



# Student Chromebook Checkout Agreement

These procedures apply to the use of all Chromebooks owned by West Bloomfield School District used on or off school property. Students are expected to follow these procedures when using any Chromebook owned by the district. All Chromebooks are owned by the district and are district property provided to students for a period of time as deemed appropriate by the administration.

District Chromebooks are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Students will act in accordance with applicable Board of Education Policy, when using the District's Chromebook computers, electronic devices and accessories.

## Students must comply with and agree to the following conditions prior to being issued a Chromebook:

- Students must **NOT** attempt to or install software, hardware or change the system configuration including network settings on any equipment assigned to the student.
- Students are expected to prevent damage and theft to all District electronic equipment assigned to them.
- Students are held personally and monetarily responsible for any loss or damage caused by **any and all damage** including, but not limited to, accident, intentional vandalism, or negligence concerning assigned district electronic devices.
- Students will not be held responsible for manufacturing defects or technical problems resulting from regular school-related use.
- Students must provide access to any equipment and/or accessories they have been assigned upon the District's request.
- If your Chromebook is damaged or lost, repair and replacement costs will apply based on the type of damage. Below is a list of estimated costs for common repairs. These prices may change depending on the exact parts needed and the repair assessment.

Damage Type	Estimated Cost
Full Device Replacement	\$300
Screen Replacement	\$135
LCD Bezel	\$30
Keyboard Replacement*	\$45* – \$300* (Dependent on Model)



- If you have any questions or issues regarding damages or payment, please contact your building administrator.

### **Suggested Precautions for General Chromebook Use**

- **Do not** place drinks or food in close proximity to your Chromebook.
- Extreme temperatures or sudden changes in temperature can damage a Chromebook. **Do not** leave your Chromebook in a vehicle.
- When using your Chromebook, keep it on a flat, solid surface. This will allow air to circulate through it. For example, using a Chromebook directly on a bed can cause damage due to overheating.
- When charging a Chromebook, always keep it plugged into a surge protector.

### **Suggestions on How to Avoid Chromebook Computer Theft**

The size and portability of Chromebook computers and many electronic devices make them especially vulnerable to theft. Below are some tips on protecting a Chromebook and other electronic equipment from being stolen:

- Do not leave a Chromebook or any electronic equipment in an una ended vehicle, even if the vehicle is in your driveway or garage.
- Never leave the equipment in plain sight.
- Take your Chromebook/electronic equipment with you when you leave a meeting or conference room, do not leave it una ended.
- Never check a Chromebook or electronic equipment as luggage at the airport.
- Lock the Chromebook/electronic equipment in your office, classroom, cabinet or desk during off-hours when possible.
- If a theft does occur, immediately notify the school district and file a police report.
- The District reserves the right to update and/or modify these procedures at any time.



## Student Chromebook Check-Out Form

- I understand that all Chromebook computers, electronic devices, equipment and/or accessories the West Bloomfield School District has provided to my student, are the property of the district.
- I will not install any additional software or change the configuration of the equipment assigned to me.
- I agree to return the equipment, assigned to me, to the District in the same condition in which it was provided to my student (excluding normal wear and tear) upon request from the District.
- I understand that I am personally and monetarily responsible for any damage to or loss of any Chromebook computer, electronic devices and/or related equipment and accessories assigned to my student due to any damage, including but not limited to, accidental, intentional vandalism, or negligence.
- I understand that a violation of the terms and conditions set forth in this agreement may result in the restriction on and/or termination of my student's use of the District's Chromebook computers, equipment and /or accessories. I also understand any violation of the terms of this agreement may subject me to disciplinary action.

If you did not agree with any of the above statements, your student will not be eligible to receive the district provided device. By agreeing to this checkout document, you have agreed to all of the above items and realize that the device is filtered and monitored by the school district. Should you lose or damage the device, you must report the issue to the student's current principal. Doing so will allow the district to assist with repair/replacement and also allow the district to lock the device to prevent further use.

You understand that a violation of the terms and conditions set forth in this agreement may result in the restriction on and/or termination of my student's use of the District's Chromebook computers, equipment and /or accessories.