

**CIRCLEVILLE CITY SCHOOL DISTRICT**

High School  
Google Chromebook Loan Agreement

## **Loan Responsibilities**

### **Parent Responsibilities**

The Circleville City School District is excited to offer your child a Google Chromebook (“Chromebook”) for use during the current school year to assist with, and further your child’s education. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of this electronic device at home, at school, and in all other settings. By signing this Chromebook Loan Agreement, you are indicating that you understand, accept, and agree to do the following:

- I will supervise my child’s use of the Chromebook at home.
- I will discuss internet and email safety and expectations with my child.
- I will supervise my child’s use of the internet and email in all settings outside of school.
- I will not attempt to repair the Chromebook without the District’s express permission.
- I will promptly report any problems with the Chromebook to the Technology Department.
- I will neither load nor delete any apps, software, operating systems, or other programs from the Chromebook.
- I will ensure that my child recharges the Chromebook’s battery on a daily basis.
- I will ensure that my child brings the Chromebook to school on a daily basis.
- I understand that if my child arrives at school without the Chromebook, I may be called to bring the Chromebook to the school.
- I will ensure that the Chromebook is returned to the District at the end of the current school year, upon my child’s withdrawal from the District, or upon the District’s request.

### **Student Responsibilities**

The District is loaning a Chromebook to you for use during the current school year. In order to take your Chromebook home each day, you must sign this Chromebook Loan Agreement to indicate that you understand, accept, and agree to do the following:

- I will only use the Chromebook for educational purposes.
- When using the Chromebook, whether at school, at home, or in any other place, I will follow the District’s Acceptable Use Policy and the Chromebook Agreement.
- When using the Chromebook, whether at school, at home, or in any other place, I will follow all local, state, and federal laws.
- I will not load any apps, software, operating systems, or other programs onto the Chromebook unless given permission by District staff members.
- I will not remove apps, software, operating systems or other programs from the Chromebook unless explicitly instructed to do so by District staff members.
- I will not remove or modify any identification labels from the Chromebook and will immediately contact the Technology Department for replacements should the labels become damaged or be removed from the Chromebook.
- I will not use the Chromebook to access personal email accounts.
- I will charge the Chromebook on a daily basis.
- I will bring the Chromebook to school on a daily basis with a fully-charged battery.
- I will not share my personal information with anyone via the Chromebook.
- I will only send appropriate, legitimate, and responsible electronic communications from the Chromebook.

- I will keep all accounts and passwords assigned to me secure, and I will not share these with any other student.
- I will not attempt to alter or repair the Chromebook without the District's express permission and I will promptly report any problems with the Chromebook to the Technology Department.
- I will return the Chromebook to the District at the end of the current school year during the last two weeks of school, upon my withdrawal from the District, or upon the District's request.
- I will protect the Chromebook:
  - I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
  - I will keep the Chromebook clean and will not touch the screen with anything (e.g. your finger, pen, pencil, etc.) other than approved screen cleaners (i.e. a soft, dry cloth or anti-static cloth).
  - I will not place anything near the Chromebook that could put pressure on the screen.
  - I will not leave the Chromebook in an unattended or unsecure location.
  - I will keep the Chromebook in its school issued protective case at all times.
  - I will keep the Chromebook closed when I am transporting it.
  - I will not lean on top of the Chromebook when it is closed.
  - I will not carry the Chromebook by the screen.
  - I will not place anything on the keyboard before closing the lid.
  - I will take care not to bump the Chromebook against lockers, walls, floors, car doors, etc.
  - I will keep the Chromebook free from any writing, drawing, stickers or labels.

## Loan Terms and Conditions

The Circleville City School District (“District”) is loaning one Google Chromebook, one Google Chromebook charger, and one case (jointly “Equipment”) to the undersigned Student and Guardian(s). The Equipment is, and at all times remains, the property of the District. The District retains all ownership and title rights to the Equipment. The District retains the right to inspect the Equipment at any time and to alter, add, or delete installed hardware or software. The Equipment is lent to the Student and Guardians for educational purposes only. The Equipment must be returned to the District’s Technology Department at the end of the current school year during the last two weeks of school, upon the Student’s withdrawal from the District, or upon the District’s request. The District may request that the Equipment be returned at any time. Upon such a request, the Student and Guardian(s) will immediately return the Equipment.

The Student and Guardian(s) agree that the Equipment was in good working condition when the Equipment was loaned. The Student and Guardian(s) further agree that they are responsible for properly caring for the Equipment and ensuring that it is returned to District in the same condition in which it was lent. The Student and Guardian(s) will prevent the Equipment from being defaced, damaged or destroyed in any way.<sup>1</sup>

The Student will take all reasonable precautions to ensure that the Equipment is not infected by any electronic virus or other malware. Inappropriate use of the Equipment may result in the Student losing the privilege to use the Equipment. The Student and Guardian(s) agree that they are financially responsible for the total repair or replacement cost of the Equipment if it is not returned or if

it is returned in a different condition from the condition in which it was lent.

The Equipment may be used by the Student only for noncommercial purposes, in accordance with the District’s policies and rules, the District’s Acceptable Use Policy, the District’s Student Handbooks, the Chromebook Agreement, and all federal, state, and local laws.

The Student and Guardian(s) agree not to install or use any software, apps, operating systems, or programs other than those owned or approved by the District.

One user with specific privileges and capabilities has been set up on the Equipment for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. Additionally, the Student shall not make any attempts to add, delete, access, or modify other users’ accounts on the Google Chromebook or on any school owned machine.

The District’s networks are provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Equipment. These labels are not to be removed or modified. If they become damaged or removed, immediately contact the Technology Department for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the Equipment.

An email account will be available for each student to use for appropriate academic communication with other students and staff members only. This email account is for

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<sup>1</sup> The term “damaged” includes, but is not limited to, physical damage, altering or interfering with the normal operation of software, and installing or downloading software without prior consent from the District.

communication within the school district or for educational purposes only.

The Student agrees that any inappropriate usage of the Equipment may result in disciplinary action in accordance with the policies and procedures outlined in the District's policies and student handbooks.

## **Loan Agreement Release Form**

### **Ownership of the Chromebook**

The District retains sole right of title and ownership of the Chromebook, charger and case (“Equipment”). The Equipment lent to the Student for the academic school year is to be used only for educational purposes. At any time, the District may request that the Equipment be returned. Upon such a request, the Student will immediately return the Equipment.

### **Spare Equipment and Lending**

If the Student’s Equipment becomes inoperable, the District may provide the Student with a spare device, charger or case for use while the Student’s Equipment is repaired or replaced. The Student may not opt to keep inoperable Equipment to avoid doing class work. If the Student fails to bring the Chromebook to school, the Student may be required to borrow a spare device from the school. This Loan Agreement shall apply to any spare devices temporary loaned to the Student. Disciplinary action may result for failure to bring the Chromebook to school in a charged and operable state.

### **Warranty and Insurance**

The full cost of any damage, as defined in the Loan Terms and Conditions, will be the responsibility of the Student and/or Guardian(s). The School will make its best attempt to purchase replacement parts at the best possible price. The Student and/or Guardian(s) will also be financially responsible for any lost or stolen Equipment or Equipment that is not returned to the District. In the event that Equipment is stolen, a police report must be filed.

### **Replacement and Repair Costs**

The following are estimated costs of the loaned Equipment:

- Total Replacement - \$250
- Top/Bottom Cover - \$30
- LCD Screen - \$35
- Touchpad - \$30
- Keyboard - \$75
- Charger - \$20
- Hinge Assembly - \$30
- Case - \$18

### **Release from Liability**

I release the District from all liability related to my child’s use of the Equipment and my child’s participation in the Google Chromebook loan program. I acknowledge and agree that the District is not responsible for any information my child may access on a computer network, including the internet and/or for any information my child may send or receive on a computer network, including the internet.

**Duration of Agreement**

This Google Chromebook Loan Agreement is effective from the date upon which the Agreement is executed by the Student and Guardian(s). This Agreement will expire on the date upon which the Equipment is returned to the District in the same condition in which it was lent. If the Equipment is not returned to the District in the same condition in which it was lent, this Agreement will expire on the date upon which the Student or Guardian(s) remit all necessary payment(s) to replace or repair any missing or damaged Equipment.

**Agreement**

By signing below, the Student and Guardian(s) indicate that they understand and agree to all of the provisions in the Google Chromebook Loan Agreement, including:

- The Loan Responsibilities
- The Loan Terms and Conditions
- The Loan Agreement Release Form

Parent/Guardian – Print Name	Signature	Date
Student – Print Name	Signature	Date
Current Address		

**Disagreement**

By signing below, I refuse to permit my Student to participate in the Google Chromebook Loan Program at this time. I understand that my refusal means that my Student may not take the Google Chromebook outside of the classroom. As such, the Student will not be permitted to take the Google Chromebook home. I understand that my Student will only have access to the Google Chromebook during school hours, including supervised extended hours. Moreover, I understand that financial fees may still be incurred as a result of inappropriate behavior, damage, neglect, or loss to any District Property, regardless of location.

Parent/Guardian – Print Name	Signature	Date
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DISTRICT USE ONLY	
Chromebook Number	