



San Mateo Union High School District Chromebook/Laptop Usage Agreement

Receiving/Returning Your Mobile Device:

Chromebooks/Laptops are available for checkout through the school Library. The student must return the computer to the library at the end of the day. If not, the student MAY lose the privileges to check out a computer. Students may renew for additional time as needed. If the computer is not returned, you will be billed for the replacement cost (\$250).

Parents & Students must sign and return the Mobile Device permission form before the device can be issued. (Page 2)

Training:

Training will be provided as needed. Please see the site Support Technician for information.

Return:

Student mobile devices and accessories (charger and battery) should be returned when the student leaves the District or graduates from high school.

Taking Care of Your Mobile Device:

Students are responsible for the general care of the Chromebook/Laptop which they have been issued by the school. Devices that are broken or fail to work properly must be returned to the Library immediately. A limited number of loaner devices are available, therefore if a loaner device is needed, one will be issued, if available, to the student until his/her personal device can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook/laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook/laptop while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your device to room temperature prior to turning it on.

Lost, Negligently Cared for, Intentionally Damaged, or Uninsured Devices and Accessories:

A mobile device or any of its accessories that are lost (whereabouts unknown), negligently cared for, or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory for home use until the replacement, or repair, cost of the lost/damaged device or accessory is paid to the school.

- Laptop/Chromebook - \$250
- AC Adapter & power cord - \$25



San Mateo Union High School District Chromebook/Laptop Usage Agreement

By signing this sheet I have read and agreed to the replacement costs (Chromebook/Laptop, \$250; Accessories, \$25; Hotspot \$60/\$100) for the Chromebook/Laptop and accessories issued to me by the San Mateo Union High School District.

- I will not leave my Chromebook/laptop unattended in an unsecured or unsupervised location.
- I will keep food and beverages away from my Chromebook/Laptop since they may cause damage to the device.
- I will not disassemble any part of my Chromebook/Laptop or attempt any repairs.
- I will protect my Chromebook/Laptop by always carrying it in a secure manner to avoid damage (using sleeve provided by the school).
- I will not leave my Chromebook/Laptop in a vehicle as the heat and cold can damage and/or ruin the device.
- I will use my Chromebook/Laptop in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook/Laptop.**
- I understand that the Chromebook/Laptop I am issued is subject to inspection at any time without notice and remains the property of the San Mateo Union High School District(San Mateo High School).
- I will follow the policies outlined in the Chromebook/Laptop Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook (\$262.00)/Laptop (\$250), power cord/charger (\$42) and sleeve, if applicable (\$15), in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook/Laptop, power cord/charger and sleeve (if applicable) in good working condition at the end of each school year.

By signing this form, the undersigned certifies that he/she will assume all responsibility for damage or theft to this equipment. In the event that the equipment is damaged or stolen, I agree to notify the District immediately and I agree to reimburse the District the cost of repair or replacement value whichever is required. I also understand that any violations of the above provisions may result in disciplinary action, the revoking of my technology access privileges, and appropriate legal action.

Student Name: _____ (Printed)

Student Name: _____ (Signature) Date: _____

Student ID#: _____

By signing this form, the undersigned certifies that he/she will assume all responsibility for damage or theft to this equipment. In the event that the equipment is damaged or stolen, I agree to notify the District immediately and I agree to reimburse the District the cost of repair or replacement value whichever is required. I also understand that it is impossible for the San Mateo Union High School District to restrict access to all controversial or inappropriate materials, and I will not hold the District responsible for materials acquired at school or at home.

Parent Name: _____ (Printed)

Parent Name: _____ (Signature) Date: _____