Montpelier Exempted Village Schools
One-to-One Chromebook Loan Agreement (2025-26)

The Montpelier Exempted Village School District (hereinafter referred to as “District”) agrees to lend to the student one Chromebook laptop device and charger in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the Property of the District and is herewith lent to the student for educational purposes.

Laptop Loan Arrangements

1. The Chromebook will be provided to students on a “loan-for-use-basis” from the district for the duration of the loan period.
2. Chromebook users are expected to follow all guidelines and policies established by the Student Handbook and the District Acceptable Use Policy.
3. The students will have personal access to the Chromebook, during and outside of school hours for the duration of the loan period.
4. The Chromebook and accessories remain the property of the district and will be returned at the end of loan period.
5. The Chromebook usage may be monitored and/or checked by the district at any time for content that contravenes the Acceptable Use Policy, or other district policies for any material deemed not suitable.
6. No permanent personalization of the device or charger is acceptable under this agreement.
7. Students are allowed to purchase on their own covers or cases for the Chromebooks as long as they do not permanently mark or alter the device.

Termination

1. When equipment is returned in satisfactory condition at the end of the loan period at a time designated by school leadership.
2. Where the student leaves the District prior to the end of the school year. If a student ceases to be enrolled at the school, he or she is to return the laptop to the school in full working order, including all accessories and components.
3. Where the student uses the device for inappropriate and/or offensive purposes.
4. District identification labels have been placed on the Chromebooks. These labels are not to be removed or modified. If the label becomes damaged or missing, contact the school technology staff to arrange for replacement of the sticker

Preparation

1. It is an expectation that the Chromebook is available to be used throughout the school day. Students are required to bring their Chromebook to school each day, **fully charged** and ready to use.

Data Protection

1. Each student is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.

Access to Wireless

1. Access to the district's wireless system will be provided to students.
2. The Chromebook may be used at home and connected to home networks and Internet services for student use outside of school hours. It is the student's responsibility not to access or download any inappropriate material from the Internet.
3. The Chromebook will have CIPA compliant internet filtering installed. Students will not utilize any system that will bypass this filtering. Any attempts to do so will result in disciplinary action.

Damage and Failure to Return

1. At the discretion of the administration/technology staff, damage to any school issued technology device caused by a student will be the responsibility of the student and/or parent/guardian.
2. Failure to return a school issued technology device upon administrator request, graduation, or withdrawal from Montpelier Exempted Village Schools will result in records/and or diplomas being held until the device is returned or payment for the device is received.
3. The technology device is covered by the manufacturer's warranty. If equipment is found to be faulty, then it must be returned immediately to the technology staff for repair.
4. If a technology device is lost, stolen or accidentally damaged, the parent/guardian may be liable for the repair or replacement costs.

Responsibilities

1. Students are responsible for managing Chromebook use and care outside of school. A school assigned Google account (@locos.montpelier-k12.org) is necessary to log into the Chromebooks. No one other than the issued student will be allowed to log into the Chromebook.
2. Additional programs, apps, or other content may not be installed on the Chromebook by anyone other than approved District personnel. The district reserves the right to remove any content which interferes with learning or is otherwise deemed inappropriate (e.g., creates unacceptable risk to the student, property or District).

Loan Agreement

Your child has been provided with the following Accessories. I understand that if these items are lost, the district will not replace and I may be held responsible for replacement.

- Mouse
- Power Supply
- Earbuds
- Carrying Case

Chromebook Repair/Loaner Guidelines

Loaner Guidelines:

If necessary, students will be issued a loaner device while repairs are being made. This does not apply to the following.

Students are expected to have their Chromebook available and charged for class as needed. Chromebooks and chargers will be made available for students to borrow during school hours if needed.

- Students may borrow a Chromebook or charger if needed and must be returned at the end of the school day.
- Students may borrow a Chromebook or charger up to 3 times in a marking period.
- ***After 3 occurrences in a marking period, a Chromebook or charger will be issued with approval of an administrator.***

Repair Guidelines:

With the implementation of the One-to-One initiative at Montpelier Schools, the administration has set forth some guidelines for students and parents in regards to lost, stolen and damaged devices. Below you will find a process that is followed when incidents arise. It is the understanding of the school that accidents will happen. With that in mind the administration has a set policy in place to record and track repairs for each student in reference to damages and repairs to school owned devices.

The school will absorb the cost of repair or replacement for the first incident if needed. Any future incidents will result in the students or parents being held responsible for the repair or replacement costs.

- This policy does not apply to warranty repairs.
- Students will be held responsible for all repairs which are a result of vandalism or neglect.
- Students will be held responsible for lost chargers.

When a non-warranty repair is made to a school issued Chromebook or Computer, an email will be sent to both parents/guardians and the student describing the repair and costs assessed to the repair.

Frequent Repair/Replacement fees 2025-26

- LCD/Display $15.00
- Lenovo Lid Hinges $20.00
- HP Lid Hinges $14.00
- 45 Watt USB-C Charger $15.00
- Lenovo 100e-G2 Intel Keyboard $20.00
- Lenovo 100e G2 MTK Keyboard $20.00
- Lenovo 100e G2 AST Keyboard $33.00
- Lenovo 100e G3 $40.00
- HP 11 G8 Keyboard $18.00
- HP11MK G9 Keyboard $30.00
- Earbuds $2.50
- Mouse $8.50