Success for Every Student

Port Chester-Rye School Union Free School District
113 Bowman Avenue
Port Chester, New York 10573
914.934.7900

www.portchesterschools.org

Dr. Aurelia Henriquez
Superintendent of Schools

Port Chester-Rye Union Free School District
Student Chromebook Usage Agreement

This Chromebook usage agreement, which sets forth the guidelines and expectations for student use and possession of District owned Chromebooks, shall be signed by a parent/guardian and will be kept on file in the district. A copy will be given to the parent/guardian upon request.

Student use of Chromebooks is subject to the rules and regulations outlined in the District's Acceptable Use Policy (AUP) for technology. Use of Chromebooks for any purpose other than educational use may violate the AUP and may result in the loss of Chromebook privileges and/or disciplinary action.

Each student will receive one (1) Chromebook and a charging cable. Students are responsible for the safety and upkeep of all equipment. If a Chromebook is damaged, lost or stolen, the Chromebook must be immediately returned and or reported to the building Principal and the parent/guardian will be responsible for the amounts incurred in purchasing a replacement Chromebook. Beginning September 1, 2023, the following charges will be billed to families for broken devices.

- Replacement battery - No cost to parent/guardian
- Cracked screen, broken keyboard, broken trackpad, damaged ports - $80 charge to parent/guardian
- Loss or vandalism - $286 (Full cost) charge to parent/guardian

We encourage you to purchase a case for your child's Chromebook. This will protect your child's Chromebook from accidental damage and incurring charges.

Throughout a student's possession of the Chromebook, it is the sole property of the Port Chester - Rye Union Free School District. The Chromebook must be returned prior to the end of the specified loan period designated by the District, or at termination of enrollment for any reason, in the condition in which it was given, reasonable wear and tear is expected. The parents/guardians will be responsible to reimburse the district for the value of any Chromebook that is not returned to the district or returned in a nonfunctional state.

Student Expectations

1. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure environment.

2. Never expose a Chromebook to long-term temperature extremes or direct sunlight. Do not leave or store a Chromebook in an automobile.

3. Students shall refrain from drinking or eating around their Chromebook or using liquids in close proximity to the Chromebook. In the event the Chromebook needs to be cleaned, a soft, slightly

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water-dampened, lint-free cloth may be used. Students shall refrain from getting moisture in the openings. Under no circumstance shall window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives be used to clean the Chromebook. Use of unapproved cleaners may damage the Chromebook.

4. Avoid using any sharp object(s) on the Chromebook.
5. Avoid placing weight on the Chromebook.
6. Never throw a Chromebook or slide a Chromebook across a desk or any other surface.
7. Be aware that your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
8. Please be aware that each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
9. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.
10. Please understand that the Chromebook is an electronic device and care must be exercised when handling the Chromebook. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
11. The Chromebook must be situated securely on the working surface at all times.
12. The Chromebook should be carried in the closed position with two hands at all times to protect the Chromebook from damage.
13. Parents and students need to understand the School District's Chromebooks may be checked at any time for inappropriate use. The District has the right to confiscate and search any Chromebook at any time.

A NOTE TO PARENTS: When the Chromebook is taken home, the student will have access to Internet sites. The District's Acceptable Use Policy is in effect at all times, including times the Chromebook is taken home by the student. In accordance with that policy, the student is not allowed to visit websites that are not educationally related or not in compliance with the District's AUP. It is important that parents monitor their child's use of the Chromebook closely. If a parent/guardian is concerned, it is advised that the parent/guardian work with their Internet provider to block sites of concern.

Violation of the above expectations or the District's AUP when using a District owned and student operated Chromebook may result in a loss of student's access to a Chromebook or the Internet. If this happens, the student will be responsible for participation in class and the completion of the required work.

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School issued Chromebooks should be treated with the same care and responsibility as though it were the students' own property.

Signature of Agreement

I have read all of the details of the Chromebook usage agreement and the District's Acceptable Use Policy. I understand all requirements and agree to abide by the rules listed above. Specifically, by signing below, I am acknowledging my or my child's responsibility to responsibly care for the Chromebook while in my or my child's possession and that unacceptable use or loss, damage or destruction of the student-operated Chromebook may result in revocation of Chromebook privileges, return of the Chromebook to school district officials and/or payment for a Chromebook that is lost, stolen or damaged.

Student Name	
Student ID	
Building	
Teacher	

Parent/Guardian Name	
Parent/Guardian Signature	
Date	