

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 of the Chromebook, loss or damage to the building principal 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. 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 or pens 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
6. It is allowable to decorate your Chromebook with appropriate non-permanent markings or stickers.
7. All repairs will be completed by district personnel. Do not attempt to make repairs yourself or have anyone else do them for you.
8. 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.
9. When done using your Chromebook simply close the lid. After a few seconds it will log you out and shut down.
10. Chromebooks do not leave the building for elementary students.
11. 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)
12. 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 technology leader.
13. Keep your password safe, do not share it with anyone except your parents and teacher.
14. If you have a problem with your Chromebook report it immediately to a teacher, or building technology leader.
15. Background and profile images must be school appropriate.

16. 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.
17. 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)
18. 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 12/10/18
Subject to change*

In addition to the above rules students must adhere to the USD 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 _____