



Administrative
Assistant for
Instructional
Technology
Jack Renda



Superintendent of
Schools
Christopher J.
Pellettieri, Ed.D.

Sachem Central School District

Instructional Technology Office

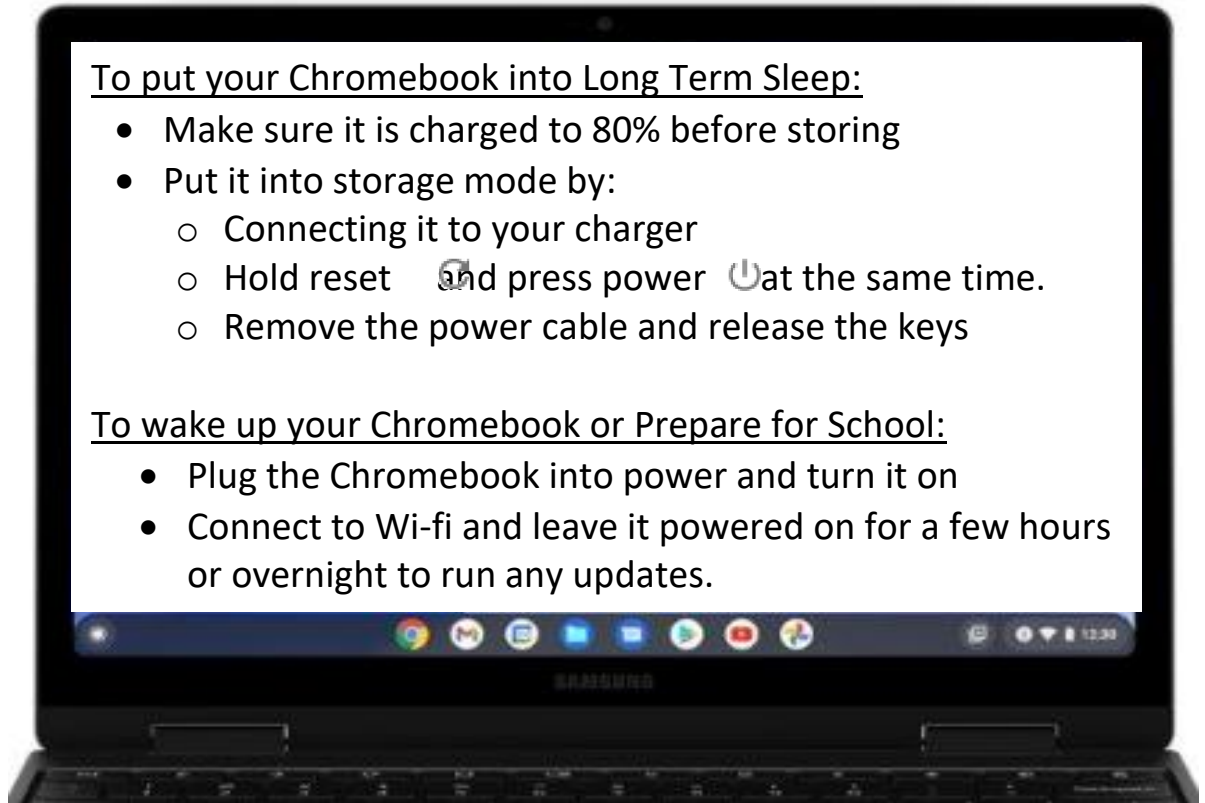


To put your Chromebook into Long Term Sleep:

- Make sure it is charged to 80% before storing
- Put it into storage mode by:
 - Connecting it to your charger
 - Hold reset  and press power  at the same time.
 - Remove the power cable and release the keys

To wake up your Chromebook or Prepare for School:

- Plug the Chromebook into power and turn it on
- Connect to Wi-fi and leave it powered on for a few hours or overnight to run any updates.



DOS and DON'TS

- Keep secure in a cool, dry place
- Protect your power cord from damage
- Remove the charger when the battery is full
- Carry your device with 2 hands



- Do not pile items on top of Chromebooks
- Do not use around food or drink
- Do not store devices in a vehicle
- Do not pick up device from the screen





*Administrative
Assistant for
Instructional
Technology*
Jack Renda

*Superintendent of
Schools*
Christopher J.
Pellettieri, Ed.D.

Sachem Central School District

Instructional Technology Office

Damage and Loss Reminder

While the district will be offering a **Chromebook insurance plan** for all students, please note that repeated damage may incur an Administrative Service fee of \$50.00. Deliberate damage may not be covered by the insurance plan and may be subject to a replacement fee.

Those that do not take the device insurance will be responsible for all damages, up to and including the full price of the device.

Please note that while the insurance plan covers multiple damages, repairs can take two weeks or more. During that time, a loaner may be available for students to sign out and return each day. Chromebook loaners may **not go home** with students. Students will also be responsible for damage to a loaner device they may be using while their device is being repaired.

- \$50.00 – Administrative Service Fee for repeated damage
- \$150 - Approximate Repair Cost for Broken Screens/Keyboards
(Actual repair costs may vary based on the individual device)
- \$35.00 – Lost Charger
- \$25.00 – Lost or Replacement Case/Cover (where applicable)
- \$330.00 – Full Chromebook Device Replacement
- \$220 – Replacement Cost for Damaged Loaner Chromebook

In the event of a disciplinary action resulting from a student intentionally breaking their own or another student's Chromebook or charger, the student who is found in violation of the User Agreement will be subject to the progressive discipline procedures under the district's Code of Character and will be charged for the damage as noted above.

This information is also in the 1:1 Chromebook Handbook revised each year and in the annual eSchool notifications.