



MALDEN PUBLIC SCHOOLS
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Know the Cost of Your Chromebook



Your insurance only covers 1 repair. You will need to pay for any additional damage.

How to care for your Chromebook

1. Cracked screens happen when devices are placed between books or students lean on their device. Carry devices and do not put anything heavy on top of your device.
2. Covers need to be replaced often because the device is dropped and internal components break off. Do not leave devices near the edges of surfaces. Also, watch to be sure no one trips over your charger.
3. An entire chromebook needs to be replaced anytime liquids spill on the device. Do not eat or drink near your device! Protect your device from rain.
4. If you get an error that says "OS missing or Damaged," that is not your fault. Bring your device to the library.

Insurance Policy

Fee

Each student will pay a one time \$40.00 non-refundable insurance fee for their device. Insurance will only be paid once in their total time at MHS. This fee will cover 1 repair resulting from accidental damage. This fee will cover: cracked screens, keyboards, trackpads, covers and frames etc. ***This fee will not cover damage from liquids (rain/ drinks/ pools), intentional complete destruction of the device, theft or loss of the device.*** Insurance can be paid in-check or cash. Checks can be made out to Malden Public Schools. Payment will be turned in at the library.

Faulty Device

The school will cover issues resulting from a faulty device. For example, a wire that is loose, batteries that do not charge etc. The device will be repaired at no charge to the student, or if the device cannot be repaired, a new device will be issued.

Report Damage Immediately

Students must go to the library to file a report for a damaged Chromebook immediately. Students may not exceed 2 damages in one academic year. Doing so may result in loss of device. If a device is unable to be repaired or the cost to repair the device exceeds the cost of a replacement fee, the student is responsible for paying a device replacement fee.

Theft/Loss

Students are responsible for the security of their belongings. Chromebooks should be kept in lockers with a lock. Devices should not be left unattended in gyms, the YMCA, cafeterias, classrooms or other public spaces. If a device is stolen, the student should report to their house principal and then to the library immediately. A replacement device will be provided to the student. **Students are responsible for paying a replacement fee if their device is lost or stolen. The replacement fee will be refunded if the device is returned in working order with-in two weeks or if a copy of a police report is submitted to the school. Replacement Fee: \$100.**

Don't Share Devices

The student is responsible for maintaining the condition and security of their device. If a student loans their device to a friend, and that device gets damaged, the student is still responsible.

Questions?

Students who have questions about setting up, accessing their account, or picking up a device may check in at the library.

Families who may have questions can contact Natalia Brennan, the Director of Instructional Technology at 781-397-6028 or via email at nbrennan@maldenps.org.

