Troup County School System

CHROMEBOOK AGREEMENT FORM

Student Name (PRINT): _____ Grade: _____

Parent Name (PRINT): _____ Student ID #: _____

TCSS Chromebook Procedures

All procedures are in effect before, during, and after school hours and wherever the Chromebook is being used (on or off school property).

EXPECTATIONS OF USE

- Bring Chromebook fully charged to school each day
- Follow the teacher's procedures for how/when to use Chromebook
- Use the Chromebook according to the TCSS Acceptable Use agreement in your student handbook
- Keep equipment (i.e. Chromebook, power cord, case) secure and in good condition
- Do not use Chromebooks for illegal or offensive activities, such as bullying, harassing, inappropriate content, or plagiarism or in a manner that is disruptive to other users, or equipment
- Never leave the Chromebook unattended

CHROMEBOOK CARE

- Keep Chromebook centered on the desk
- Do not balance the Chromebook on your lap
- Do not carry the Chromebook by the screen
- Keep sound muted unless otherwise instructed
- Do not close the Chromebook on any objects
- Keep the cover on the Chromebook closed at all times when in transit
- Keep the Chromebook in a case at all times to prevent bumping and accidental damage
- Chromebooks should never be placed on the bottom of a pile or in the bottom of the locker

PERSONALIZATION

The Chromebook and all accessories are the property of the Troup County School System.

Students can:

- Personalize their desktop
- Any images used for the desktop background must be appropriate for school and in line with the Acceptable Use Policy
- Students will be able to purchase a clear case to attach to the Chromebook that may be personalized and decorated

Students are prohibited from:

- Removing device identification tags
- Placing stickers or otherwise marking the Chromebook itself including the cloth case and charger in any way (this does not include the purchased clear case)

CLEANING

- Do not use Windex or other cleaning solutions on the surface or screen
- Wipe surfaces with a clean soft cloth

DAMAGED CHROMEBOOKS

- Student brings Chromebook to Media Center and an incident report will be completed
- Chromebook is examined and a determination is made whether it is accidental or intentional damage. If the damage is deemed to be intentional or negligent on the part of the student, the student may be subject to discipline and the parent / guardian may be responsible for the cost of repair or replacement.
- If the Chromebook cannot be fixed quickly a loaner Chromebook will be provided. Student will be informed when repair is complete
- Under no circumstances are students to attempt to open or tamper with the internal components of the Chromebook
- Repeated neglect/intentional damage may result in loss of privileges

By signing, I verify that I have read this important information and understand my responsibility.

Parent/Guardian Signature:_____ Date: _____

Student Signature:_____ Date: _____