervised area.

When using a hallpass, a student should leave their Chromebook with their teacher.

Screen Do not use cleansers of any type to clean your Chromebook. A simple microfiber cloth can be used to gently clean the screen.	**Excessive Temperature** Avoid excessive temperature changes. Your device should not be left in a hot car or unheated space.
Carry Securely Always carry your Chromebook securely. Do not carry it with the screen open and never carry the Chromebook by the screen.	**Food and Drinks** Do not have food or drinks (including gum) near the Chromebook.

All devices must be returned at the end of the school year for general maintenance and updates.

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Device Agreement

Parent Agreement

I have read and agree with the terms outlined in the Johnstown-Monroe Local Schools Use of Technology Device Handbook. I confirm that I am the parent or legal guardian of the student named. I agree to hold harmless the School District, its network partners, its staff and students from any damages or losses that could result from the student's use of the District's network or devices. I understand that the district is legally obligated to provide safety measures to prevent obscene or harmful content over the Internet as defined by CIPA, the Children's Internet Protection Act. I also understand that it is impossible to guarantee that all content accessed through the device will be of an educational nature. I accept the responsibility to supervise my child's use of the device when outside of the school district.

Parent Printed Name: **Date:**

Parent Signature:

Student Agreement

I have read and agree with the terms outlined in the Johnstown-Monroe Local Schools Use of Technology Device Handbook. I understand that access to the Chromebook, school network, network services, and other district-owned devices may be suspended or removed if the terms are broken.

Student Printed Name: **Date:**

Student Signature: