



## CHROMEBOOK LOAN AGREEMENT

The Chromebook, charger, and cable listed below are being loaned to the listed parent and student for the purpose of completing virtual learning assignments. These items remain property of the Marion County Board of Education (MCBE) and **will be returned to MCBE at the end of the current school year, or when the student returns to in-person learning in the traditional classroom.**

By accepting possession of a MCBE Chromebook, student and his/her parents/guardians agree to the following responsibilities for the use and care of this device:

1. The term of this use agreement is from the date included on this form to the end of the school year or until the student unenrolls from virtual learning, whichever is earlier. MCBE may terminate this agreement at any time without the consent of the student or parents. Students/parents may terminate this agreement only after returning all loaned equipment to MCBE.
2. Student agrees, on termination of this use agreement, all equipment will be returned to the MCBE front office. In the event the asset is not returned, MCBE will report the device missing and the student and parent/guardian will be responsible for the replacement of the device.
3. The student agrees to follow all MCBE policies and regulations governing the use of devices, including, but not limited to, the **Chromebook Usage Guidelines** printed on the back of this form and the **Internet Acceptable Use Policy** included in the Marion County Schools student handbook.
4. The student shall not remove or alter any MCBE identification labels attached to or displayed on the Chromebook. The student will not alter or remove district-installed software, security software, antivirus software. The student will not write on, place stickers on, or otherwise deface the Chromebook or its charger.
5. The student agrees to keep the Chromebook secure and safe. The parent will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the Chromebook is damaged or returned with any accessories missing, MCBE may charge the parent the lesser of the repair or the replacement cost.
6. The Chromebook is the property of MCBE. The student must report theft (or suspected theft) of the Chromebook, loss of the Chromebook, damage to the Chromebook, or malfunctioning of the Chromebook to school personnel immediately.
7. Upon request, the student agrees to deliver the Chromebook to MCBE staff for technical inspection, to verify inventory or other information, to perform device updates, or for random screening. MCBE reserves the right to inspect loaned equipment at any time either physically or virtually. MCBE agrees to return the device to the student in a reasonable amount of time.
8. The Chromebook cannot be loaned, sold, bartered, traded, leased, rented or given to a relative, friend or another student without the express written consent of MCBE.

Device #	Chromebook Serial #	Device Loan Location	Additional Information

The signatures below verify that the student and parent/guardian have received a copy of the Chromebook Usage Agreement and agree to abide by the terms of the agreement.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_



## CHROMEBOOK USAGE GUIDELINES

1. I understand that I am responsible for the proper care of my Chromebook and that it remains the property of MCBE. I will be financially responsible for replacing the Chromebook if it is damaged while in my possession.
2. I understand the Chromebook is subject to inspection and search at any time and without cause.
3. I understand that I am accountable for knowing where my Chromebook is at all times.
4. I understand that I am not to add or remove labels to the Chromebook, that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the Chromebook.
5. I understand I am responsible for keeping food and beverages away from my Chromebook and that I am not to leave my Chromebook outside, unattended in a vehicle, in an unsecure location, or near water.
6. I understand that I am not to pick up the Chromebook by its screen, pinch the screen with fingers or any object, close the screen with an object between it and the keyboard, squeeze or drop a Chromebook, drop an item onto a Chromebook, toss it, throw it, or otherwise mistreat it.
7. I understand that I am not to use the Chromebooks internal storage. I have an [@mcbe-k12.net](mailto:@mcbe-k12.net) Google drive account that provides storage for all student work files. MCBE will not be responsible for lost files or data.
8. I understand that most Chrome extensions will not be available for download, but I can contact my teacher if I need a particular extension for instructional use.
9. I understand that I am to avoid using objects that may scratch or damage any part of the device.
10. I understand that I am not to loan my Chromebook or charger to other individuals.
11. I understand my Chromebook's serial number and manufacturer/district labels are not to be defaced.
12. I understand that I am only to use my Chromebook in ways that are educational and appropriate.
13. I understand that I represent the school division in all my online activities while using the Chromebook. I understand that what I do online should not reflect negatively on my fellow students, teachers.
14. I understand that my personal username and password should not be shared with any individual.
15. I understand at all times I am to follow the **Chromebook Loan Agreement** and the **MCBE Internet Acceptable Use Policy**.

### CHROMEBOOK OPERATION AT HOME

- When you first turn on the Chromebook (before you try to login), click on the wireless icon at the bottom right of the screen and connect to your home wireless network.
- When using for the first time, be sure to let the Chromebook sit for 2 minutes before logging in (giving the device enough time to install updates).
- If it doesn't work the first time, hold down the power button until the screen goes dark, wait 2 minutes, then press the power button to restart.
- If you can't get the Chromebook to work or need additional support, reach out via email to [itsupport@mcbe.net](mailto:itsupport@mcbe.net). Include your name and the Chromebook serial number from the white label on the back.