

GREENFIELD R-IV CHROMEBOOK USE AGREEMENT

Student Name: _____ **Grade Level:** _____

By using or taking possession of a device owned by Greenfield R-IV Schools, a user and his/her parents/guardians are agreeing to comply with these terms of Chromebook Use Agreement.

Terms:

Qualifying students will be issued a district-owned Chromebook. Students/parents bear financial obligation for costs associated with loss/damage not covered by device warranty. Non-warranty costs would include loss/damage of the Chromebook as a result of handling, storage, transport, use, or reporting of loss/damage that is not in complete compliance with this Chromebook Use Agreement and the district Technology Acceptable Use Agreement. Any failure to comply may terminate qualification and rights of possession effective immediately. Greenfield R-IV School District may repossess the property and/or charge full replacement cost.

Title:

The legal title to the Chromebook belongs to Greenfield R-IV School District and shall at all times remain as such. The borrower's right of possession and use of the Chromebook is limited to, and conditioned upon, full and complete compliance with the exceptions detailed in the Chromebook Use Agreement and the district Technology Acceptable Use Agreement.

Loss or Theft:

By taking possession of any Chromebook (day use or take home), the borrower agrees to assume full responsibility for the safety, security, and care of the property. In a case of complete loss at school or away from school, the borrower agrees to pay the replacement cost. In the case of loss or theft occurring at school, the borrower must report the incident to the building administrator within one school day of occurrence. The student/parent/guardian will assume full responsibility for the loss of the Chromebook and the corresponding financial obligation for the replacement costs of the lost property. In the case of loss or theft the school will provide a temporary Chromebook for the student at the discretion of the school administrators. All policies, rights, and obligations apply.

Damage:

By taking possession of a device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the property. In case of accident, fire, flood, or careless handling of the property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the school district. In the case of damages to the Chromebook, the user must report a potentially damaging incident to the Technology Department personnel in the appropriate building within two school days of the occurrence.

Reporting Loss/Damage:

In the case of loss or theft occurring at school, the borrower must report the incident to a building administrator the day of the occurrence. In the case of loss or theft occurring away from school, the borrower must report the incident to the law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the police report to the building administrator. In the case of damage to the Chromebook, the borrower must report the incident to Technology Department personnel within one school day of the occurrence.

Repossession:

If the borrower does not fully comply with all terms of the Chromebook Use Agreement and the district Technology Acceptable Use Agreement, including return of the property, Greenfield R-IV School District will be entitled to declare the borrower in default and come to his/her place of residence, or other location of the Chromebook, to take possession of the property.

Replacement Cost:

A student/parent/guardian is responsible for the cost of the replacement of a lost Chromebook from the result of handling, storing, or using in a manner not in compliance with the "Handling, Care, and Use" and/or "Security/Storage and Transport" expectations..

The replacement cost if a Chromebook should become lost, stolen, or irreparably damaged will not exceed \$250.00.

A student/parent is responsible for the full replacement cost of any Chromebook accessories lost or damaged while in their possession. The replacement cost for a case is \$20. The replacement cost for a charger is \$40.

Replacement costs of Chromebook accessories are based on the price for which the Greenfield R-IV School District purchases replacement accessories from 3rd party vendors.

Repair Costs:

Repairs will be made to a borrowed device if the nature of the damage makes the Chromebook inoperable or leaves the Chromebook in a state where the damage is likely to increase after redistribution resulting in need for repair for a future user.

A student/parent is responsible for the cost of repair of a damaged Chromebook if the damage to the Chromebook is the result of deliberate abuse or neglect, abuse or neglect not reported as detailed in the "Reporting Loss/Damage" section, or failure to comply with the "Handling, Care, and Use" and/or "Security/Storage and Transport" expectations.* If there is a claim or loss and it is due to deliberate abuse or neglect, the student and/or parent is responsible for an additional \$100 repair fee, per occurrence, plus the repair costs.**

*Repair costs of Chromebook accessories will be charged as listed below.

**Deliberate abuse or neglect is determined by the student's building administrator.

The following are repair costs:

Screen - LCD Panel \$40	Hinge assembly \$20	Trim Cover \$15
Hard Drive \$30	Back Cover \$40	Power & USB Board \$20
Battery \$40	Bezel Cover \$30	Camera Board \$20
Keyboard (full) \$99	Bottom Cover \$40	Speakers \$20
Keyboard (per key) \$5	Motherboard \$120	Touchpad \$30

Handling, Care, and Use:

*Make sure you start each day with a fully charged battery on your Chromebook.

