

Student Computing Device Issue Agreement Form (Chromebook Agreement)

I understand that I am being issued a school-owned computing device that will be in my possession. This device is issued for instructional purposes to support the educational mission of the school and is for my individual use.

Devices are pre-installed with their operating system, and other curriculum support software. The device is Internet capable.

Various software products automatically track user activities in history and log files. Internet capable software, such as web-browsers, store a history of web requests, and download content such as cookies and images onto the internal file system into an area called a cache. This is by design, normal, and usually necessary for the software to function.

Transport, Storage and Care

It is the student's responsibility to transport the device to and from school on days when the device will be used for in person instruction (Monday, Tuesday, Thursday, Friday). To ensure the well-being of our students, only the Chromebook that has been assigned will be available for the student's use. The device should be transported and stored carefully to prevent damage.

- The device should not be marked or defaced including permanent marker or adhesive stickers.
- Do not remove any manufacturer or Hope Township School labels, stickers, or asset tags
- Do not leave the device in a vehicle for a prolonged period, especially in extreme temperatures.
- Do not have food or beverage near the Chromebook.
- If the device is lost or stolen while in a student's care, it should be reported to Hope Township School District immediately.
- Do not use bleach, including disinfectant wipes containing bleach to sanitize your Chromebook. Under the guidance of a parent/guardian, you may use a microfiber cloth with a small amount of a 70% alcohol solution to gently wipe down the keyboard, trackpad and case.

Please be proactive about maintaining the equipment. If there are technical problems, seek out support from Hope Township School technology services. Serious problems and data loss can often be prevented if caught early. Remember to provide the power supply if you drop your school device off for maintenance. While maintenance work is being performed, plan on being without your equipment for a period of time. Every effort will be made to return the device to you as soon as possible.

Student _____

Asset # _____

Acceptable Use

The device is the property of the Hope Township School District and is provided to facilitate the educational mission of the school. The District technology acceptable use policies apply to the use of this equipment.

The device may be taken home and may be configured for use on your home networks. We will assist with any reasonable technology request, but our Information Technology service responsibilities do not extend to private equipment.

Be aware that private home networks may not include the same level of network perimeter defenses that we have on the school network. Please pay attention to what you click on, download, or implicitly consent to while using your home Internet access.

The district is not liable for lost data.

Issue and Return

The device and any other accessories/components will be returned to Hope Township School once school reopens to all students or at the end of the 2020-21 school year. The device must be returned to the District in the condition it was issued, assuming reasonable use and care. If a student misuses or abuses his/her Chromebook, parents/guardians will be responsible for any incurred costs including replacement of the Chromebook. Furthermore, the student may lose access to a Chromebook and receive further consequences as outlined in the Student Code of Conduct.

I understand that the student or parent will be responsible to reimburse the school if the device or its power supply is lost, or if you are otherwise unable to return it to the District.

According to the district technology acceptable use and vandalism policies, and this agreement, I understand the student or parent will be responsible for payment of repairs or replacement if the equipment or its power supply are deliberately damaged.

Date: _____

Parent/Guardian Signature: _____

Student Signature: _____

Kevin Newman, CSA Signature: _____