



This agreement outlines the terms and conditions for the use of school-provided Chromebooks and related technology resources. **Students and parents/guardians are responsible for reading and adhering to all information found in this contract and all school district policies, including but not limited to, Policy # 4526 Computer Network Acceptable Use Policy; Policy # 4526-F Computer Network Acceptable Use Form; Policy # 4526-R Computer Network Acceptable Use Regulation; and Policy # 4527 Computer Loan Policy.**

## 1. Device Responsibility:

- Chromebooks and/or other district issued devices and accessories provided are the property of the Westbury School District and are to be used **ONLY** for school related work. School related work refers to any assignments made by the students' teachers including but not limited to homework, research, projects, PowerPoints, etc.
- The student **DOES NOT** have permission to access **social media sites, games, movies, music, television, or shopping sites** on the District owned Chromebook because these are not schoolwork activities. The District owned Chromebooks and/or other school district issued devices and accessories are subject to monitoring of use and the search of contents at any time, thus there can be no expectation of privacy.
- Chromebooks and/or other school district issued devices and accessories are assigned to each student once the contract has been signed and returned.
- Both students and parents/guardians are responsible for the care and proper use of the Chromebooks and/or other school district issued devices and accessories. Any damage caused due to negligence or intentional misuse may result in repair or replacement fees.

## 2. Data and Privacy:

- Students and parents must respect the privacy of others and refrain from accessing, sharing, or distributing personal information without proper authorization.
- The school district may monitor Chromebooks and/or other school district issued devices and accessories usage, network traffic, and installed applications to ensure compliance with school policies and to maintain a safe learning environment.
- Students and parents are responsible for maintaining the security and integrity of the device, including not sharing passwords or engaging in activities that may compromise network security.

## 3. Care and Handling:

- Students are **REQUIRED** to bring their assigned Chromebooks and/or other school district issued devices and accessories to each class each day with a fully charged battery. It is the student's responsibility to charge the Chromebook each night (grades 6-12). Failure to charge the Chromebooks and/or other school district issued devices will result in the student being unable to participate fully in all daily educational opportunities.
- Identifying tags including the serial number tag and Westbury UFSD asset tags must remain undisturbed on the device. Westbury UFSD keeps records and inventory of all Chromebooks and/or other school district issued devices and accessories. Missing or damaged asset tags may result in repair or replacement fees.



- Eating and drinking near the Chromebooks and/or other school district issued devices and accessories are prohibited to prevent damage due to spills.
- Stickers, decorations, or modifications to the hardware of the Chromebooks and/or other school district issued devices and accessories are not allowed.

#### 4. Reporting Issues:

- Any technical issues, damage, loss, or theft of the device must be reported to the student's teacher and the school building's Technology Point Person immediately.
- It is the responsibility of parents/guardians to report issues promptly and to cooperate with the school for timely resolution.
- **Lost or Stolen devices & accessories:** Lost or stolen devices must be reported to the Main Office/Administration immediately (within 24 hours).
  - If the device is lost/stolen on school grounds, School Administrators will file a police report.
  - If stolen off campus, Parents/Guardians must file a police report. A copy of the police report must be provided to the Principal's office.
  - Unwillingness to file a police report will result in the Parent/Guardian assuming full financial responsibility for replacement.

#### 5. Return of Devices:

- At the end of the academic year, Chromebooks and/or other school district issued devices and accessories may be collected/returned depending upon school building and grade level.
- Upon graduating and/or transferring out of Westbury UFSD, students/parents/guardians are required to return the Chromebooks and/or other school district issued devices and accessories in good condition. Failure to return the Chromebooks and/or other school district issued devices and accessories will result in associated fees.

#### 6. Repossession / Agreement Termination:

- The school retains the right to suspend use of the Chromebooks temporarily or permanently and/or other school district issued devices and accessories, terminate this agreement and/or revoke Chromebooks and/or other school district issued devices and accessories privileges at any time.



## 7. Support & Repairs:

- Hardware/software repairs that are determined by the school district to be due to misuse, carelessness, or intentional damage(vandalism) is NOT covered by the school district. This includes any courtesy devices assigned to students.
- Hardware/software repairs that are determined by the school district to be covered under the school district warranty or as accidental will be covered up to one major incident per school year. A major incident is defined as any incident that exceeds \$130.00.
- Do not attempt to repair the Chromebooks and/or other school district issued devices and accessories on your own. Do not attempt to remove or change the physical structure of the device, including the keys or plastic casing. Doing so will void the warranty, and families will be responsible for **100 percent** of the repair or replacement cost.

	First Incident (Within a calendar school year)	Second and All Additional Incidents
Accidental	As a courtesy, associated costs of less than \$130.00 related to the first incident of accidental damage will be covered by the school district. Immediately upon accidental damage, the device must be returned to the school for repairs. Students will receive a courtesy device for the length of the repair period.	All repair costs associated with the second and all additional incidents of accidental damage will be charged back to the student and his/her parent/guardian. The student and their parent/guardian will be charged for repair and/or replacement up to the full replacement cost of the device. Immediately upon accidental damage, the device must be returned to the school for repairs. Students will receive a courtesy device for the length of the repair period.
Major Accidental Damage, Intentional Damage, OR Loss/Theft	<p>In cases where a Chromebook and/or other school district issued device or accessory is damaged, by and the IT Dragons determine the damage to exceed expected normal wear and tear (i.e. a results of abuse, neglect, intentional damage, etc.), or is lost* or stolen*, the student and their parent/guardian will be charged for repair and/or replacement up to the full replacement cost of the device.</p> <p>Please note – the school district can remotely locate a device if the power is on. Please contact the school and/or District immediately if the device is missing. Deliberate damage will be referred to the principal. The student may be subject to any and all appropriate discipline for damage to school property as set forth in School Board policies, including the Student Code of Conduct.</p>	



Beyond the first instance of accidental damage, sample costs of replacement and most common repairs are as follows:

Common Replacement Parts	
Missing Labels (name, tag number, etc.)	\$5.00+ per instance
Power Cord and Cable (charger) Replacement	\$18.00+ per instance
Keyboard Replacement	\$25.00+ per instance
Touchscreen Replacement	\$130.00+ per instance
Main Board (including damage to the ports) Replacement	\$200.00+ per instance
Chromebook Replacement (Touchscreen)	\$400.00+ per instance
Other Repairs as Determined by the IT Dragons	Determined at time of the incident

\*\* Costs are subject to change, without notice, due to labor and parts costs determined by in-house and external vendors. \*\* Damages to courtesy devices will also be charged to the student and their parent/guardian.

**\*\* In the event of loss or theft, please notify the District immediately. The District can deploy location software to assist in locating the device.**

**By signing below, both the student and the parent/guardian acknowledge that they have read, understood, and agree to comply with the terms and conditions outlined in this agreement.**

**Student Signature**

**Date**

**Parent or Guardian Signature**

**Date**

This form must be completed and returned before a DEVICE will be provided to your student. Please return the signed form to school in order to pick up your Chromebooks and/or other district issued devices and accessories.

### FOR OFFICE USE ONLY

Student Name	
Building/Teacher	
Grade	
Westbury UFSD Asset Tag	
Serial Number	
Model	