District Chromebook Fees

To standardize the Chromebook fees in accordance with the District One to One Agreement (https://www.matsuk12.us/1to1) the following fees have been added to each school's SchoolPay items:

- Chromebook Replacement Fees (6)
- Chromebook Case Replacement Fee
- Chromebook Power Adapter Replacement Fee
- Chromebook Screen Replacement Fee
- Chromebook Keyboard Replacement Fee

These items have been created for the collection of fees related to the Chromebooks, with the intention being that it is assigned only to students whom the School Office Staff, in coordination with the librarian or designated staff, has determine owes a fee. The items are inactive at this time so that they are not visible to any students in the payment center until ready to be used.

Chromebook fee items begin with "!" in SchoolPay so that they are easy to identify and search for. Please review these items, and contact studentactivities@matsuk12.us for any questions or edit requests. Although these items have not been locked down to prevent edits, edits should only be made by the Accounting Department.

Chromebook Fee Payment Collection

All Chromebook related fees must be processed and paid using SchoolPay. The preferred method of fee collection for all Chromebook related fees is to pay online or via credit card.

Chromebook Fee Payment Waiver

All Chromebook related fees must be processed and paid using SchoolPay, including waived fees. To waive Chromebook fees, follow Chromebook fee processes 1-3 listed below. After the student target has been added, the staff member should "check out" the item, using the designated Waiver Code which will adjust the price to zero. After the staff member successfully completes checkout for the waived item, the student should be "untargeted" from the Chromebook item. The waiver code should not be shared with anyone other than authorized staff members.

Chromebook Fee Process

- Librarian or designated staff, communicates to the SchoolPay administrator when a student is required to pay any related Chromebook replacement fees.
- Once the information is provided, SchoolPay administrator should edit the SchoolPay item, and target that specific student (continue to add students as the librarian indicates).
- Once the first student target is added, activate the item in SchoolPay. When "targeting" is used, the item should only be visible to those who have been "targeted" in SchoolPay.
- SchoolPay administrator should provide the librarian with a SchoolPay Item Report to show who has paid and who has not by using the Paid/Not Paid Report.
- Once a fee has been paid for a targeted student, the student should be untargeted, which will remove the item from their payment center.
- No Chromebook fees should be collected outside of the SchoolPay system. As an example, adding Chromebook fees in a Munis (non-SchoolPay deposit) is unallowable.
- If there is a need for any additional Chromebook replacement fee items not in already in SchoolPay, please email studentactivities@matsuk12.us and Accounting will work with IT to review the request.

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