

# Chromebook Use Agreement

This Agreement is made effective upon receipt of a Chromebook, between Community School Corporation of Eastern Hancock County (EH), the student receiving a Chromebook (Student), and his/her parent(s) or legal guardian (Parent). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials for use while a student at EH, hereby agree as follows:

## Equipment:

- **Ownership:** EH retains sole ownership of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. The Chromebook is the property of EH and must be returned at the end of each school year. Moreover, EH administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
- **Equipment Provided:** All systems include ample RAM, hard-disk space, wireless network capability and a zippered Chromebook case. Efforts are made to keep all Chromebook configurations the same.
- **Chromebook Tracking:** EH will retain records of the serial numbers of provided equipment. Students will turn in their Chromebook at the end of each school year and receive the same Chromebook back when they return in August. Anti-theft safeguards may help locate lost/stolen Chromebooks.
- **Batteries:** Chromebooks batteries should hold sufficient charge for use during the school day. Students are responsible for charging their Chromebooks at home each night. If a Chromebooks battery no longer holds a charge, the student should report this to the EH Student Help Desk (located in the HS Media Center) and EH will replace it at no cost to the student, if there is no apparent intentional damage.
- **Substitution of Equipment:** In the event the Chromebook becomes inoperable, EH has a limited number of loaner Chromebooks/laptops for Student use while their Chromebook is repaired or replaced. This agreement remains in effect for such a substitute.
- **Responsibility for Electronic Data:** It is the sole responsibility of the Student to save and backup necessary data. Online storage is available on each student Google Apps account and on their Chromebook.
- **Responsibility for Installed Software:** The Student may not install or uninstall any software to the Chromebook. Operating system and application updates are the responsibility of the EH Technology Department and will be automated whenever possible.

## Damaged or Lost Chromebooks:

- **Equipment Warranty:** Chromebooks are purchased with an extended covering parts.
- **Responsibility for Care:** The Student is responsible for maintaining a 100% working Chromebook at all times. The Student shall use reasonable care to ensure that the Chromebook is not damaged, lost or stolen.
- **Negligence:** Examples of negligence include, but are not limited to:
  - Damage or theft which occurs when the equipment is unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook while at school.
  - Damage or theft which occurs when lending equipment to others other than one's parents/guardians.
  - Damage or theft which occurs when using equipment in an unsafe environment or in an unsafe manner.
- EH reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence, intentional damage, or loss/theft due to negligence.
- Any damage caused by another student should be reported to the building administration as soon as possible for investigation and determination of responsibility for damage.
- **Chromebook Damage:** Chromebook insurance is optional. The cost will be \$14.40 for the school year. In the event of accidental damage or theft, students with insurance will pay the deductible of \$50.00. Students without insurance will be held responsible for any repairs or total replacement cost of \$180.00. If a student's Chromebook is damaged

beyond repair multiple times within a school year, building administration may be contacted to investigate for possible negligence or intentional damage.

- Actions Required in the Event of Damage or Loss: Report the problem immediately to the EH Student Help Desk (located in the HS Media Center). Student will receive loaner equipment while damage/loss and responsibility is assessed by EH personnel and/or administration. If the Chromebook is stolen or vandalized while not at EH or at an EH sponsored event, the Parent shall file a police report.
- Technical Support and Repair: EH will provide technical support, and maintenance and repair services. Any attempt to repair Chromebook by Student, Parent or other methods outside of EH may result in the Student and Parent being charged the full replacement cost.

Legal and Ethical Use Policies:

- Monitoring: To assure compliance with EHs Technology Use Agreement, software will monitor logins and files as needed. EH personnel will NOT remotely access the Chromebook webcam.
- Legal and Ethical Use: All aspects of EHs Technology Acceptable Use Agreement will remain in effect. EH will provide content filtering within the EH network and outside of the network. However, EH does not have full control of the information on the Internet or incoming email from a non-EH email provider.

Updates to Chromebook Use Agreement:

- This Agreement may be updated or changed from time to time. You can review the most current version of this Agreement at any time at [www.easternhancock.org](http://www.easternhancock.org). If EH makes a change to the Agreement which has a material impact on Students and/or Parents, you will be provided notice of that change. Your continued use of the Chromebook following such notice constitutes your acceptance of those changes.