

USD 417 Chromebook Use Contract

1. A Chromebook will be assigned to a student. The student should only use their assigned device and will retain ownership of the same Chromebook for the determined cycle.
2. The only account students may use on their Chromebook is a stu.cgrove417.org account.
3. The student must report suspected theft, loss or damage of the Chromebook to the building principal or librarian immediately.
4. When carrying a Chromebook, it should be closed and two hands should be used to hold the device. Do not carry large or heavy objects on top of your Chromebook.
5. If a Chromebook was issued with a protective case, that is part of the device and should stay on at all times to protect it. If it is removed, damaged, or lost the student/family is responsible for the cost to replace the protective case. If the protective case is removed, any damages to the device due to the protective case not being attached is the responsibility of the student/family. An invoice will be provided upon request.
6. In order to protect and preserve functionality of your assigned Chromebook the following actions will not be allowed.
 - a. Pick-up or carry a Chromebook by the screen.
 - b. Pinching the screen to close it.
 - c. Laying pencils, pens, or other objects on the keyboard or in the hinge area.
 - d. Eating or drinking around your Chromebook
 - e. Decorate your Chromebook with permanent engravings or markings.
 - f. Pick the keys off the keyboard. A missing or broken key requires a new keyboard.
 - g. Remove or cover the district applied inventory tag
7. It is allowable to decorate your Chromebook with appropriate non-permanent markings or stickers. Decorations are not allowed on any loaner computer. A reasonable attempt to remove decorations should be made by the student before returning the Chromebook to the school at the end of its cycle.
8. Do not leave your computer in extreme temperatures, this includes your car on hot days, or cold nights. If it is going to be over 100 degrees Fahrenheit or under 32 degrees Fahrenheit then the computer needs to be in a temperature controlled environment.
9. All repairs will be completed by district personnel. Do not attempt to make repairs yourself or have anyone else do them for you. Any damage done to the device caused by outside repair attempts will be charged at full price.
10. The assigned Chromebook is the student's responsibility. It should not be left unattended in any location. If found, a Chromebook should be turned into the office or library immediately.
11. When done using your Chromebook simply close the lid. Closing the lid will log you out and shut down the computer.
12. Chromebooks do not leave the building for elementary students.

13. It is your responsibility to bring your Chromebook to school each day charged and ready for the day. Repeatedly not doing so will result in disciplinary action. (for HS/JH Grades)
14. Use a soft microfiber type cloth to clean your Chromebook. There should not be a need to use liquid cleaners on it. IF you do find a need for a more robust cleaning, bring your Chromebook to your building library.
15. Keep your passwords safe, do not share them with anyone except your parents and teacher.
16. If you have a problem with your Chromebook, report it immediately to a teacher, or building librarian.
17. Chromebooks are the property of USD 417 and are being given to the student on a loan basis for educational use. Using the device in any way that violates this or any other policy may result in the student losing their ability to use the device.
18. Chromebooks must be returned to USD 417 if a student leaves the district for any reason. If the device is not returned in a suitable amount of time then it will be marked as missing/stolen and turned over to the proper authorities. (for HS/JH grades)
19. During school hours the Chromebook will be connected to the school's network. Personal hotspots are not allowed, including cell phones acting as hotspots.
20. At any time a Teacher, Administrator, or Staff member may ask for your Chromebook for inspection. You must surrender it immediately, no questions asked.

*Board Approved 1/9/23
Subject to change*

In addition to the above rules students must adhere to the USD 417 Acceptable Use Policy as well as the District Technology Policies & Procedures.

I agree to abide by these policies and procedures;

Student Name _____

Student Signature _____ date _____

Parent Name _____

Parent Signature _____ date _____