

Lancaster City Schools

Chromebook Program Grades **K-12**

Chromebook Loan Agreement

Each student will receive a Chromebook in good working order, including a charger and case (Grades K-8). It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the Property of Lancaster City Schools and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their privilege to use the Chromebook. The equipment will be returned when requested by Lancaster City Schools, or sooner, if the student withdraws from Lancaster City Schools prior to the end of the school year.

The District Property may be used by the Student only for noncommercial purposes, in accordance with District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

The Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Agreement.

One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not attempt to add, delete access, or modify other users' accounts on the Chromebook or on any school owned computer. The Lancaster City Schools network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If they become damaged or missing contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email account will be available for each student to use for appropriate academic communication with other students and staff members only. This email account is for communication within the school district or for educational purposes only.

The Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in the Student's possession.

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition upon request by Lancaster City Schools.

Parent Responsibilities

Your child has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

I WILL:

- supervise my child's use of the Chromebook at home, including use of the Internet and email
- discuss our family's values and expectations regarding the use of the Internet and email at home
- not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth
- report to the school any problems with the Chromebook and I will not load or delete any software from the Chromebook
- make sure my child recharges the Chromebook battery nightly and brings the Chromebook to school every day
- **I understand** that if my child comes to school without the Chromebook, I may be called to bring it to school
- **I agree to make sure the Chromebook is returned to school when requested and upon my child's withdrawal from Lancaster City Schools.**

Parent Agreement

- I understand the procedures and requirements to which my student must comply, including the Lancaster Acceptable Use and Internet Safety Policy
- I accept responsibility for any monetary charges resulting from damage or neglect of my student's Chromebook
- I understand that my student may lose his/her Chromebook privileges and/or incur charges as a result of inappropriate behavior, damage, neglect, or loss to any district Chromebook
- I understand that if charges or other financial obligations to the school are not paid at the end of the student's last school year, LCS grades and credits of students may be withheld

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

I WILL:

- treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times
- not load any software onto the Chromebook; not remove programs or files from the Chromebook
- not use my Chromebook with personal email accounts. Ex: Gmail, Hotmail
- make sure I charge my Chromebook every night and bring it to school every day
- not give personal information when using the Chromebook
- keep all accounts and passwords assigned to me secure, and will not share these with any other students
- not attempt to repair the Chromebook, I will seek technical assistance from school personnel
- return the Chromebook when requested and upon my withdrawal from Lancaster City Schools
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication
- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Lancaster City Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local state and federal laws

Student Agreement

- I have read the Lancaster Chromebook Loan Agreement and the Parent and Student Responsibilities
- I have read the Lancaster Acceptable Use and Internet Safety Policy, and agree to comply with it at all times, including when I am not at school
- I understand that I may lose my Chromebook privileges as a result of my inappropriate behavior, and may be financially responsible for intentional damage or avoidable loss of any district Chromebook

Technology Protection Fund Form

Coverage and Benefit

The technology protection fund agreement covers all listed repairs and replacement charges for the first repair/replacement of each item listed. The coverage is 24 hours per day.

All subsequent repairs and replacement charges are not covered under this fund and will be charged to the student.

- Participation in the Technology Protection Fund is optional.
- Coverage under the Technology Protection Fund begins on the date the parent completes the Technology Protection Fund Form and expires at the end of the school year, or the first day of school the following school year if it needs to be kept over the summer. The Technology Protection Fund has to be renewed annually.
- I understand that if I decline service at this time, I am responsible for 100% of any damage or loss to the loaned Chromebook whether the damage occurred at school or outside of school.
- I agree to make sure the Chromebook is returned to school when requested and upon my child's withdrawal from Lancaster City Schools.
- In the event that a Chromebook is stolen, you must file a police report and provide a copy to the building principal before a replacement device will be issued.
- Students must return their Chromebooks with charger/case at the end of the school year or upon withdrawal, or they will be assessed a charge of \$322 (KG), \$271 (Gr 1), \$236 (Gr 2-12) for the cost of the device and/or the cost of the charger as listed below, plus the cost of the case if provided (Grades K-8 only)
- **To Opt-In to the Technology Protection Fund, please complete the form below and return it to your child's school, including payment of \$20.00, by October 1, 2022. If the student enrolls after the beginning of the school year, the student has up to 30 days from the enrollment date to enroll in the protection fund.**

Chromebook Replacement Costs

Repair/Replacement Charges:

- Screen Grade 1 – 12 (\$53.00)
- Screen Grade K (\$144.00)
- Keyboard (\$19.00)
- Chromebook (\$332.00 – Gr KG)
- Chromebook (\$271.00 – Gr 1)
- Chromebook (\$236.00 – Gr 2-12)
- Case (\$27.00)
- Headphone Jack (\$15.00)
- Charging Jack (\$5.00)
- Battery (\$37.00)
- Touchpad/Palmrest (\$25.00)
- Charger for Chromebook 3180 (\$17.00)
- Charger for Chromebook 3100 (\$37.00)
- Hinge Covers (\$2.00 per piece)
- Display Bezel (\$14.00)
- Cameras (\$11.00)

Name of Student

Address

Grade

Home Phone

YES, I would like to opt-in to the Technology Protection Fund and have included \$20.00 for payment.

Parent/Guardian Signature

Date

REVISED: June 28, 2022