



**Student Chromebook Loan Agreement**

Providing Chromebook computers for instructional use is an exciting venture. Certain guidelines are necessary to protect the Chromebook and the school network and ensure that this technology serves as an effective instructional tool. By accepting possession of a SCPS Chromebook, student and his/her parents/guardians agree to the following responsibilities for the use and care of this device:

1. The student agrees to follow all SCPS policies and regulations governing the use of computers, including, but not limited to, the Expectations for Responsible Chromebook Use printed on the back of this form.
2. The computer is the property of SCPS. If a student withdraws from the school prior to the end of the loan period, the Chromebook must be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any SCPS identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
4. The student agrees to keep the computer secure and safe. The parent will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the computer is damaged or returned with any accessories missing, SCPS may charge the parent the lesser of the repair or the replacement cost.
5. The student must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel immediately.
6. Upon request, the student agrees to deliver the computer to SCPS staff for technical inspection, to verify inventory or other information, or for random screening.
7. The Chromebook cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the written consent of SCPS.

I have read and agree to comply with these guidelines and all SCPS policies and regulations for the use of equipment, including the attached Expectations for Responsible Chromebook Use, the Acceptable Use Policy, and the Student Conduct Code. I understand that the School Division may access, monitor and archive my use of the computer system, including my use of the internet, e-mail, and downloaded material, without prior notice to me. I accept responsibility for damage to or loss of the equipment indicated below while assigned to me. I understand that if the computer or any accessory is lost, damaged, or stolen, the student and his/her parent is responsible for the repair or replacement cost. I will report any hardware or software damage immediately to school personnel and will return equipment promptly when requested.

SCPS grants permission to the student to have limited use of the Chromebook described in this continuing agreement. The permission granted to the student ceases on the LAST CALENDAR DAY OF THE SCHOOL YEAR (unless terminated earlier by SCPS) and failure to return the Chromebook on or before that date to the building principal or his/her designee could result in criminal charges against the student and/or the person who has the Chromebook. SCPS reserves the right to demand return of the Chromebook at any time.

<b>Student's Name</b> <i>(please print):</i>	<b>Grade</b>

<b>Parent or Guardian Name</b> <i>(please print):</i>

<b>Signature of Parent or Guardian</b>	<b>Date:</b>



## **Expectations for Responsible Chromebook Use**

1. I understand I am to follow SCPS Acceptable Use Policy at all times.
2. I understand that as SCPS property, the Chromebook is subject to inspection and search at any time and without cause.
3. I understand that I am not to remove or alter any part of the computer, that only authorized educational programs installed by SCPS staff may be used on the computer, and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction.
4. I understand that I am accountable for knowing where my Chromebook is at all times.
5. I understand that I am responsible for the proper care of my Chromebook and that the Chromebook must be in the case provided by SCPS when not in use and that damage to the Chromebook when it is not in the protective case may be considered intentional.
6. I understand that I am not to add or remove labels to the Chromebook, that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the Chromebook.
7. I understand I am responsible for keeping food and beverages away from my Chromebook and that I am not to leave my Chromebook outside, unattended in a vehicle, in an unsecure location, or near water.
8. I understand that I am to avoid using objects that may scratch or damage any part of the device.
9. I understand that I am not to loan my Chromebook, charger, case, or mouse to other individuals.
10. I understand my Chromebook's serial number and manufacturer/district labels are not to be defaced.
11. I understand I am not to delete any school-installed software.
12. I understand that I am only to use my Chromebook in ways that are educational and appropriate.
13. I understand that I represent the school division in all my online activities while using the Chromebook. I understand that what I do online should not reflect negatively on my fellow students, teachers, or on Surry County Public Schools.
14. I understand that my personal username and password should not be shared with any individual.
15. I agree to return the Chromebook, case, power cord, and mouse in good working order at the end of the school year, upon leaving SCPS, or when my user privilege is revoked.
16. I understand that I am to bring my Chromebook to school each day fully charged.