*When using your Chromebook, it should be placed on a hard flat surface. Do not try to use your Chromebook in your lap, on a carpeted floor, on bedding, etc. This can cause the laptop to get easily dropped, overheated or build up static charge.

*Make sure the Chromebook logs on to the school district's network each school day to receive necessary updates that are critical to keeping the laptop safe and operational.

*Make sure nothing is ever connected to or inserted into any of the ports and/or connectors of the Chromebook that are not intended for that particular port or connector. When connecting appropriate devices including but not limited to headphones, mice, speakers, etc., make sure to insert carefully. Do not force anything in. If something does not insert easily, do not continue to attempt to insert. Seek guidance from the Technology Department if anything is difficult to insert.

*Your district-issued case should remain on your Chromebook at all times. Do not attempt to remove it at any time as you could damage the Chromebook. You are allowed to use an additional carrying case, but the hard shell case must remain on at all times. Only district technology personnel may remove the case.

*Make sure your Chromebook is never exposed to foods, oils, liquids or other foreign substances, including but not limited to: drinks, grease (such as from french fries), paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.). Do not attempt to clean your Chromebook with any liquids or methods not authorized by the Technology Department.

*Make sure the surface of your Chromebook is not altered or defaced. Do not decorate your assigned Chromebook or case or remove labels, stickers, or tags from the Chromebook that are affixed by school district personnel.

*Make sure that you type on the keypad with appropriate methods. Do not push keys with excessive force. This may result in damage to the keyboard.

*Make sure there are no items on the keyboard before closing your Chromebook. Even something as small as a pencil could crack the screen.

*Make sure that only school district personnel troubleshoot, diagnose, or repair your Chromebook. Do not allow friends, family or 3rd party service people to handle your assigned Chromebook.

Security/Storage and Transport:

*Because the Chromebook is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a district-owned device or account.

*You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned Chromebook. Do not allow other users to use the Chromebook assigned to you. Students may not attempt to uninstall or bypass any security, software or applications used by the district on the Chromebook. Attempts to bypass security, software or applications may result in revocation of access privileges and/or disciplinary action at school.

*You are responsible for keeping your device secure at all times. Do not leave your Chromebook in a location where it could be easily stolen such as a bathroom, locker room, in a vehicle or a public place.

*Do not leave your Chromebook in a location that could compromise it such as on the floor, near a water source such as a sink, near a heat source such as a fireplace or stove, at the edge of a counter, etc.

*Do not place items on top of your Chromebook such as books.

*When transporting your Chromebook, always handle with care. Do not insert your Chromebook into a backpack with items that could become lodged inside the ports of the Chromebook. Items that could become lodged inside include but are not limited to: pencils, erasers, paperclips, candy, etc. When transporting in your backpack, make sure the section of your backpack is clear of items and debris.

*When carrying your Chromebook, always carry in front of your body with two hands while walking. Be careful to secure the device from dropping it. Do not run while transporting your Chromebook whether in your hands or backpack. Be mindful of caring for the device when putting your backpack on, taking it off and setting it down. Do not swing your backpack around,

toss it into a vehicle or on the floor or let it drop to the floor. Hold your backpack in front of you or place it gently in a safe place once seated on a bus. Do not sit in the seat with your backpack worn on your back as this may cause pressure against the Chromebook and result in damage.

*When storing the device at school, always return the device to your assigned charging cart at the end of each school day.

*When charging at home, be sure to use a surge protector.

*You are responsible for keeping your data secure at all times. Be sure to stay on approved sites, keep your passwords private and log off your Chromebook when you are not using it. Remember, anything that happens while signed into your account is your responsibility.

Disciplinary Action:

The use of technology is a privilege and not a right. Students are expected to use their Chromebook in accordance with the “Handling, Care, and Use” and/or “Security/Storage and Transport” expectations and any applicable laws. Failure to use the Chromebook in an appropriate manner will result in one or more of the consequences listed below as determined by the staff and administration of the Greenfield R-IV School District:

- Student Conference
- Parent Conference
- Revocation of student use or access privileges, including Chromebook take-home privileges
- Any and all school disciplinary action, including ISS, OSS, Detention
- Civil or criminal liability under applicable laws

By signing this agreement, I acknowledge that I have read, understood and accepted the terms of this Chromebook Use Agreement. I agree to discuss these terms and expectations with my child.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name