

**UHS**

**CHROMEBOOKS**

**MANUAL**

# UINTAH SCHOOL DISTRICT POLICIES AND INFORMATION

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In order to help students succeed, Uintah School District has adopted a procedure where each student is assigned their own district Chromebook. This Chromebook may be used in the classroom and/or may be taken home to help students with remote learning.

- School Board Policy #010.0600 defines student and district expectations.
- Loss/Damage: Damage or loss that is the result of a student's failure to exercise reasonable care or intentional damage (vandalism) will result in a fee not to exceed the current value of the device, which is outlined in the table below. Computer age is determined by the make and model of the device.

Damaged Part/Model	Price
Charger	\$25.00
Screen	\$40.00
Keyboard	\$40.00
HP G6	\$80.00
Lenovo 100e (MTK or AST)	\$120.00
HP G8	\$160.00
HP G9	\$200.00
Lenovo 100E MTK 2	\$200.00

- Chromebook accessories including power cords are the responsibility of the parent/guardian.
- **Parents/guardians are required to sign electronically during online registration that they have received Uintah School District's Chromebook Policy and the link for School Board Policy #010.0600 that defines student and district expectations.**
  - **NOTE: If parents need assistance in signing the form, please contact Kent Mansfield at [kent.mansfield@uintah.net](mailto:kent.mansfield@uintah.net).**

# UHS Chromebook Check Out Procedures

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If a student wants to check out a Chromebook

1. The student will use the library or personal phone to call a parent; this is witnessed/verified by library personnel.
2. If the student can't reach the parent/guardian or the parent/guardian can't bring the Chromebook that day, then the student may check out a Chromebook if:
  - a. They do not currently have a loaner Chromebook checked out.
  - b. They don't owe any fees related to a Chromebook.
  - c. They must leave collateral (i.e., cell phone, keys, headphones, etc.)
3. **Chromebook checkout is for emergency use only**; it is not to replace the student-issued Chromebook. If students are using checkout excessively, refer the student to administration.

We expect students to return the Chromebook by the end of the day. If a student loses or breaks a Chromebook or charger, they will be required to pay for the material per the price chart below:

Damaged Part/Model	Price
Charger	\$25.00
Screen	\$40.00
Keyboard	\$40.00
HP G6	\$80.00
Lenovo 100e (MTK or AST)	\$120.00
HP G8	\$160.00
HP G9	\$200.00
Lenovo 100E MTK 2	\$200.00

# UHS CHROMEBOOKS

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Uintah High School maintains specific rules for their Chromebook checkout. The following rules help students learn responsibility and accountability in the case of loss or damage:

## PERMANENT CHROMEBOOKS

- Freshmen or new students who have not previously checked out a Chromebook are given new Chromebooks. This process is completed either A) during Freshmen orientation, B) the first week of school, or C) when they are enrolled in the school.
- Currently, Chromebooks can be assigned in the **library**.
- Students may only have 1 permanent Chromebook.
- If a student transfers to AVEC or Uintah Online, they keep their Chromebook.

## RENTALS

- If students forget their Chromebook or charger:
  - They will be required to **call a parent/guardian to bring them their equipment**.
  - If a parent/guardian is **not** available or cannot bring them their Chromebooks, **students must leave collateral** (e.g. phone, headphones, keys, etc.) **before checking out equipment**.
  - Students may check out/"rent" 1 Chromebook and 1 charger each from the library.
- The Chromebook or charger rental must be returned at the end of the day.
- Students may not have more than 1 permanent Chromebook, 1 rental Chromebook, and 1 Chromebook charger in their possession at one time. If they do, they will be denied any further checkouts.

# ACTION SCHEDULE - (STUDENT, LIBRARY, ISS)

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- A student enters to check out a Chromebook or Chromebook charger (equipment).
  - Library asks for student to call home via library phone or cell.
  - Library asks for student to pay any current fees.
  - Library asks for collateral (e.g. phone, wallet, keys, etc.) to rent equipment.
- A student returns the equipment when they are finished using it and receive collateral in return.

## CONSEQUENCES

- A student does not return equipment.
- A student loses equipment. The library assesses the cost via model number and price sheet, and provides a fine via Chromebook Payment Form.
- The student takes the Chromebook Payment Form from the library and delivers it to Finance, who puts it on their account. Once paid, Finance sends a receipt with the student to the library. The library removes the fine from the student's account and/or provides new equipment.

## LIBRARY

- On Wednesdays, the library will reach out to students in person to retrieve any equipment or notify them of their individual issue.
- On Fridays, the library will print a Current Overdue Fines/Materials report and give it to the ISS Contact.

