



Student/Parent

1:1 Handbook

2024 / 2025

Terms of the 1:1 Program

Terms

You will comply at all times with the Four County Career Center 1:1 Program Handbook and Acceptable Use Policy. Failure to do so may result in the termination or suspension of your rights to possess FCCC property.

Ownership

Legal ownership of property is that of FCCC and shall remain so until the last day of school of the student's senior year. All right of possession is limited to and conditioned upon complete agreement with the policies set forth by FCCC.

Loss or Damage

If the property is lost, damaged, or stolen - the student is responsible for the cost of repair or its fair market value (FMV) on the date of loss, damage or theft. Loss or theft of the device must be reported to the Helpdesk Center by the next school day after occurrence, along with any accompanying police reports or insurance documentation.

Use and Fees

In the case of theft, vandalism and/or any other criminal action, the student or parent **MUST** file a police report of the occurrence. This pertains to any incident on or off FCCC school grounds. A copy of the police report must be filed with the Helpdesk Center within 72 hours of the incident.

If the property is lost, the student and/or parent will be responsible for the FMV replacement fee of the replacement unit.

Students who intentionally damage or vandalize FCCC property will be charged the full price of the property and all legal actions will be implemented.

Students and/or parents are responsible for the cost of repair to damaged property that is not covered under the manufacturer warranty. (See chart provided)

Your rights to use and possess the property of FCCC will terminate no later than the last day of the school year unless earlier terminated by FCCC administration or upon withdrawal from FCCC. Failure to return or surrender FCCC property will result in all legal options being implemented.

Insurance and Protective Cases

FCCC highly RECOMMENDS each student and/or parent purchase insurance from an outside source. FCCC will provide information about Worth Ave Group. Worth Ave Group is a third party insurance provider that reimburses expenses for repairs that are covered under the “Coverage Benefits.” Further information can be provided by the Helpdesk Center.

A protective case will be issued to each student when they receive their device. These are not to be used for any other purpose. No other school supplies or objects of any kind can be stored in the case due to potential damage.

Financial Hardship

If any fees that occur during a student’s two-year program create a financial hardship, please contact the student’s Supervisor for available options. Upon proof of hardship the Administration may elect to:

- Create a payment plan for fees to be paid over a period of time.
- Allow reduced payment of fees based upon Free/Reduced Lunch Schedule.
- Clear fees entirely.

General Rules

- DO NOT leave the device unattended anywhere or at any time, even with a friend.
- DO NOT leave it in a lab, cafeteria, bus, or vehicle.
- **Students are required to bring their device to school every day in their school issued case.**
- **Students are required to charge their devices overnight, at home prior to coming to school. Power outlets in classrooms are not for charging student devices.**
- Inappropriate media may not be used as a screensaver or wallpaper.
- Passwords for power-on screens, etc. are strictly prohibited and may result in repair fees.
- Any inappropriate content found on a student’s device by the Helpdesk Center will be reported to their acting Supervisor for disciplinary action.
- In the event of device failure, the Helpdesk Center is not responsible for any lost data.

- Any music, games, books, etc. are not permitted to be downloaded from the Internet. This may be a copyright violation and subject to criminal investigation.
- All school assigned Apps/Software loaded on assigned devices at the beginning of each year is the sole property of FCCC.
- DO NOT LOAN, BORROW, or SHARE your laptop or login password with any other student.

Warranty

Warranty claims are at the discretion of the manufacturer and not FCCC. Students are required to pay for all non-warranty damages.

Examples of warranty and non-warranty issues:

COVERED	NOT COVERED
Screen Failure	Visibly damaged screen
Screen backlight goes bad/screen shifts	Screen is visibly broken or cracked
Properly cared for Power Cord goes bad	Power cord is twisted, kinked, or severely cut
System failure	Device is dropped, damage to device is noticeable

Student Charges

Item	NEW Dell 3110 Chromebooks	Acer Chromebooks	Dell 3100 Chromebooks
Fair Market Value	\$150	\$100	\$100
Screen Replacement	\$25	N/A	\$25
Touchpad Only	\$ 5	N/A	\$ 5
Keyboard	\$ 15	\$ 49	\$ 15
Charger Cord	\$ 25	\$ 25	\$ 25
LCD Bezel	\$ 15	\$ 30	\$ 15
LCD Back Cover	\$ 20	\$ 40	\$ 20
Bottom Cover	\$ 10	\$ 25	\$ 10
Cases	\$ 25	\$ 25	\$ 25

* These prices are subject to change based on manufacturer's pricing. *

Transporting Devices

Devices must be transported in the FCCC issued case at all times. Students should contact the Helpdesk Center in the event of a broken, torn or lost case.

Email Accounts

Email accounts will be provided to each student for educational purposes only. FCCC strongly supports the environment and in an effort to cut down on paper consumption, many teachers will use email as a way to communicate with their students. Student to student communication during instructional time, without teacher permission, may result in disciplinary action. Email accounts are a privilege, not a right; access may be restricted or revoked due to misuse at the discretion of the administration.

Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Screen cleaning pads are available in the Helpdesk Center.

Please feel free to submit all technology questions to the attention of FCCC HelpDesk Center.

Four County Career Center
Attn: HelpDesk Center
22-900 State Route 34
Archbold, OH 43502
419-267-2704

Informational Appendix

Four County Career Center's purpose of the 1:1 program is to provide a tool to assist in the preparation of a student's success in life, learning and job skills for the 21st Century. Participation in the 1:1 program will enable students to take the devices home in the evenings and on weekends and holidays during the school year. Limited personal use of the device and self-expression by the assigned student is acceptable, so long as it conforms to the policies set forth by FCCC.

By signing the Acceptable Use Policy the student and parent/guardian understands and acknowledges participation in the 1:1 Program and agrees to comply with the rules in this Handbook: