

CIRCLEVILLE CITY SCHOOL DISTRICT

Middle School
Google Chromebook Loan Agreement

Loan Responsibilities

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

- 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 only use the Chromebook for educational purposes.
- When using the Chromebook I will follow the District’s Acceptable Use Policy and the Chromebook Agreement.
- When using the Chromebook 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 ensure that the Chromebook is plugged into the proper slot on the cart and charging at the end of every school day.
- 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 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, 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 and placed on the cart at the end of every school day, or upon the District’s request. Students are not permitted to take the Equipment off of school property. The District may request that the Equipment be returned at any time during the school day. Upon such a request, the Student 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 further agrees that he/she is responsible for properly caring for the Equipment and ensuring that it is returned to the District each school day in the same condition in which it was lent. The Student will prevent the Equipment from being defaced, damaged or destroyed in any way.¹

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 agrees 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

¹ 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.

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 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.

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 at the conclusion of the last day of classes when 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		

DISTRICT USE ONLY	

Chromebook Number	