



## **Brandywine School District Student Device Loan Agreement**

### **1. Receiving your Chromebook**

#### **a. *Distribution:***

New students will receive their Chromebooks during the first week of school or at a time designated by the principal. Students/Guardians must review, agree, and sign the BSD student device agreement for a device to be issued. Students/Guardians not in agreement with the Brandywine School District device agreement may request a meeting with school administration for further clarification. A device will not be issued until an agreement is formed. Students who are not present on distribution day will be able to pick up their Chromebooks from a designated location communicated by the principal.

### **2. Returning Your Chromebook**

#### **a. *End of School Year***

At the end of the school year, students potentially may return their chromebook. Failure to return the Chromebook will result in the student being charged full replacement cost. Unpaid student fees for students leaving Brandywine School District will be turned over to a collection agency. The district may also file a report of stolen property with a local law enforcement agency.

#### **b. *Transferring/Withdrawing Students***

Students transferring or withdrawing from BSD must return their Chromebooks to the school office on their last attendance day. Failure to return the Chromebook will result in the guardian being charged full replacement cost. Unpaid student fees for withdrawn students will be turned over to a collection agency. The district may also file a report of stolen property with a local law enforcement agency.

### **3. Caring for your Chromebook**

Students are responsible for the general care of their Chromebooks issued by the Brandywine School District. Chromebooks that are broken or fail to operate must be exchanged in the school office or a designated location communicated by the principal. Students should never leave their Chromebooks unattended at school.

#### **a. General Precautions to share with your student(s)**

- i. Chromebooks must remain free of any writing, drawing, stickers, and labels.
- ii. No food or drink should be next to Chromebooks.
- iii. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- iv. Chromebooks must be charged at the end of each school day.
- v. Chromebooks should not be used in the classroom with a power cord plugged in since the cord is a tripping hazard.
- vi. Do not place any objects on top of Chromebooks.
- vii. Chromebooks must never be left in an unlocked car or unsupervised area.
- viii. Chromebooks should not be left in a hot car during summer months (June, July, August) or any day with a temperature over 80 degrees.
- ix. It's the student's responsibility to provide general care to the district-issued Chromebook.

#### **b. Carrying Chromebook**

- i. Make sure no items are on the keyboard before closing the lid (e.g., pens, pencils, or flash drives).
- ii. Always gently close the Chromebook prior to carrying it to your next class.
- iii. Never lift a Chromebook by the screen.

#### **c. Screen Care**

- i. The Chromebook screen potentially will be damaged or cracked if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- ii. Do not put pressure on the top of a Chromebook when it is closed.
- iii. Do not point or place pressure on the Chromebook screen with a pen or pencil.
- iv. Do not store the Chromebook with the screen open.

#### **d. Asset Tags**

- i. All Chromebooks will be labeled with a district asset tag.
- ii. Asset tags may not be modified or tampered with in any way.

**4. Using your Chromebook on School Premises**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes. Elementary school teachers may advise students to bring in their Chromebooks on specific days, and this will vary by school and educator.

- a. If a student does not bring their Chromebook to school:
  - i. Limited Chromebooks are provided in each school’s designated location as a 1-day loaner device. A student may loan a device prior to the start of school and must return the device at the end of the school day. We have limited loaner devices available, and it’s the district’s expectation students will bring their fully charged devices to school.
- b. Students must log in to their Chromebooks using their school-issued Google account.
- c. Students are encouraged to register in Brandywine Password Utility in Classlink and create a unique, strong password.
- d. Printing
  - i. Students will be encouraged to digitally publish and share their work with their teacher and classmates when appropriate.
  - ii. Students may print in the library when instructed by their teacher.
- e. Students must power off their Chromebooks at the end of the school day and charge their devices.
- f. Once the Chromebook is powered on in the morning, chrome updates will apply when applicable.

**5. Brandywine School District Chromebook Breakage Policy**

- a. If the student's Chromebook is broken, the student/guardian will be responsible for the projected cost of repair with our local vendor. If the student's Chromebook is lost or stolen, the student/guardian will be responsible for the full replacement costs, including the power cord.

Screen Repair / Replacement	\$75.00
Touch-Screen Repair / Replacement	\$99.00
Replacement Keys	\$20.00
Keyboard Replacement	\$85.00
Touchpad Replacement	\$80.00
Base Cover Replacement	\$80.00
Lost Power Cord	\$35.00
Camera Repair	\$45.00
DC Jack Repair	\$70.00

- b. After two device breakages, a student may be required to keep their device at school.

**6. Using Your Chromebook Outside of School**

The district utilizes internet content filtering that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of location, will have internet activity protected and monitored by our internet content vendor. If an educational website is blocked, please have your teacher report it to the District Technology Team.

- a. Student internet history is logged and may be viewed by the district at any time.
- b. Students must comply with the Student Code of Conduct pertaining to online usage.
- c. Students will incur violations for accessing inappropriate content on their devices.
- d. Students will lose take-home privileges when in violation of CIPA.

By signing the BSD Student Device Agreement, you are agreeing to the Terms and Conditions outlined in the 2024 Agreement. This includes payment to the Brandywine School District for repair if the device is broken, lost, or stolen. The cost of repair is projected, and the price will fluctuate depending on the availability of parts/services. Your student will be issued a Chromebook as part of the BSD educational package.

## **Brandywine School District Student Device Loan Agreement**

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**Student Name (Printed):** \_\_\_\_\_

**School:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Guardian Name (Printed):** \_\_\_\_\_

**Guardian Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_