



## Clayton Valley Charter High School Chromebook Agreement Information Sheet

CVCHS provides Chromebooks for all students in grades 9-12. These Chromebooks have become critical for instruction and are to be treated like instructional materials. Students are to bring charged Chromebooks to and from school every day. The Chromebook checked out to the student is the responsibility of the legal parents/guardians and the student to ensure the safety and security of the device at home. In instances of non-normal wear and tear, the family may be charged for repairs and/or replacement if the optional insurance was not purchased.

Please carefully review the Responsible Use and Care Guidelines listed below:

### **Responsibility and Care of CVCHS Chromebook**

- Ensure that the Chromebook is available for inspection by any teacher or administrator.
- Keep the Chromebook free of any physical damage, writing, drawing, stickers, or non-CVCHS labels.
- Never leave the Chromebook in unsupervised areas to prevent theft or damage.
- Always log out and or turn off the Chromebook to ensure your student's work and information is secure.
- Never attempt to bypass CVCHS security, filters, and safeguards on the device.
- Never place liquid on or near the Chromebook to avoid accidental liquid damage.
- Use care when transporting the Chromebook to avoid damage.

### **Legal Parent/Guardian's Responsibility**

CVCHS has internet content filtering on all CVCHS devices in the interest of keeping harmful and inappropriate content from being accessed. No internet content filtering is perfect, therefore, it may be possible for users to access information that is intended for adults.

- Have a discussion with your student about using and handling the CVCHS Chromebook responsibly and ensuring that they understand these responsibilities.

### **Malfunction, Damage, Loss, and Theft**

- Optional insurance is offered for purchase to cover damage, loss, and theft of the CVCHS Chromebook. It is the responsibility of the legal guardian/parent or and/or student to purchase the insurance. (Information on how to purchase is provided.)
- If the optional insurance is not purchased, any damage, loss, or theft is the sole responsibility of the legal guardian/parent and student.
- Any CVCHS-issued Chromebook that malfunctions, is damaged, lost or stolen, must be reported within 24 hours to the school IT Department.

**MAIN CAMPUS**  
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**PHONE**  
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(925) 825-7859

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INFO@CLAYTONVALLEY.ORG

**WEBSITE**  
WWW.CLAYTONVALLEY.ORG



**CLAYTON  
VALLEY  
CHARTER  
HIGH  
SCHOOL**

## Clayton Valley Charter High School Student Chromebook Agreement

### Initials

|       |                                                                                                                                                                                                         |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | 1. I am acknowledging that I have received a school-issued Chromebook and Chromebook charger.                                                                                                           |
| _____ | 2. I understand I am responsible for the Chromebook issued to me and I will care for the equipment in such a manner as to prevent loss or damage.                                                       |
| _____ | 3. I understand and agree to the following: All school technology use must be in compliance with the CVCHS Acceptable Use of Technology Policies.                                                       |
| _____ | 4. I understand that the Chromebook covered by this agreement must only be used by me, a Clayton Valley Charter High School student. Use of this Chromebook by others is prohibited.                    |
| _____ | 5. I understand that the school-issued Chromebook is solely to be used for schoolwork during and outside school, with the expectation that all schoolwork is completed on the school-issued device.     |
| _____ | 6. I understand that it is my responsibility to bring a fully charged chromebook daily to school, as well as for the MAPP, CAASP, and the Advanced Placement tests that occur during the school year.   |
| _____ | 7. I understand that all school-issued Chromebooks must be kept free of any writing, drawing, stickers, or labels other than those affixed by the CVCHS IT department.                                  |
| _____ | 8. I understand that I have no expectation of privacy regarding the use of the Chromebook covered by this agreement, or any other school-issued technology or technology service.                       |
| _____ | 9. I understand that I am responsible for backing up all user-created data on the Chromebook covered by this agreement. Clayton Valley Charter High School is not responsible for the loss of any data. |
| _____ | 10. I understand that the only software permitted on the covered Chromebook is the software that is preinstalled by the CVCHS IT department.                                                            |
| _____ | 11. I acknowledge that I have received the information regarding the optional Chromebook insurance that is                                                                                              |

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|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | available for purchase and understand that it is my responsibility to purchase the optional insurance.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| _____ | 12. I will take reasonable steps to ensure the security and operability of the Chromebook while it is in my possession. If the Chromebook becomes lost, damaged, or stolen, I will report this to the CVCHS IT department within 24 hours, and if I purchased the optional Chromebook insurance, I will follow the necessary procedures with the insurance company for repair or loss.                                                                                                                                                                |
| _____ | 13. I understand and agree that:<br>a. I am responsible to CVCHS for the cost of repair or replacement of the covered Chromebook as a result of my actions, neglect, abuse of the Chromebook, or because of my failure to follow CVCHS Rules and Guidelines included in this agreement if I have opted out of purchasing the available optional insurance.<br>b. I understand that if I have purchased the optional Chromebook insurance, it is my responsibility to file the claim for repairs or replacement with the Chromebook insurance company. |

By receiving a CVCHS Chromebook, the legal parents/guardians and the student agree to the terms of this Chromebook Agreement.

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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