



High School Chromebook Checkout Form 2023-2024

Student's Name: _____ Grade: _____

Parent Name: _____ Email Address: _____

Parent address: _____ Phone number: _____

Model (circle one): HP or Samsung Serial # _____ Barcode # _____

For the 2023-2024 school year each student receiving a device will pay a \$30 non-refundable usage fee, paid **prior** to receiving the device, with a family cap of \$100. Payments can be made in cash or check made payable to Kimball Area Public Schools.

The usage fee covers damage due to normal wear and use. Any deliberate damage to the device such as physical alterations, dismantling or unauthorized repairs will void the fee protection. Damage due to *negligence, a lost device, chargers, and cases will not be covered. (**see the 'Charges for negligence' scale for damages on the next page*).

At the end of the year the device will be returned along with the **original** working charger. It is understood that misuse of a school device may result in a loss of this privilege and potential discipline according to the guidelines in the Student Handbook. Failure to return the device within 7 days after school is out will result in a theft report being filed with the police department.

This Chromebook agreement is to signify that the above-named student and parent/guardian is fully responsible for maintaining this device. **This form must be signed by both the student and student's parent/guardian and returned to the media center or high school office, prior to student checkout.** It is agreed that the Kimball Area Public School District is not responsible for any loss or damage done to the device while in possession of the student.

I understand and agree to the device use guidelines and authorize my student to complete the Device Checkout section on this form in order to check out the device for the school year:

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Payment amount received: _____ Date: _____

Staff Signature: _____ Date: _____

Chromebook Expectations

1. You **MAY NOT** touch/tamper with anyone else's Chromebook.
2. You must treat your Chromebook with respect:
 - a. When open **NEVER** grab your Chromebook by the screen; **ALWAYS** pick it up with both hands from bottom
 - b. **DO NOT** have food or drinks near Chromebook
 - c. **ALWAYS** close Chromebook before moving
3. ALL repairs should be brought to the High School IT Department. (Outside or home repairs will nullify the warranty).

*Charges for negligence:

- Broken screen: \$150 if usage fee paid (*amount may vary regarding age of chromebook*)
- Broken screen: \$300 if NO usage fee was paid
- Missing or broken keys: \$50
- Missing or damaged charger: \$15
- Broken charger cord: \$10
- Missing or damaged protective case: \$30

Staff Notes: