

## CHROMEBOOK LOAN AGREEMENT

A Chromebook, carrying case (where applicable) and a charger cord will be provided to all students who complete this agreement for the Waterville Central School District (the District). This Chromebook and accompanying materials are provided for instructional use and are not intended for social media purposes or other non-instructional uses.

### I. RESPONSIBILITIES

By signing this Chromebook Loan Agreement form, students and parents/guardians agree to:

- A. Submit their Chromebook/Mobile Device to school authorities upon request. Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks/Mobile Devices do not contain any unapproved software or files.
- B. Charge their Chromebook/Mobile Device overnight each night to ensure that it is fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, the student must have their charged Chromebook/Mobile Device in class at the start of each day.
- C. Protect the Chromebook/Mobile Device from damage and theft. Required precautions include the use of the protective case (where applicable) when transporting the Chromebook/Mobile Device to and from classes and to and from school. If the Chromebook/Mobile Device is lost or stolen when outside of school grounds, it should be reported to the police immediately. Parents or guardians may incur a financial obligation to the school for any missing Chromebook/Mobile Device for which a copy of the police report has not been provided to the school Principal. Parents or Guardians may also incur a financial obligation for any repairs that are required for the Chromebook/Mobile Device due to intentional damage.
- D. Leave the student-issued Chromebook/Mobile Device at school over the summer for regular maintenance. Returning students will be reissued their same Chromebook/Mobile Device the following year. The District regards the Chromebook/Mobile Device as all other materials that are checked out to a student (e.g. textbooks, library materials, sports equipment, etc.) and failure to return the Chromebook/Mobile Device, and all associated accessories, for the summer or unenrollment from school, will result in the parent or guardian incurring a financial obligation to the school.

The Chromebook/Mobile Device is to be taken home daily by the student, and it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

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## II. STUDENT EXPECTATIONS

As a learner, I will/am:

- A. Never leave my Chromebook/Mobile Device unattended.
- B. Make sure the Chromebook/Mobile Device is not subject to careless or intentional damage (e.g., as a result of horseplay).
- C. Ensure that, when the Chromebook/Mobile Device is being transported, it is as secure as possible. The Chromebook/Mobile Device **MUST** be carried in its protective case (where applicable).
- D. Ensure that my Chromebook/Mobile Device is charged every evening and ready for use the next day.
- E. Store my Chromebook/Mobile Device in a safe place, such as a locked locker, when not in use (e.g., lunch, PE, etc.). The Chromebook/Mobile Device should be in its case and no items will be stacked on top of it.
- F. Allowed to decorate the Chromebook/Mobile Device using removable vinyl stickers, vinyl decals, and vinyl skins.
- G. Not install or download software (“apps”) that is not approved by administration or teachers.
- H. Use the Chromebook as an instructional device.

## III. REPAIRING/REPLACING YOUR CHROMEBOOK

## A. Vendor Warranty

- 1. The equipment vendor provides a one-year hardware warranty on new Chromebooks.
- 2. The vendor warrants the Chromebooks free from defects in materials and workmanship.
- 3. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- 4. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents, or Chromebook viruses.
- 5. Please report all Chromebook problems to the main office.

## B. Chromebook Repair Costs

- 1. If the Chromebook is damaged, lost, or stolen, the costs and procedures are outlined as below:
  - a. Software issues = No cost
  - b. An incident fee will be charged every time a hardware repair is required from intentional damage or irresponsible use/care of device:

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2. Minimum of fifty dollars (\$50.00) for first incident; seventy-five dollars (\$75.00) for second incident; one hundred dollars (\$100.00) for third incident; one hundred fifty dollars (\$150.00) for fourth incident and beyond.
  - a. For example, water spills, missing keys, screen damage, or cracked cases.
3. If damage to the device is beyond repair, students may be responsible for the replacement value as described below in section 3c.

## C. Lost or stolen Chromebook and/or Accessories

1. Chromebooks that are lost or stolen are the responsibility of the student.
2. Lost or stolen Chromebooks must be reported to the main office within twenty-four (24) hours of the incident.
3. Student must pay the associated charges to replace the lost or stolen Chromebook and accessories.
  - a. Chromebook: \$300
  - b. Power cord: \$25
  - c. Carry case: \$35

## IV. CHROMEBOOK/MOBILE DEVICE REPAIRS

- A. All required repairs for Chromebooks/Mobile Devices will be processed by the Waterville IT Department. DO NOT attempt to repair the Chromebook/Mobile Device yourself. Damaged Chromebooks/Mobile Devices should be brought to the main office to initiate the repair process. In the case of loss/theft, a police report should be filed by the parent/guardian. A copy of the police report should be provided to the school Principal.
- B. Student data is hosted in the Google cloud. The District is not responsible for data loss.

## V. Implementation

The Superintendent or their designee may modify the costs of repairing or replacing District devices as outlined in this regulation at their discretion.

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**Chromebook Acknowledgement Form**

**I hereby acknowledge the receipt of document 5301 (Purpose Use Overview) and this document and agree to abide by the policies outlined.**

\_\_\_\_\_  
Print Name – Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Signature – Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name – Parent/Guardian

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

\_\_\_\_\_  
Date

**Chromebook Serial #:** \_\_\_\_\_

**Power Cord Serial #:** \_\_\_\_\_

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Waterville Central School District

Approved by the Superintendent: 07/12/22\*, 08/16/22\*, 08/24/23\*, 08/27/24

Adopted: 018/06/24

Rescinded by the Superintendent: 1/31/24, 08/27/24