## ISS

- On Fridays, the ISS Contact will receive Current Overdue Fines/Materials Report from library and then send out letters via email to parents/guardians and students, including:
  - Frequent Rental
  - Not Returned Equipment

For more questions, please contact Vice Principal Stephanie Bills at [stephanie.bills@uintah.net](mailto:stephanie.bills@uintah.net) or 435-781-3110 ext. 2604.

# SCENARIOS

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## SCENARIO 1: FREQUENT RENTAL

- A student checks out and returns equipment daily for more than 3 consecutive days.
- The library software tracks the number of checkouts per student.
- The library sends Monthly Checkout Report to ISS Contact at the end of the month.
- ISS sends a letter to parent/guardian and student.

## SCENARIO 2: NOT RETURNING EQUIPMENT

- A student does not return equipment after 3 consecutive days.
- The library software assesses the date.
- The library sends Current Overdue Report to ISS Contact on Friday.
- ISS sends a letter to parent/guardian and student.
- Student must return equipment OR pay for lost/damaged equipment before checking out equipment again.



### Chromebook Payment Form

Date: \_\_\_\_\_

Please take this form to the Finance Office and pay the following fees.  
Return the Finance receipt to the library to remove the fee from your student account.

<b>Damaged Part/Model</b>	<b>Price</b>
Overdue Fees.....	\$_____ (Lib/Chrome)
Charger.....	\$25
Screen.....	\$40
Keyboard.....	\$40
HP G6.....	\$80
Lenovo 100e (MTK or AST).....	\$120
HP G8.....	\$160
HP G9.....	\$200
Lenovo 100E MTK 2.....	\$200

Library Signed: \_\_\_\_\_



### Chromebook Payment Form

Date: \_\_\_\_\_

Please take this form to the Finance Office and pay the following fees.  
Return the Finance receipt to the library to remove the fee from your student account.

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Library Signed: \_\_\_\_\_



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<b>Damaged Part/Model</b>	<b>Price</b>
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HP G6.....	\$80
Lenovo 100e (MTK or AST).....	\$120
HP G8.....	\$160
HP G9.....	\$200
Lenovo 100E MTK 2.....	\$200

Library Signed: \_\_\_\_\_



# UINTAH HIGH SCHOOL

1880 West 500 North · Vernal, Utah 84078 · Office (435) 781-3110 · Fax (435) 781-3195

DATE \_\_\_\_\_

To the parent(s)/Guardian(s) of: \_\_\_\_\_

To help students succeed, Uintah School District has adopted a procedure where each student is assigned their own Chromebook. The Chromebook may be used in the classroom and taken home to help students with remote learning.

It has come to our attention that \_\_\_\_\_ has not had his/her Chromebook in class for several days. Your child must come to class daily with their Chromebook fully charged. If your student has lost or damaged the device please contact the school immediately to pay the fee so that we can issue your student a new Chromebook to help them succeed in the classroom. The following fee table outlines the cost of replacement for the lost/damaged device:

School Board Policy #010.0600 defines student and district expectations.

Damaged Part/Model	Price
Charger	\$25.00
Screen	\$40.00
Keyboard	\$40.00
HP G6	\$80.00
Lenovo 100e (MTK or AST)	\$120.00
HP G8	\$160.00
HP G9	\$200.00
Lenovo 100E MTK 2	\$200.00

Your immediate attention to this matter is greatly appreciated.

Sincerely,

**Amanda Brown** (A-G), Vice Principal ext: 2608

**Scott Mansfield** (H-M), Vice Principal ext: 2606

**Stephanie Bills** (N-Z), Vice Principal ext: 2604





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DATE

To the parent(s)/Guardian(s) of: \_\_\_\_\_

To help students succeed, Uintah School District has adopted a procedure where each student is assigned their own Chromebook. The Chromebook may be used in the classroom and taken home to help students with remote learning.

On an emergency basis, students may check out a rental Chromebook and/or Chromebook charger. These items are for daily checkout only and need to be returned the same day they are rented. Your child checked out a rental Chromebook and/or Chromebook charger on \_\_\_\_\_ and has not returned it. We need this rental Chromebook and/or Chromebook charger turned in immediately.

If your student has lost or damaged their own assigned device or the rental device please contact the school immediately to pay the fee so that we can issue your student a new Chromebook to help them succeed in the classroom. The following fee table outlines the cost of replacement for the lost/damaged device:

School Board Policy #010.0600 defines student and district expectations.

Damaged Part/Model	Price
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