

Chromebook One-to-One Agreement

Lockport SD 91

Last revised 12/30/2020

Lockport SD 91 is implementing a 1-to-1 device program where Chromebooks will be assigned directly to students for use in the classroom and at home. The goal of this program is to ensure all students have access to the tools required for their education no matter the location.

The chromebook assigned to your student this year will remain the device assigned to them every year after throughout their time at our schools until the device is retired due to age, or student graduates.

Students should treat their Chromebook with care, they will continue using the same device in the future.

In the event of the Chromebook needing maintenance or repair the student may temporarily be assigned out a spare legacy device by the school office. Once their Chromebook has been repaired it will be returned to them.

Damaged Chromebooks:

Like textbooks and other district property issued to your student, there is a responsibility to take care of these valuable resources. We expect the device to be returned in near the same condition it was received in. Students and their families are fully financially responsible for theft, damage or loss of the Chromebook or power supply and will be billed for the cost of repairs if needed.

By signing below you agree to the following:

- A Chromebook, identified by its four digit asset tag or serial number, is being assigned to your student for 1-to-1 use. The Chromebook assigned to your student is tracked by asset management software and Google Workspace logs.
- You will return the Chromebook and power supply in a timely manner at the request of the School District. This may be at any time, and/or during schedule breaks.
 - Expect to return the chromebook before summer break.
- You will assume full financial responsibility for theft, damage or loss of the Chromebook or power supply/charger up to the cost of replacement.
- Protect the chromebook by carrying it in the provided bag. Do not leave the chromebook in places where it may be damaged, stepped on, sat on, or stolen
- No personalization will be allowed: No stickers, markers, or writing of any kind on the chromebook
- Make sure your student's chromebook is charged and ready for use at the beginning of each school day. We do not have the capacity to allow devices to be charged at school. Students are expected to bring their chromebook to school each day and to all classes unless specifically advised not to do so by the teacher.
- Students will not share their chromebook or chromebook charger with another student.
- Students must continue to abide by the district's Student Use of Computers and the Internet Permission Form, Student Handbook, and Board Policies while using this device.
- Use of the chromebook provided by the school district is a privilege, not a right. Loan of equipment is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation and/or loss of this privilege.

If your student can not bring their Chromebook home and it must remain at the school, please contact the school office for special arrangements.

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Care and instructional use of Chromebooks.

Students are responsible for the general care of their Chromebook. The Chromebooks are for school use and should be treated with care.

Please take these precautions:

- Treat your Chromebook as you would any valuable electronic device
- Heavy objects should never be placed on top of Chromebooks (even inside a backpack)
- When not being used, store the Chromebooks in a secure place
- Don't add stickers or markings to the Chromebook
- Don't eat or drink near the Chromebook
- Avoid extreme heat or cold
- Do not lend your Chromebook to anyone
- Never lift the Chromebook by the screen
- We recommend keeping the Chromebook in it's provided case for protection
- Do not store pens or other items inside the chromebook case, this may cause screen damage if they get caught between the screen and keyboard.
- A damp, *but not dripping*, microfiber cloth can be used to clean the Chromebook and screen.
 - Certain solvents and cleaners may damage the Chromebook.
 - We recommend rubbing alcohol or plain water.
 - Let the device dry completely before closing it.
- Report any damage to your teacher or Technology Department immediately

We do not want to charge anyone fees for damage or repairs, please take care of your device.

By signing below you agree to the terms of this agreement, and that you are responsible for Chromebook being issued to your student along with the cost to repair or replace any damaged or lost devices issued to your student.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____