Washington Academy Chromebook Agreement
Information and Procedures

2026-2027

Page three **must be completed and submitted.**

Ownership of the Chromebook

The Chromebook remains the property of Washington Academy (WA) at all times. Students have no expectation of confidentiality or privacy in regards to the usage of the Chromebook. WA may, without notice or consent, log, supervise, access, view, monitor, and/or record use of student Chromebooks at any time.

Receiving Your Chromebook

All students before receiving their Chromebook must sign and submit Washington Academy's Student Chromebook Agreement form.

Students will be issued their Chromebook, carrying case, and charger at the start of the 2026-2027 school year and all will be returned at the end of the school year. Failure to return the Chromebook will result in the student being charged $270 ($225 computer, $20 power adapter, $25 protective carrying case). WA may also file a report of stolen property with local law enforcement agencies at that time.

Care of Your Chromebook

Students are responsible for the general care of the Chromebook and peripherals. Chromebooks that are broken or fail to work properly must be taken to the Technology Director as soon as possible. Temporary replacements may be available on a first come first serve basis. In either case, students are responsible for any physical damage or loss of a Chromebook, case, or charger.

General Precautions, Expectations, and Use

Washington Academy believes that the internet is a crucial component of the educational program for our learning community. WA has opted to use Chromebooks as a conduit to the internet for our students. The listed general precautions and expectations are a guide and are not limited in nature. Common sense in the care, handling, and use of a Chromebook is key. Students will be charged up to the full amount of $270 ($225 computer, $20 power adapter, $25 protective carrying case) for any accidental or intentional physical breakage.

- Sound must be muted at all times unless permission is obtained from a teacher. For sanitary reasons, students should have their own personal set of headphones.
- Chromebooks when not in your possession may be placed in locked lockers only.
- Lost or stolen Chromebooks and equipment will be the financial responsibility of the original recipient.
- You will be responsible for spill damage! Be careful with food and/or drinks next to a Chromebook.
- Cords, cables, and removable devices must be inserted carefully into the Chromebooks.
- Chromebook power cords should not create a tripping hazard.

- Chromebooks are to be taken to every class and be fully charged daily unless specifically advised not to do so by their teacher.
- Protective cases are provided for each device and students are expected to use the case for transportation and when the device is not in use. Although the cases are protective in nature, they are not guaranteed to prevent damage. At all times, it is the student's responsibility to protect their Chromebook.
- **The pink identification ribbon attached to the Chromebook case may not be removed for any reason**. If the ribbon is removed or damaged, bring the case to the tech office for a replacement.
- Chromebooks may NOT have writing or adhesive stickers on them.
- School appropriate non-adhesive skins, keyboard protectors, and cases ARE allowed.
- Never lift or carry the Chromebook by the screen.
- Pressure or heavy objects should never be placed on top of the Chromebook.
- Make sure there is nothing on the keyboard before closing the lid.
- Students are expected to use the Chromebook, charger, and carrying case assigned to them. **Do not borrow (or lend to) others.** Replacing lost equipment due to sharing will be the responsibility of the originally issued student.
- **Students must bring their assigned Chromebook chargers with them to school**. Occasionally forgetting a charger or computer is ok, but students who chronically leave their assigned equipment at home will face possible disciplinary action.
- The majority of student work will be stored on the internet/cloud making it accessible from multiple platforms/devices. Washington Academy will NOT be responsible for the loss of any student work. Students are encouraged to actively make backups of important work with alternative internet storage solutions or on removable media devices.

OFFICE USE ONLY	**Date:**	**Initials:**	**CB Number:**

Washington Academy Chromebook Agreement

I, _____ have read Washington Academy Chromebook Agreement for 2026-2027 school year. I understand my responsibilities and obligations as a Chromebook user and agree to limit my Chromebook use for educational purposes. I also have shared the contents of this agreement with my parents/guardians.

By signing below, we accept the terms of this agreement. We agree to be held financially responsible for the current replacement cost of the Chromebook, power adapter, and protective carrying case. This includes any physical damage or loss that occurs on or off campus.

Student Name _____
(please print)

Student Signature _____ Date _____

Parent/Guardian Name _____
(please print)

Parent/Guardian Signature _____ Date _____