

Pembroke Public Schools

Chromebook User Agreement—Student Loan Program

EQUIPMENT

Pembroke Public Schools retains sole right of possession of the Chromebook and related equipment. The Chromebook may be issued to students according to the guidelines set forth in this document and the Computer Acceptable Use Policy. The Technology Department retains the right to collect, reassign and/or inspect the Chromebook at any time and to alter, add, or delete installed software or hardware.

EXPECTATION OF USE

Use of the Chromebook will be for school-related instructional and learning activities.

CUSTOMIZATION OF EQUIPMENT

The student is permitted to alter or add files to customize the assigned Chromebook to his/her own working style (i.e. visual preferences). Students may not alter or tamper with the operating system or controls. Students may not alter or deface the Chromebook in any way (i.e. stickers, labels, etc.)

DAMAGE OR LOSS OF EQUIPMENT: *Actions Required in the Event of Damage or Loss.*

1. In the event of damage or theft of my Chromebook within the school environment, I will complete a Chromebook Damage Report within 48 hours.
2. I will immediately report the incident to a Pembroke Public Schools teacher, administrator, or a member of the Technology Department. An investigation will follow.
3. Disciplinary action will occur if there is evidence that I abused, neglected, or defaced my assigned Chromebook. I understand I will be charged **\$100.00** if I put stickers or any kind of markings on my Chromebook.
4. If a Chromebook is damaged by my neglect or abuse, it is my family's financial responsibility to replace and/or repair the Chromebook. For example, throwing the Chromebook or using the Chromebook as an umbrella would be considered examples of neglect and abuse. (Insurance may be purchased by a private company of your own choosing to cover the replacement of a Chromebook damaged by neglect, abuse, or theft.)
5. All breaks will result in the following fees being charged to the student and must be paid before a replacement device is issued:
 - a. **Screen: \$50.00**
 - b. **Case: \$30.00 - \$50.00**
 - c. **Keyboard repair: \$40.00**
 - d. **Lost charger: \$30.00**
 - e. **Defacing the Chromebook with stickers or other markings: \$100.00**
 - f. **Full device replacement: \$260.00**

MY RESPONSIBILITIES IN USING MY ASSIGNED CHROMEBOOK

1. I will keep my Chromebook with me and within my sight at all times and ensure it is locked away safely.
2. I will adhere to Pembroke Public Schools Acceptable Use Policy (AUP) at all times.
3. I will follow the guidelines listed below for proper care of my assigned Chromebook.
4. I will immediately report any problem/issues I encounter while using the Chromebook to my teacher, an administrator, and/or the Technology Department.
5. I understand that the technology staff may set the Chromebook back to factory settings at any point. Setting the Chromebook to factory settings may be a course of action for any repairs or modifications on the Chromebook, and this may result in the loss of data from the Chromebook.
6. Upon return to school, I will return my Chromebook and power cord to the school. Failure to do so may result in a replacement fee cost and/or disciplinary actions.

GUIDELINES FOR PROPER CARE OF MY ASSIGNED CHROMEBOOK:

1. I will not loan my Chromebook to anyone.
2. I will provide proper care to my assigned Chromebook at all times, including but not limited to the following:
 - a. I will give the same care to my assigned Chromebook that I would give to my most valued possession.
 - b. I will keep food and drink away from my assigned Chromebook.
 - c. I will not leave my assigned Chromebook out in extreme heat or cold.
 - d. I will not attempt to make repairs to my assigned Chromebook if it is damaged or malfunctioning.
 - e. I will always use the appropriate Chromebook adapter to charge my assigned Chromebook.
 - f. I will not do anything that will permanently alter my assigned Chromebook in any way, including removal of keys and labels.
 - g. I will keep the screen clean with a soft, dry anti-static cloth or with a screen cleaner designed specifically for the screen only.
 - h. I will use care in transporting my assigned Chromebook.
 - i. I will not attempt to bypass or remove filters or restrictions put in place by Pembroke Schools.
 - j. I will not change my username or password for my school-issued Google account.

MANAGEMENT

1. Chromebooks will be managed and monitored by the Technology Department and Administrators in the Pembroke Public Schools.
2. Apps and extensions will be added only through the Technology Department.

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Contract

I have read, understand, and agree to follow all responsibilities and guidelines as outlined in the Pembroke Public Schools Chromebook User Agreement.

Serial Number: s/n _____ (*located on the back top-right corner of the Chromebook*)

Student Name: _____ Date: 03/20/2020 Grade Level: _____

Student Signature: _____

Parent Name: _____ Date: 03/18/2020 _____
(Please print)

Parent's Signature: _____