



Chromebook Device Usage Agreement

Providing and issuing Chromebooks for instructional use to middle school students is an important part of our school's instructional program. The student will use the device every day to support and guide his or her learning. Certain guidelines are necessary to protect the Chromebook and the school network. These guidelines are also in place to ensure that this technology serves as an effective instructional tool.

Students and their parents/guardians must agree to the following:

1. The student and parent understand and have signed the Acceptable Computer System Use policy.
2. The student agrees to follow all MCSWAIN SCHOOL DISTRICT regulations and policies governing the use of the Chromebook as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
3. The student is responsible at all times for the care and appropriate use of the issued Chromebook and must adhere to these terms each time the device is used, including when it is not on school grounds.
4. The student shall not remove or alter any MCSWAIN SCHOOL DISTRICT identification labels attached to or displayed on the Chromebook. Students will not deface the device or adhere stickers or other markings.
5. The student agrees to ensure the device is secure and safe. The student agrees to handle the device carefully and protect it from potential sources of damage.
6. The student must report theft (or suspected theft), loss, damage, or malfunctioning of the Chromebook to school personnel immediately.
7. Upon request, the student agrees to deliver the issued Chromebook to MCSWAIN SCHOOL DISTRICT staff for technical inspection or to verify inventory or other information. Students will make available for inspection by any school administrator or teacher any messages, communication, or files sent or received on any MCSWAIN SCHOOL DISTRICT-issued device including, but not limited to, the issued Chromebook.
8. Student will bring the issued Chromebook fully charged to school every day.
9. The Chromebook is the property of MCSWAIN SCHOOL DISTRICT. All such issued Chromebooks shall be returned to MCSWAIN SCHOOL DISTRICT prior to the conclusion of each school year and prior to the student's withdrawal from the district if earlier than the conclusion of the school year.

The family and student will assume the risk of loss by theft, destruction, or damage. Devices reported as stolen outside of school require that parents notify police and provide a copy of an official police report to the school administration.

Accidental Damage:

- First Incident: No fee for accidental damage to the Chromebook – Letter to parents
- Second or Subsequent Incidents: \$25 fee for accidental damage

Intentional Damage or Lost/Stolen Chromebook:

- Full price of repair or replacement up to \$200 for an intentionally damaged device
- Replacement cost up to \$200 for lost/stolen device

Lost, Stolen, or Damaged AC Adapter:

- Fee of \$25 for all incidents

I have read and agree to comply with these guidelines. I have read and agree to abide by all MCSWAIN SCHOOL DISTRICT policies and regulations for the use of equipment including the Acceptable Computer System Use Policy, as well as the Code of Student Conduct. Chromebook fees are nonrefundable.

Student: I have read, understand, and agree to honor all terms of the agreement. I may be denied access to the internet and all other electronic media if I do not abide by these terms. I may be subject to disciplinary action, and the confiscation of the MCSWAIN SCHOOL DISTRICT Chromebook device.

 Student Name (print)

 Student Signature

 Date

Student I.D. Number: _____

Parent/Guardian: I have read and understand this agreement and give permission for the school to allow my child to use the MCSWAIN SCHOOL DISTRICT-issued Chromebook under the terms and condition set forth above.

 Parent Name (print)

 Parent Signature

 Date