



**Student and Parent/Guardian
Loan Agreement for Chromebooks**

**Penncrest High School
2018 - 2019**

Introduction:

Rose Tree Media School District fully understands the importance of technology to the educational process and has incorporated that technology into its curriculum. As part of the high school resources in 2018-2019, Penncrest High School is assigning a Chromebook laptop to each student in grades 9 through 12.

Rose Tree Media School District retains sole right of possession of the device and network resources, and grants permission to the student to use the technology according to the guidelines set forth in this document as well as Board Policy 815: *Responsible Use of Network Resources*. Moreover, Rose Tree Media administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed hardware or software. In order to ensure that such devices are used for educational purposes only and that no abuse of the technology privileges occur, please read this document and **sign the Responsible Use and Loan Agreement for the Chromebook** that follows on page 6.

Overview:

The following guidelines and procedures are necessary for each student and parent/guardian to understand in order to help make the Chromebook implementation a success.

Please read each section carefully and sign the required document:

A. Terms of Loan

The Rose Tree Media School District will issue a Chromebook laptop and power cord/charger to students upon compliance with the following:

- Submission of signed Student and Parent/Guardian Responsible Use and Loan Agreement for Chromebooks (page 6)
- Rose Tree Media School District retains ownership of the issued Chromebooks.
- For any apps that are required for class use, RTM will manage the distribution of those apps.
- A student's possession of the Chromebook terminates no later than the last day of school or when deemed appropriate by the school.
- The Chromebook and all accessories must be returned in working order when a student withdraws from Penncrest High School.

B. General Care of the Chromebook

Student Chromebooks in need of repairs must be returned to the Library.

- Do not do anything to the Chromebook that will permanently alter it in any way.
- Each Chromebook has several identifying labels - the asset tag and the student name. Under no circumstances are students to modify, remove, or destroy these labels or ID features.
- Do not write, draw, paint, place stickers or labels, or otherwise deface your Chromebook
- Never put weight, such as a pile of books, on top of a Chromebook, as it may crack the screen.
- Don't leave papers on keyboard when closing the lid.
- Liquids, food, and other debris can damage the Chromebook. Avoid eating and drinking while using the Chromebook.
- Take care when inserting and removing cords or other peripherals to avoid damage to the ports and cables.
- Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for long or extended periods of time. Extreme heat or cold may cause damage to the Chromebook and/or battery. If your Chromebook has been in a cold or hot environment for a long period of time, let it reach room temperature before using it.
- Chromebooks should be closed when being carried.

C. Cleaning Your Chromebook

Students are encouraged to perform simple cleaning procedures as outlined below:

- Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid, spray, or water to clean the screen or other parts of the Chromebook.
- Wash your hands often to avoid any oil or debris build-up on the glass.

D. General Use of the Chromebook

- Students are required to bring the Chromebook to school each day with a fully charged battery. Students who do not have the assigned Chromebook at school will still be responsible for turning in the day's assignments

E. General Security

- Never leave the Chromebook unsecured. Chromebooks should be locked in a designated area or secured in a locker when not in use.
- Students are expected to maintain the security of the Chromebook even during after-school activities.

F. Internet Access / Filtering in School

- District-wide networks are equipped with a technology protection measure to help ensure students are protected as reasonably as possible from inappropriate online content.

G. Internet Access / Filtering at Home

- Rose Tree Media School District will not provide Internet access for home use. Internet access can be found at all public libraries and some public spaces. If you need Internet access, Comcast also offers a home Internet Essentials Program at reduced rates for those who qualify. See <http://www.internetessentials.com/> or call **1-855-846-8376**.
- Away from school, or the school district, the district-issued device has Internet protection measures via an installation of *Securly*. You cannot uninstall or disable this software as it is a forced Chrome extension. This extension allows the district to filter the Chromebooks from any location.

H. Damage, Loss, or Theft

Responsibility for Damage: The student is responsible for maintaining a 100 percent working Chromebook at all times. The student shall use reasonable care to ensure that the Chromebook is not damaged. In the event of damage, the student / parent will be billed for the cost of the damage or the replacement cost of the Chromebook.

There will be a \$25 charge for the cost of the first repair each school year. This does not apply to warranty repairs.

If subsequent repairs are required during the school year, the student/parent will be charged the fees determined by the cost of the replacement parts and labor, not to exceed \$200 per repair.

If the Chromebook is damaged beyond repair, the student will be responsible for a replacement cost of \$200.00.

Responsibility for Loss: In the event the Chromebook is lost or stolen, the student / parent will be billed for the cost of the Chromebook in order to secure a replacement. **Replacement cost is \$200.00.**

Actions Required in the Event of Damage or Loss:

- Student should report the problem immediately to the Library.

Please Print All Information (except for Signatures)

Please check:

I have read, understand and agree to follow all responsibilities as outlined in the **Student and Parent/Guardian Loan Agreement for Chromebooks 2018-2019.**

Student's Full Name: _____

Student's Grade: _____

Student's Signature: _____

Parent/Guardian Name: _____

Parent Signature: _____

Date _____